

The Annual Quality Assurance Report (AQAR) of the IQAC for the Session 2015-2016

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	K.D.COLLEGE OF COMMERCE & GENERAL STUDIES, MIDNAPORE
1.2 Address Line 1	AT- KHUDIRAMNAGAR
Address Line 2	POST - MIDNAPORE
City/Town	DIST - PASCHIM MEDINIPUR
State	WEST BENGAL
Pin Code	721101
Institution e-mail address	Kdccmid_westbengal@rediffmail.com
Contact Nos.	03222 - 275836/03222- 297004
Name of the Head of the Institution:	Dr. DULAL CHANDRA DAS
Tel. No. with STD Code:	03222 - 275836
Mobile:	9775100112
Name of the IQAC Co-ordinator:	PROF. BIBEKANANDA DASMAHAPATRA
Mobile:	9475257672
IQAC e-mail address:	kdcciac@rediffmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)	WBCOGN11848
1.4 NAAC Executive Committee No. & Date:	EC/33/429, dated 16.09.2004
<i>(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)</i>	
1.5 Website address:	www.kdcollege.ac.in
Web-link of the AQAR:	kdccaar@rediffmail.com

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	B ⁺	77.0	2004	5 Yrs.
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

18/02/2005

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

2015-2016

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 2011-2012 31/12/2015
- ii. AQAR 2012-2013 (31/12/2015)
- iii. AQAR 2013-2014 (31/12/2015)
- iv. AQAR 2014-2015 (31/12/2015)

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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

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)

VIDYASAGAR UNIVERSITY, MIDNAPORE

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc- NO

Autonomy by State/Central Govt./University

University with Potential for Excellence NO

UGC-CPE NO

DST Star Scheme NO

UGC-CE NO

UGC-Special Assistance Programme NO

DST-FIST NO

UGC-Innovative PG programmes NO

Any other (Specify) NO

UGC-COP Programmes NO

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

NIL

2.4 No. of Management representatives

01

2.5 No. of Alumni

NIL

2.6 No. of any other stakeholder and community representatives

01

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The Internal Quality Assurance Cell (IQAC) is mainly concerned with initiating quality assurance measures and keeping a close watch on the execution of such measures by the different units of the college so as to ensure a holistic quality improvement. Some such initiatives have been:

1. Enrichment of Library by procuring books especially for the newly opened Arts stream.
2. Procurement of Library Automation software for modernisation of Library services.
3. Installation of CC TV in the Central Library.
4. Proposal seeking financial assistance submitted to the State Government for procurement of Books and furniture for the Library and construction of Staff Quarters for guards inside the campus.
5. Up gradation of office automation and College website to facilitate the adoption of On-line admission process.
6. Introduction of System generated Identity Cards with Bar Code for the students.
7. Women's Study Centre with the active help of Political Science Department sent a team of students to participate in the District level Youth Parliament competition organised by the Department of Youth Welfare, Government of West Bengal.
8. The Volleyball team of the College became champion in the Inter-College competition organised by the affiliating university.
9. The College engaged four contractual Guest Teachers purely on temporary basis to cope with the class load.
10. Motivating the teachers and the taught for adoption of modern technology intensively, like the use of OHP, PPT etc. to make the teaching-learning process more attractive to the students.
11. Encouraging faculty members to generate resource by submitting proposals to the University Grants Commission for Research Project and also to participate in different seminars and symposia etc.
12. Encouraging the students for participating in the deliberations in Class room seminars after the completion of any topic/Chapter under the course curricula.
13. Encouraging the teachers for the overall development of the students through proper mentorship.
14. Encouraging the Grievance Redressal Cell to settle the problems internally as far as possible and taking preventive measures for the recurrence of similar type of grievance(s).
15. Considering and analysing the feedbacks obtained from the students and the guardians.

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 *

The meetings of the IQAC are held at regular intervals and the decisions arrived therein are forwarded to the Governing Body for final approval through relevant sub-committees.

Plan of Action	Achievements
Procurement of Library books	A good number of books, especially for Arts stream, recommended by the Departmental teachers was purchased
Procurement of Library Automation Software	In consultation with different experts in the field of Library operation, KOHA software has been procured and installed duly.
Installation of CC TV in the Central Library	Single set of Eight Channel CC TV with a total surveillance of Lending Section, Book Bank and Reading Room was installed.
Sending Proposal for financial assistance from the State Govt. for Book, Library Furniture and Staff Quarters.	An amount of Rs.2,20,000 sanctioned for construction of Staff Quarters for guards.
Submission of Proposal for incentive to Non-Govt. Colleges	An amount of Rs.3,00,000 sanctioned by the State Government.
Implementation of On-line Admission Process	Necessary hardware and software were procured and admission process was successfully completed.
Introduction of System generated Students' Id Card with Bar Code	System Generated Students' Id Card introduced in abolition of manual Id Cards.
Allotment of sufficient classes for each subjects	Four contractual Guest Teachers on purely temporary basis were engaged
Encouraging faculty members for qualitative improvement	Faculty members participated and presented papers in different seminars and conferences.
Encouraging Classroom seminars and mentorship	Classroom seminars were organised and faculty members played the role of mentors in counselling the students.
Maintaining favourable academic environment	Through the Grievance Redressal Cell and analysis of the feedback from the students and parents necessary solutions to the problems are achieved
To Organized Seminar	Seminar on "Mental wellbeing" Organized

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

As detailed under 2.15

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	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	06	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	06	NIL	NIL	NIL

Interdisciplinary	Courses like Honours in Accounting & Finance and Marketing Management involve faculty members from different Departments of the College.			
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NIL
Trimester	NIL
Annual	06

1.3 Feedback from stakeholders*

(On all aspects)

	Alumni	Parents	Employers	Students
Mode of feedback :	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Online	Manual	Co-operating schools (for PEI)	<input type="checkbox"/>

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

Feedback was collected from the students with a format developed by the IQAC. On analysing the feedback it was found that students were satisfied with the academic and administrative functioning of the college, though there was dissatisfaction with regard to other allied facilities like- infrastructure, canteen, playground etc.

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

NO

As the College follows the Syllabus and Curriculum of the affiliating University (VIDYASAGAR UNIVERSITY), there is no scope of internal curricular designing, revision or up gradation.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors (Principal)	Others
	18	05	05	01	PTTs=5 Librarian=1

2.2 No. of permanent faculty with Ph.D. 03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Assistant Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	03	0	0	0	0	0	0	0	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

04	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	02	03
Presented papers	03	04	01
Resource Persons	00	00	00

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

It is needless to mention that each teacher uses his /her own skill /technique in the teaching-learning system.

1. Different teaching styles like reading, lectures group discussions, field trips, lab exercises etc. are made use of.
2. Demonstration classes are taken as per requirement with the use of projector. Class-Room examinations are taken at regular intervals for the evaluation of the comprehension and clarity of the students.
3. Class seminars by the students are also organized time to time in the classroom.
4. Blackboards are substituted by white boards and sound system have been installed in some more classes
5. The teachers motivate the students in writing essays and poems in the annual magazine and wall magazine to embrace creativity.
6. Industrial training is organised centrally in the college campus for B.Com final year students as per direction of Commerce Board of Studies of affiliating University.

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

169

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

Since the college has to follow the University rules, there is no scope for any change in the examination system. University has modified the internal examination system reducing the number of examination to two per year for Hons. Papers and one for General papers.

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

BOS- 2

W. Shop- Nil

2.10 Average percentage of attendance of students

76.2%

2.11 Course / Programme-wise Distribution of Pass Percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (Accounting & Finance)	84	NIL	19	64	NIL	98.88%
B.Com.(Marketing Management)	28	NIL	02	24	02	100%
B.Com (General)	11	01	NIL	NIL	07	72%
B.A. (Bengali)	58	NIL	06	52	NIL	100%
B.A. (English)	55	NIL	02	53	NIL	100%
B.A. (General)	53	05	NIL	NIL	39	83.01%

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

1. Engaging guest teachers in Bengali, English and History in the absence of full-time or PTTs;
2. No. of sound systems and white board are enhanced in different class rooms;
3. Evaluating the quality of teaching – learning by taking up such issues as regularity and punctuality of teachers and students;
4. Improving the system of Teachers' Evaluation by students with respect to improving the overall quality of the college;
5. Maintaining the Self-appraisal Report of the Faculty Members;
6. Implementing effectively the Evaluation reforms of the Affiliating University;
7. Taking initiatives in class-rooms to provide the students with an atmosphere to acquire ethical and moral values.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

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	08	07	NIL	06
Technical Staff	NIL	NIL	NIL	01

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC invites research proposals from faculty members and identifies the area of research interest in faculty members by having sessions for discussion of various topics on current and contemporary issues;
- IQAC takes initiatives for organising seminars, workshops etc. involving the faculty members and students of different departments.
- IQAC also scrutinises any proposal for research projects intended to be taken up by any faculty member of the college;
- IQAC encourages any publication of paper in any journal or presentation of papers in any international, national or other seminar/ conference/workshop etc. It acknowledges such publications by setting a session involving faculty members, students and other interested persons wherein the faculty member who had already presented a paper puts before the internal audience his/her main and prominent research findings in his/her paper;

IQAC always encourages the faculty members to be part of any academic cum research bodies like Indian Accounting Association, Indian Commerce Association, Indian Economics Association, Library Associations, Literary Associations like Vidyasagar University English Teachers’ Consortium, etc. so that the faculty members get the opportunity to hobnob with big names of their respective fields.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NONE	NONE	NONE	NONE
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	NIL	01
Outlay in Rs. Lakhs	NIL	NIL	NIL	2.65 LAKHS

3.4 Details on research publications

	International	National	Others
Peer Review Journals	NIL	06	02
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	01	NIL
Conference proceedings	NIL	NIL	NIL

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	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	2.65 LAKHS
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	421	State level	NIL
National level	NIL	International level	NIL

3.22 No. of students participated in NCC events:

University level	NA	State level	NA
National level	NA	International level	NA

3.23 No. of Awards won in NSS:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.24 No. of Extension activities organized

University forum	NIL	College forum	02		
NCC	NIL	NSS	04	Any other	NIL

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

- Participated in Youth Parliament organised by Dept. of Youth Welfare, Govt. of West Bengal
- Organised one rally for AIDS Awareness
- Conducted Swachh Bharat Avijan
- Conducted road repairing programme, SHG seminar, Literacy Programme and Plantation Programme in the NSS adopted area alongside the Judges Court Road

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	0.7485 Acre	NIL	OWN	0.7485 Acre
Class rooms	16	NIL	OWN & UGC	16
Laboratories	02	NIL	OWN & UGC	02
Seminar Halls	02	NIL	OWN & UGC	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	25			
Value of the equipment purchased during the year (Rs. in Lakhs)	61,910/-		Govt. & UGC	
Others				
Principal's Office Room	01	NIL	OWN	01
General Office	01	NIL	OWN	02
Staff Room	01	NIL	OWN	02
Central Library	01	NIL	OWN	01
Book Bank	01	NIL	OWN	01
Reading Room	01	NIL	OWN	01
Students' Common Room(Boys)	02	NIL	OWN	02
Students' Common Room(Girls)	02	NIL	OWN	02
Students' Union Room	01	NIL	OWN	01
Canteen	01	NIL	OWN	01
Alumni Association	01	NIL	OWN	01
IQAC Office	01	NIL	OWN	01
N.S.S. Office	01	NIL	OWN	01

4.2 Computerization of administration and library

1. The college has initiated online admission, the application process, publication of merit list is done based on computer software procured by the college.
2. Computerization of administration is under process. All financial and academic data is maintained in a digital database.
3. KOHA and D-Space software installed in the library for automation of library services

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22687	2168637	13	5461	22700	2174698
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	55		14			
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	01	17					
Added	NIL	NIL						
Total	42	01						

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

The college has provided Desktop Computers and Printers and internet facility to each individual Department. The college has its own software for admission and maintenance of database. The college has its own website and Bulk SMS and email is used to communicate with the staff in case of emergency.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0	NIL
ii) Campus Infrastructure and facilities		2,00,000
iii) Equipments		50,000
iv) Others		000000
Total :		250000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC advises the Governing Body and the Principal in respect of student support and progression.
2. IQAC also keeps close co-ordination with career Counselling Cell and Women's Study Center.
3. It also analyses the feed-back forms collected from students and parents and takes necessary steps.
4. It coordinates with the sports in charges and others supporting staff to collect data regarding students participation and prizes won in different level of competitions, both in sporting as well as cultural events.
5. It also takes into note of student grievances, if any, regarding student support and tries to solve them amicably. It also

5.2 Efforts made by the institution for tracking the progression

The departments maintain data base regarding student progression through personal contacts of teachers and through alumni.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1360	NIL	02	NIL

(b) No. of students outside the state

05

(c) No. of international students

NIL

Men	No	%	Women	No	%
	879	65		481	35

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1061	127	54	95	NIL	1337	1079	292	175	125		1671

Demand ratio 1:4

Dropout % 9

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

1. There is a Career and Counselling Cell in the college which conducts lectures on various career related topics and competitive examinations.
2. Competitive examinations related books and periodicals are also made available to the students for their help.
3. Provisions are also made for student placement in various organisations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="02"/>	SET/SLET	<input type="text" value="NIL"/>	GATE	<input type="text" value="NIL"/>	CAT	<input type="text" value="NIL"/>
IAS/IPS etc	<input type="text" value="NIL"/>	State PSC	<input type="text" value="NIL"/>	UPSC	<input type="text" value="NIL"/>	Others	<input type="text" value="06"/>

5.6 Details of student counselling and career guidance

1. There is a Career and Counselling Cell in the college which conducts lectures on various career related topics and competitive examinations.
2. Career related books and periodicals are also made available to the students for their help.
3. Career & Counselling Cell, Women's Study Centre and NSS units conduct career and various sorts of counselling programmes from time to time.

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
02	28	06	NA

5.8 Details of gender sensitization programmes

Health check-up camp for Girls.

5.9

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	61	20,045
Financial support from government	321	22,98,800
Financial support from other sources	26	78,000
Number of students who received International/ National recognitions	NA	NA

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: There are four (04) cases of grievances redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The College was established in 1961 with the vision and mission to develop students of all ages and sexes physically, mentally and morally by promoting in them quality education along with inculcating in them the proper sense of nationalism, discipline and culture so that they be useful and loyal citizens of the country.

6.2 Does the Institution has a management Information System

Yes, the College has an active and dynamic Management Information System and is in the process of whole-scale implementation.

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

6.3.1 Curriculum Development

Faculty members provide suggestions to the Board of Studies as its member(s)

6.3.2 Teaching and Learning

Students are selected for admission on merit basis and their academic records. Regularity of the classes is monitored by the college authority. To assess the knowledge and skills of the students, Internal Assessments are held according to the academic calendar of the affiliating university and weak students are given remedial coaching. Advance learners are encouraged to work ahead by personal counselling and guidance, home assignment and library works. The teachers are encouraged to make a teaching plan at the beginning of the session and the course is unitised and allotted to the faculty members. The heads of the departments monitor the implementation of the syllabi and if necessary midcourse corrections are undertaken by reallocating the incomplete units. The college also supplements the lecture method of teaching with personal guidance, home assignment, field study, audio-visual and practical demonstration, and library work and class room interaction. The students are also communicated about the evaluation method at the beginning of the year. The Teachers' Council of the college monitors the overall performance of the students through different tests and examinations. To serve the greater interest of the students the college appoints temporary and contractual teachers.

6.3.3 Examination and Evaluation

Examination and evaluation is done according to the guideline provided by the affiliating university.

6.3.4 Research and Development

As the college is an under graduate one so there is no scope for students to undertake Research work. But the teaching members are encouraged to undertake research works such as Minor and Major Research Projects in different fields related to their subjects and area of interests with financial assistances from UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College has an well organised Library that caters to the need of the students and teachers by providing both borrowing and Reading room facilities . Reprographic facility is also made available to all the users.

6.3.6 Human Resource Management

The college has an efficient Human Resource Management and monitoring system. Primarily there are three committees namely The Governing Body, The Teachers' Council and The Library Committee. Besides, the College IQAC manages and guides other sub committees. . The Governing Body approved by the state government takes overall responsibility in the management of the college. The Principal coordinates with all the committees of the college. The college has an efficient Human Resource Management system.

6.3.7 Faculty and Staff recruitment

Faculty and Staff are recruited by the State Government. But as per the need of the situation, the College recruits some support staff purely on temporary basis.

6.3.8 Industry Interaction / Collaboration

1. Commerce departments participate and conduct Industrial Training Programme in compliance with the University Curricula.
2. The U.G.C. sponsored Career and Counselling Cell of the college organises campus interview in collaboration with various industrial houses

6.3.9 Admission of Students

1. Admission of students is done completely on the basis of merit. On-line admission was introduced from this year to ensure transparency. Submission of application, publication of Merit list was all done online through College website.

2. Pre Admission counselling of students are done to identify their area of interest and to guide them to choose their subject.

3. Post Admission counselling of students is done to motivate the students

6.4 Welfare schemes
for

Teaching	Group insurance, Employees' Credit Co-Operative Society linked to a local Central Co-operative Bank, Provident Fund, Interest free Festival Advance with easy terms and conditions.
Non teaching	Group insurance, Employees' Credit Co-Operative Society linked to a local Central Co-operative Bank, Provident Fund, Interest free Festival Advance with easy terms and conditions.
Students	Students' Health Home, , Free Studentship to poor but meritorious , Government Scholarships, Students Endowment Scheme, Award, Prize.

6.5 Total corpus fund generated

86,87,205/-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	V.U	YES	G.B
Administrative	YES	D.P.I	YES	G.B.

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

For UG Programmes Yes No A

For PG Programmes Yes N No A

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

NOT APPLICABLE

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

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

The College had an active Alumni Association that had come forward in the hour of need. But of late the Association has sickened and initiatives are taken to make it functional again.

6.12 Activities and support from the Parent – Teacher Association

The authority of the college seeks feedback from guardians as well as summons them as and when the situation demands.

6.13 Development programmes for support staff

Support staffs are encouraged to undertake different Training programmes organised by different bodies and are encouraged for further academic programme.

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

- 1.Campus was declared no smoking zone.
- 2.Campus was declared 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.

1. Installation of KOHA and D-Space Soft ware in the Central Library.
2. Construction of residential accommodation for Guards to ensure round the clock security of the campus

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

1. For implementation of computerised library services, the books with maximum circulation have been undertaken for proper processing with barcode stickers.
2. Work of construction of the Staff quarters for guards was initiated in utilisation of the first phase of the State Government Grants.

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

A :

1. Title of the practice : "BUILD A HEALTHY SOCIETY"
2. Goal : To take initiatives for the overall development of the adjoining society by creating health and hygiene awareness.
3. The context : In the slum areas adjoining to the College, we have experienced many incidents of premature death and spread of epidemics just for the lack of basic awareness and reluctance in taking basic preventive measures to prevent many a fatal disease.
4. The Practice : The College took initiatives for creating health awareness- both inside and outside the campus. Health check-up camp for mother and Child was organised by the Women's Study Centre in the Phul Pahari area and N.S.S units organised two Thalassaemia detection camps- one for the boys and the other one for the girls in the College campus.
5. Evidence of success : Marked success has been achieved with this practice. A good number of the slum dwellers became aware of basic hygienic norms and avails of timely medical services offered by the Government Hospitals.
6. Resource Required : For organising such medical awareness camps, some basic instruments like Digital weight machine, BP instrument are required apart from financial resources to procure necessary medicines.
7. Problems Encountered and resources required : For organising such Health awareness camps, it is very difficult to have specialist doctors for on- the - spot medical check-up and secondly, the members of the target group are very reluctant to attend such camps unless necessary medicines are provided free of cost.

B : 1. Title of the Practice – ECO FRIENDLY ENVIRONMENT

2. Goal – The college aims to improve the overall environment of the campus by imposing strict restriction on the use of polythene inside the campus and creating awareness among the students for the greater interest of the society at large.
3. The Context – The local authority urged for avoiding the use of polythene by the inhabitants and the local administration also joined hands towards the implementation of the programme. This programme was undertaken by the college to create awareness among the students about the benefits of avoiding the use of polythene, so that the students in their respective localities also convince people not to use polythene for maintaining the environment eco-friendly.
4. The Practice – The college has taken certain measures like, introduction of the use of plates and cups made of paper in the College canteen, utilisation of litter falls for plantation of trees by accumulating the same in pits instead of setting fire to those disposals causing air pollution.
5. Evidence of Success – At present the campus is totally free of polythene and all the campus users belonging to different segments are well convinced about the benefits of an eco-friendly environment for the greater interest of the society.

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

7.4 Contribution to environmental awareness / protection

Every year the student volunteers of the N.S.S.Units of the College go for plantation programme during their N.S.S.Special camps and organise a road rally with festoons and posters for creating awareness about environmental pollution, its threats and remedies.
The college has been using Silent and Green Generator set to combat occasional power cuts without causing noise and overall environmental pollution.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

1. Overall performance of students in the University examinations is laudable which is much above the average pass percentage of the University.
2. This is the only College under the affiliating University offering Certificate Course on 'Film and Media Studies'. As such a course is not run by any other institute in the nearby area, the College has got its uniqueness in this regard.
3. This is the only college under Vidyasagar University offering B.Com course with Honours in Marketing Management.
4. Being located at the heart of the District Headquarters town, the college provides easy convenience for students from distant places.

Weaknesses

1. As the college started its journey in a building procured through donation, there is a little scope for expansion to accommodate the increasing number of students in different classes as well as opening up new departments.
2. Though Arts stream has been introduced by the College, there is not a single full time faculty in most of the elective general subjects offered to the students of B.A. Hons. & General classes.
3. The College does not have a Students' Hostel, either for Boys or Girls. As a result of this, a good number of students from different corners of the district are rather forced to undertake daily journey from their native places for attending their classes.
4. The College does not have a play ground of its own. As a result of this we face a good bit of difficulty in holding athletic competition etc. for which the College has to borrow play ground from outside authorities according to their convenience.

Opportunities

1. The Campus may be provided with Wi-fi connectivity for the benefit of teaching and learning.
2. On the face of acute unemployment problem, some suitable certificate courses with a focus on self-employment may be set up for which necessary classes can be arranged on Sundays or beyond the normal class hours on other week days.
3. Through career Counselling Cell coaching for different competitive examinations can be arranged by inviting experts for the benefit of the students.

Challenges

1. Attracting students to the B.Com Course with Honours in Marketing Management in the event of discontinuation of corresponding Post Graduate Course by the affiliating University.
2. To keep away students from petty Students' politics.
3. Developing a culture of using e-technology in teaching-learning and other academic activities both among teachers and students.
4. To attract the students towards the Yoga Centre for holistic growth.

8. Plans of institution for next year

1. Installation of Wi-fi connectivity in the campus.
2. Setting up of separate rooms for each individual department.
3. Overall beautification of campus.

Name ___*Prof. Bibekananda Dasmahapatra*___

Name _ *Dr. Dulal Chandra Da*



(Prof. Bibekananda Dasmahapatra)
Coordinator, IQAC

(Dr. Dulal Chandra Das)
Chairperson, IQAC

Principal
Dr. Dulal Chandra Das
K.D. COLLEGE OF COMMERCE
& GENERAL STUDIES
Midnapore

K.D. College of Commerce & General Studies ,Midnapore

