

The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

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.

9064820067

Name of the Head of the Institution:

Dr. Jayasree Laha

Tel. No. with STD Code:

9064820067

Mobile:

91 9434029182

Name of the IQAC Co-ordinator:

Dr. Rupa Dasgupta

Mobile: 91 9733846160

91 9733846160

IQAC e-mail address:

naacnlkhan@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

Id: WBCOGN11844

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.ac.in

Web-link of the AQAR:

<http://rnlkwc.ac.in/pdf/aqar/AQAR-2017-2018.pdf>

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)

2017-18

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)

N.A

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DBT Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

NA

Any other (Specify)

NA

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

0

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

16

2.10 No. of IQAC meetings held: 4

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

4

Faculty

1

Non-Teaching Staff

1

Students Alumni

1

Others

1

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

0

International

0

National

0

State

0

Institution Level

2

(ii) Themes

Inculcating value education among the students

2.14 Significant Activities and contributions made by IQAC

IQAC took initiative to /for

- **Infrastructural Development:**
 - Construction of new laboratories, Modernisation of classrooms.
 - Construction of Basketball ground in the campus
- **Initiation of new programmes:**
 - Initiation of Undergraduate courses in Hindi, NCC and Education.
 - Proposal for initiating Post graduate Course in Botany, Music and Geography
- **Out-reach and Extension Activity:** Organisation of societal outreach programmes and encouragement in sports, NCC and NSS activities. One of our NSS Coordinators received the “W.B State NSS Award”. Our NCC cadets participated in two National level camps in Sikkim and Delhi.
- **Encouragement in Research:**
 - Proposal for the initiation of own Research centre both in Science and Humanities has been sent to Vidyasagar University.
 - Three faculty members received Ph.D. award and two faculty got M.Phil. award. Four students got their Ph.D. award during 2017-18 under the guidance of our faculties of different PG departments.
 - Faculty members were encouraged to send more research proposals by the research committee constituted by IQAC and four major research projects from DST, WBBB have been obtained.
- **Seminar and Conference:** Nine state and national level seminars including DST-Inspire Science Camp have been organised.
- **Campus placement and career counselling:** Off campus placement assistance is provided to the students. Various job-related courses, courses in art and craft, job oriented preparatory workshop are also provided.
- **Certificate course:** Certificate courses on Karate, Journalism and Mass communication, Photography, Dance, Art and Craft have been organised

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
Infrastructural Development	Construction of new laboratories and modernisation of classrooms. Construction of Basketball ground in the campus
New programmes	Three UG programmes namely Education, Hindi and NCC have been initiated in 17-18 academic session.
Out-reach and Extension Activity	Organisation of societal outreach programmes and encouragement in sports, NCC and NSS activities. One of our NSS Coordinators received the “W.B State NSS Award”. Our NCC cadets participated in two National level camps in Sikkim and Delhi.
Encouragement in Research	Three faculty members received Ph.D. award and two faculty got M.Phil. award. Four students got their Ph.D. award during 2017-18 under the guidance of our faculties of different PG departments. Faculty members were encouraged to send more research proposals by the research committee constituted by IQAC and four major research projects from DST, WBBB have been obtained.
Seminar and Conference	Nine state and national level seminars including DST-Inspire Science Camp have been organised
Campus placement and career counselling:	Off campus placement assistance is provided to the students. Various job-related course, courses in art and craft, job oriented preparatory workshop are also provided.
Certificate course:	Certificate courses on Karate, Journalism and Mass communication, Photography, Dance, Art and Craft have been organised

* 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	07	00	0	0
UG	25	00	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	08	02	08	08
Others	0	0	0	0
Total	40		08	08
Interdisciplinary	05	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*

Alumni Yes Parents Yes Employers No Students Yes

(On all aspects)

Mode of feedback : Online No Manual Yes Co-operating schools (for PEI) No

**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.

UG: Education (H), NCC, Hindi (H) PG: Computer Sc. & Sanskrit

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others (PTT & CWTT)
	87	28	17	0	42

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
	28	19	17	0	00	0	0	0	45	19

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	8	13	21
Presented papers	6	10	11
Resource Persons	1	2	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

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

76.33

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	05	95	-	100
English	87	NA	10	82	6	91.95
Sanskrit	57	NA	09	75	7	91.22
Geography	59	NA	12	80	7	98.30
History	52	NA	10	81	8	98
Philosophy	29	NA	03	86	3	93.1
Pol Science	27	NA	11	63	22	96.29
Music	15	NA	47	47	-	93.33
Economics	07	NA	29	71	-	100
Zoology	36	NA	19	67	14	100
Botany	27	NA	26	63	11	100
Physiology	22	NA	27	59	9	94.45
Nutrition	44	NA	39	48	14	100
Microbiology	25	NA	32	52	12	96
Physics	20	NA	45	40	15	100
Chemistry	29	NA	52	48	-	100
Mathematics	57	NA	11	77	12	100
Computer Science	31	NA	55	45		100
BCA	28	NA	68	29	-	96.62

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

- Monitoring and analysis of student feedback and action taken accordingly.
- Monitoring and analysis of parent feedback and action taken accordingly.
- Monitoring of academic assignments according to the scheduled academic calendar.

- Oversee infrastructural support specially ICT facilities to classrooms and laboratories.
- Encouraging students' seminar, debate, group discussion, subject quiz etc.

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	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	05
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	18	02	0	05
Technical Staff	09	07	0	10

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 to promote, to encourage and to guide the faculties for sending research proposals. Seed money is provided to beginners. Student projects are funded from BSR grant and from institutional fund. Two online research journals from the college have been published on a regular basis.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	6	0	0
Outlay in Rs. Lakhs	0	53,27,420	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	1	0	4
Outlay in Rs. Lakhs	11,32,000	2,50,000	0	11,32,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	66	0
Non-Peer Review Journals	0	10	0
e-Journals	0	0	0
Conference proceedings	0	3	0

3.5 Details on Impact factor of publications:

Range 0.36 to 7.4 Average 0.69 h-index 5-19 Nos. in SCOPUS 3

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	2014-2017	DST-WB, DIPAS-DRDO	42,83,200	34,26,560
Minor Projects	2015-2017	UGC, ICHR, WBBB, CWIT	35,41,600	28,33,280
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>	2017	DST INSPIRE	15, 87, 200 17,07,100	15, 87, 200 17,07,100
Any other(Specify)	0	0	0	0
Total			1,11,19,100	90,54,140

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	0	3	0	17
Sponsoring agencies	0	RUSA,DST	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

8

20

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

4

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

JRF 3 SRF 2 Project Fellows 5 Any other 0

3.21 No. of students Participated in NSS events:

University level 96 State level 3

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 9

National level 11 International level 0

3.23 No. of Awards won in NSS:

University level 1 State level 1

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="0"/>	College forum	<input type="text" value="0"/>	
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="7"/>	Any other <input type="text" value="0"/>

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

- Blood donation Camp by NCC
- Plantation and cleanliness awareness programme by NCC and NSS
- Observation of 'National Unity Day'
- Rally and Oath taking on 'Swachhata Pakwada'
- Republic Day Celebration
- Observation of International Yoga Day
- National Level Essay Competition on 'What can i do for making India clean'
- Workshop on self defence by NSS
- Literacy programme by NSS
- Aids awareness programme by NSS
- Women's day celebration by NSS
- Teaching and learning of the ST children of adopted villages.

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	10	.0	42
Laboratories	34	4	UGC/RUSA College	38
Seminar Halls	01	0	0	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	15	3	UGC addl grant,	18
Value of the equipment purchased during the year (Rs. in Lakhs)	8.7 crores	1.5	UGC Addl. grant	10.2
Others	0	0	0	0

4.2 Computerization of administration and library

Library is fully computerised. Administrative block is also fully computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36106	98,29800.00	814	285214	36920	10115014
Reference Books	530	251500	15	9100	545	260600
e-Books	82	486470	0	0	82	486470
Journals	35	26000	0	0	35	26000
e-Journals	10	74812	0	0	10	74812
Digital Database	1	5,800	0	0	1	5800
CD & Video	100	9880	0	0	100	9880
Others (specify) News papers	4	5534	0	0	0	5534

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	248	5	Yes	2	1	1	22	0
Added	60	8	NA	0	1	0	3	0
Total	308	13	NA	2	2	1	25	0

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

Computer networking centre and e- learning laboratory from DST Fist funding has been established with Server and 12 computers. Internet facilities are available in all departments.

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
3562	265	0	0

(b) No. of students outside the state

41

(c) No. of international students

1

No	%
0	0

Women

No	%
3827	100

Last Year(2016-17)						This Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2647	521	256	614	16	4054	2454	486	290	597	09	3827

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.
 Preparatory courses for Zoology and physiology
 Coaching for School Service Examination and TET
 Spoken English and Computer training, financial accounting for students beyond college hours.
 Mock tests for competitive examination.

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>Off campus</i>			<i>On Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	72	8	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	382	193523
Financial support from government	2065	19860000
Financial support from other sources TATA & Sitram Zindal	47	141000
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

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 sending 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

NIL

6.3.9 Admission of Students

Admission of students is done by following university guidelines.

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	2

6.5 Total corpus fund generated :

39179730.00

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

For PG Programmes

Yes

No

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

CBCS pattern of curricula and semester system of examination has been introduced.

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

Proposal for granting Autonomous status of this college has been by Vidyasagar University to UGC.

6.11 Activities and support from the Alumni Association

1. Medical Health Check up
2. Tree Plantation
3. Fund for Campus beautification.
4. Fund for student aid fund.
5. Providing legal help to alumnae.
6. Organizing memorial lectures.

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

Health checkup programme, computer training programme

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 plant at-least one sapling in the campus.
- Each student has been given the responsibility to nurture a single sapling
- Students were encouraged to maintain cleanliness of their departmental classrooms and laboratories

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

PI sees annexure III.

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

- Interaction of students with the local people through societal out-reach programme
- Training for self employment through imparting skill development programme
- Maintaining Mentorship for the students.
- Full Wi-Fi zone of the campus.
- Special coaching for competitive examination, Spoken English and computer training.
- Career counselling, Psychological counselling and scholarship/ admission 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. Organization of Cleanliness / Sanitation programme of the campus and nearby villages namely kanakabai, Baghdubi etc. on a regular basis.

7.5 Whether environmental audit was conducted?

Yes

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 2017

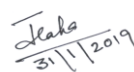
8. Plans of the institution for next year

1. To initiate Honours course in Physical Education
2. To initiate Post Graduate Course in Geography
3. To initiate Post Graduate Course in Music
4. To initiate Post Graduate Course in Nutrition
5. To initiate Post Graduate Course in Botany
6. To initiate 4 year UG Course in BMLT
7. To initiate more job oriented value added courses
8. To construct new classrooms to run the BMLT course and laboratories for Botany from higher Education fund, Govt. of West Bengal.
9. To upgrade Science laboratories by obtaining grants from 2nd phase of DST-FIST
10. To Install lifts in our buildings to make the campus friendly for differently abled persons
11. Boost Entrepreneurship Development activities by selling of handicraft items.
12. Boost Societal outreach activities by strengthening our tribal children adoption programme
13. Introduction of skill development programmes for socially backward students.
14. Initiation of lab to land collaboration in the nearby villages.
15. Installation of water purifier to provide purified drinking water to the hostel borders.
16. Construction of road to connect the new constructed building.



Dr. Rupa Dasgupta
Signature of the coordinator, IQAC

Co-ordinator
Internal Quality Assurance Cell
Raja N.L. Khan Women's College, Midnapore




Dr. Jayasree Laha
Signature of the chairperson, IQAC

DR. JAYASREE LAHA
Principal
Raja Narendra Lal Khan Women's College



Annexure i.

**VIDYASAGAR UNIVERSITY**
Office of the Secretary, Council for Undergraduate Studies
Midnapore - 721102, Paschim Medinipur, West Bengal.

Ref. No. VU/UG/ 794 / /2017 Date: 21.08.2017

From: Dr. M.K. Gole
Secretary
Council for Under Graduate Studies
Vidyasagar University

To: The Principal/TIC/OIC(s)
All affiliated General Degree Colleges
Vidyasagar University

Sub: Academic Calendar (academic session: 2017-2018) for General Degree Colleges, Vidyasagar University.

Sir / Madam,

Please find herewith the **Academic Calendar** (academic session: 2017-2018) of **General Degree Colleges** for your information & necessary implementation during the session 2017-2018.

Thanking you,

Yours sincerely

Dr. M.K. Gole
Secretary
Council for Under Graduate Studies
Vidyasagar University

U. G. Council
VIDYASAGAR UNIVERSITY

Encl. Academic Calendar for General Degree Colleges (academic session: 2017-2018), Vidyasagar University.

Copy to :

1. The Controller of Examination, VU
2. The Inspector of Colleges, VU
3. The Principal/TIC/OIC(s)
..... College / Mahavidalaya.

Phone : 03222-276554/276555/276557/276558 : Extn : 460
website: <http://vidyasagar.ac.in>

G. Sanyal
R

Office of the Inspector
Received on
23/08/17
No. 554
Sig. [Signature]



VIDYASAGAR UNIVERSITY
Midnapore – 721102

ACADEMIC CALENDER FOR U.G. COLLEGES (B.A/B.Sc/B.Com: Honours /General/ Major I

Academic Session 2017-2018

1st Term 01.07.2017 to 21.10.2017



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 -2017	1 st	July 1	Nil	Nil	1 day	11-07-2017 Commencement of 1 st year B.A/B.Sc/B.Com classes 21-07-2017 Starting day of admission of 2 nd & 3 rd year B.A/B.Sc/B.Com students 28-07-2017 – Last date of admission of 3 rd year B.A/B.Sc/B.Com classes. 28-07-2017 Commencement of 2 nd & 3 rd year B.A/B.Sc/B.Com classes.
	2 nd	July (2-8)		1 day	6 days	
	3 rd	July (9-15)		1 day	6 days	
	4 th	July (16-22)		1 day	6 days	
July – August 2017	5 th	July (23-29)	23.07.2017(Sunday)	1 day	6 days	02.08.2017 – Last date of admission of 2 nd year B.A/B.Sc/ B.Com classes.
	6 th	July 30 – Aug - 05	30.07.2017 (Sunday)	1 day	6 days	
	7 th	August (6-12)	06.08.2017 (Sunday)	1 day	6 days	
August – 2017	8 th	August (13-19)	13.08.2017 (Sunday) 14.08.2017(Jannashanti) 15.08.2017(Independence day)	3 days	4 days	11-08-2017 Last date of Change of subjects for 1 st Year B.A/B.Sc/B.Com Students

August-September-2017	9 th	August (20-26)	20.08.2017 (Sunday)	1 day	6 days	04-09-2017 - Last date of Filling up of Registration form (for 1 st year B.A/B.Sc/B.Com) by the student in the College. 11-09-2017 Last date of submission of Registration forms (for 1 st year B.A/B.Sc/B.Com) by the College to the University for verification.
	10 th	August 27-Sept 2	27.08.2017 (Sunday) 02.09.2017 (Id-Ud-Zoha)	2 days	5 days	
September-2017	11 th	Sept-(3-09)	3.09.2017 (Sunday)	1 day	6 days	Puja Holidays
	12 th	September (10-16)	10.09.2017 (Sunday)	1 day	6 days	
	13 th	September (17-23)	17.09.2017 (Sunday) 19.09.2017 (Mahalaya) 24.09.2017 (Sunday) 26.09.2017-30.09.2017 (Puja Holiday) 29.09.2017 (University Foundation Day)	2 days	5 days	
Sept-2017	14 th	September (24-30)	01.10.2017 (Sunday) 01.10.2017 (Muharram) 02.10.1017(Gandhiji's Birth Day) (01.10.2017-07.10.2017) (Puja Holiday)	6 days	1 day	Puja Holidays
October-2017	15 th	Oct.(1-7)	08.10.2017 (Sunday) 08.10.1017-14.10.2017 (Puja Holidays) 13.10.2017 (Sunday) 13.10.2017 - 21.10.2017 (Puja Holidays) (19.10.2017-21.10.2017) (Kalipuja & Bhadravitaya) Puja Holiday	7 days	Nil	Puja Holidays
	16 th	October (08-14)	08.10.1017-14.10.2017 (Puja Holidays)	7 days	Nil	
October-2017	17 th (Fest)	October(15-21)		7 days	Nil	Puja Holidays 16-10-2017 : Last date of submission of registration fees (for 1 st yr B.A/B.Sc/B.Com students) to Vidyasagar University by the college with out fine
				43	70	



2nd Term 22.10.2017 to 01.01.2018



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
Oct-Nov 2017	17 th (Part)	October (22-28)	22.10.2017 (Sunday)	1 day	6 days	
	18 th	Oct 29-Nov 4	29.10.2017 (Sunday) 04.11.2017 (Guru Nanak's Birth Day)	2 days	5 days	31-10-2017 - Last date of submission of Registration form and fees for 1 st Yr. B.A/B.Sc/B.Com students) to Vidyasagar University by the College with fine.
November 2017	19 th	Nov (5-11)	05.11.2017 (Sunday)	1 day	6 days	
	20 th	Nov (12-18)	12.11.2017 (Sunday)	1 day	6 days	17-11-2017- Last date of submission of Registration form and fees (for 1 st Yr. B.A/B.Sc/B.Com students) to Vidyasagar University by the College with Super Delay Fine.
Nov-Dec 2017	21 st	Nov (19-25)	19.11.2017 (Sunday)	1 day	6 days	
	22 nd	Nov 26-Dec 02	26.11.2017 (Sunday) 02.12.2017 (Fateha-Dwaz-Daham)	2 days	5 days	
	23 rd	Dec (03-09)	03.12.2017 (Sunday)	1 day	6 days	
December 2017	24 th	Dec (10-16)	10.12.2017 (Sunday)	1 day	6 days	
	25 th	Dec (17-23)	17.12.2017 (Sunday)	1 day	6 days	
	26 th	Dec (24-30)	24.12.2017 (Sunday) 25.12.2017 (Christmas Day) 25.12.2017-30.12.2017 (Winter Recess)	7 days	Nil	
Dec-January 2018	27 th (Part)	Dec 31-January 01	31.12.2017 (Sunday) 31.12.2017 (Winter Recess) 01.01.2018 (New Year's Day)	2 days	Nil	
				20	52	



3 Term 02.01.2018 to 30.06.2018

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
	27 th (Part)	January (2-6)	Nil	Nil	5 days	
	28 th	January (7-13)	07.01.2018 (Sunday) 12.01.2018 (Swami Vivekananda's Birthday)	2 days	5 days	
	29 th	January (14-20)	14.01.2018 (Sunday) 14.01.2018 (Poush Sankranti)	1 day	6 days	
January-2018	30 th	January (21-27)	21.01.2018 (Sunday) 22.01.2018-23.01.2018 (Saraswati Puja / Shree Panchami) 23.01.2018 (Netaji Birth Day) 26.01.2018 (Republic Day)	4 days	3 days	
January-February-2018	31 st	January 28- Feb-03	28.01.2018 (Sunday)	1 day	6 days	
	32 nd	February (4-10)	04.02.2018 (Sunday)	1 day	6 days	
February-2018	33 rd	February (11-17)	11.02.2018 (Sunday) 14.02.2018 (Shivaratri)	2 days	5 days	
	34 th	February (18-24)	18.02.2018 (Sunday)	1 day	6 days	
February- March-2018	35 th	February 25- March-03	25.02.2018 (Sunday) 02.03.2018 - 03.03.2018 (Doljatra)	3 days	4 days	
	36 th	March (04-10)	04.03.2018 (Sunday)	1 day	6 days	6.03.2018 - Closing of 3 rd Year B.A./B.Sc./B.Com classes.
March-2018	37 th	March (11-17)	11.03.2018 (Sunday)	1 day	6 days	Commencement of practical examination for Part-III-2018 (tentatively)
	38 th	March (18-24)	18.03.2018 (Sunday)	1 day	6 days	24.03.2018 - Closing of 1 st & 2 nd year B.A./B.Sc./B.Com Classes
March-April-2018	39 th	March (25-31)	25.03.2018 (Sunday) 30.03.2018 (Good Friday)	2 days	5 days	

April - 2018	40 th	April (01-07)	01.04.2018 (Sunday)	1 day	6 days	Commencement of theory Examination for Part-III - 2018 (Tentatively)
	41 st	April (08-14)	08.04.2018 (Sunday) 14.04.2018 (Chaitra Sankranti) (Dr.B.R.Ambedkar's Birthday)	2 days	5 days	
	42 nd	April (15-21)	15.04.2018 (Sunday) (Bengali: Nabha Barsha)	1 day	6 days	
April - May 2018	43 rd	April (22-28)	22.04.2018 (Sunday)	1 day	6 days	Commencement of practical examination for Part-II -2018 (Tentatively)
	44 th	April 29- May 05	29.04.2018 (Sunday) 01.05.2018 (May Day)	2 day	5 days	
	45 th	May(06-12)	06.05.2018 (Sunday) 09.05.2018 (Rabindranath's Birth Day)	2 days	5 days	
May - 2018	46 th	May(13-19)	13.05.2018(Sunday) 14.05.2018 - 19.05.2018 (Summer Recess)	7 days	----	Exam., administrative work, academic task, etc.
	47 th	May(20-26)	20.05.2018 (Sunday) 21.05.2018-26.05.2018 (Summer Recess)	7 days	---	
	48 th	May, 27-June 02	27.05.2018 (Sunday) 28.05.2018-02.06.2018 (Summer Recess)	7 days	---	
June-2018	49 th	June (03-09)	03.06.2018 (Sunday) 04.06.2018-09.06.2018 (Summer Recess)	7 days	---	Exam., administrative work, academic task, etc.
	50 th	June (10-16)	10.06.2018 (Sunday) 11.06.2018-16.06.2018 (Summer Recess)	7 days	---	
	51 st	June(17-23)	17.06.2018 (Sunday) 18.06.2018-23.06.2018 (Summer Recess)	7 days	---	
	52 nd	June(24-30)	24.06.2018 (Sunday) 25.06.2018-30.06.2018 (Summer Recess)	7 days	---	
				78	102	

Total no. of days available for holding classes/examination: 70+52+102= 224 days
 ## Principal/Teacher - in - Charge(s) are requested to follow the academic calendar strictly. Any deviation from the specified list of holidays will not be allowed unless prior approval is obtained from the Secretary, U.G. Council, Vidyasagar University. This academic calendar is provisional.





VIDYASAGAR UNIVERSITY

Office of the Secretary, Council for Undergraduate Studies

Midnapore - 721102, Paschim Medinipur, West Bengal.

Ref. No. VU/UG/ 795 / /2017

Date: 21-08-2017

From: Dr. M.K. Gole
Secretary
Council for Under Graduate Studies
Vidyasagar University

To: The Principal/TIC/OIC(s)
All affiliated General Degree Colleges
Vidyasagar University

Sub: **Academic Calendar for B Sc (Hons.) in CBCS Semester-1 (academic session: 2017-2018) for General Degree Colleges, Vidyasagar University.**

Sir / Madam,

Please find herewith the **Academic Calendar** for Semester -I(academic session: 2017-2018) of **General Degree Colleges** for your information & necessary implementation.

Thanking you.

Yours sincerely


Dr. M.K. Gole
Secretary

Council for Under Graduate Studies
Vidyasagar University

Secretary
U. G. Council
VIDYASAGAR UNIVERSITY

Encl. Academic Calendar for B Sc (Hons.) – CBCS, Semester-I (academic session: 2017-2018), Vidyasagar University.

Copy to :

1. The Controller of Examination, VU
2. The Inspector of Colleges, VU
3. The Principal/TIC/OIC(s)

..... College / Mahavidalaya.

Phone : 03222-276554/276555/276557/276558 : Extn : 460
website: <http://vidyasagar.ac.in>

Vidyasagar University
Academic Calendar for B Sc (Hons.) in CBCS
[Session 2017-2018]



	Odd Semester
	UG Semester – I
Commencement of classes	12 July 2017
Period of academic activity	12 th July 2017 to 10 th November 2017
End Semester Exam	25 th November 2017 to 15 th December 2017
Result publication	Within 3 rd week of January 2018

This academic calendar is provisional. The tentative dates may be changed.

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.
- Separate alumni room is demanded in the feedback of alumni and their demand has been placed in the G.B
- Regarding the completion of syllabus under CBCS pattern in due time more guest faculties are recruited.

Annexure iii: Action Taken Report (ATR)

Plan of Action	Achievements
Infrastructural Development	Construction of new laboratories and modernisation of classrooms. Construction of Basketball ground in the campus
New programmes	Three UG programmes namely Education, Hindi and NCC have been initiated in 17-18 academic session.
Out-reach and Extension Activity	Organisation of societal outreach programmes and encouragement in sports, NCC and NSS activities. One of our NSS Coordinators received the “W.B State NSS Award”. Our NCC cadets participated in two National level camps in Sikkim and Delhi.
Encouragement in Research	Three faculty members received Ph.D. award and two faculty got M.Phil. award. Four students got their Ph.D. award during 2017-18 under the guidance of our faculties of different PG departments. Faculty members were encouraged to send more research proposals by the research committee constituted by IQAC and four major research projects from DST, WBBB have been obtained.
Seminar and Conference	Nine state and national level seminars including DST-Inspire Science Camp have been organised
Campus placement and career counselling:	Off campus placement assistance is provided to the students. Various job-related course, courses in art and craft, job oriented preparatory workshop are also provided.
Certificate course:	Certificate courses on Karate, Journalism and Mass communication, Photography, Dance, Art and Craft have been organised