

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

1. Details of the Institution

1.1 Name of the Institution :

1.2 Address Line 1 :

Address Line 2 :

City / Town :

State :

PIN Code :

Institution e-mail address :

Contact Nos. :

Name of the Head of the Institution :

Tel. No. With STD Code :

Mobile :

Name of the IQAC Co-ordinator :

Mobile :

IQAC e-mail address :

1.3 NAAC Track ID :

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address :

Web-link of the AQAR :

<http://www.pcomm.in/module/webpanel/uploadedmisc/AQAR-2015-16.pdf>

1.6 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.03	2009(29.01.2009)	28.01.2014 (5 YRS)

1.7 Date of Establishment of IQAC (DD/MM/YYYY) : 18.09.2010
Reconstitution : 23.04.2014

1.8 AQAR for the year : 2015-16

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 2012-13 submitted to NAAC on 30/03/2017
- ii) AQAR 2013-14 submitted to NAAC on 30/03/2017
- iii) AQAR 2014-15 submitted to NAAC on 30/03/2017

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, UGC)

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 (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University :

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 DST Star Scheme

UGC-CE UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify) UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers :

2.2 No. of Administrative/Technical staff :

2.3 No. of students :

2.4 No. of Management representatives :

2.5 No. of Alumni :

2.6 No. of any other stakeholder and
community representatives :

2.7 No. of Employers/ Industrialists :

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 Workshop

State Institution Level

(ii) Themes

<i>Date</i>	<i>Department</i>	<i>Themes</i>

2.14 Significant Activities and contributions made by IQAC :

Assistance in Promoting 1 Teacher under CAS active encouragement and guidance for teachers to submit the proposal to UGC for Minor Research Project.

2.15 Plan of Action by IQAC/Outcome :

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

Plan of Action	Achievements
Publication of Academic Calendar and Descriptive Teaching Plan. Take initiative to fill up vacant posts. To take initiative to organised UGC sponsored seminar.	Academic Calendar and Descriptive Teaching Plan published. The college authority take initiative to fill up vacant posts.

* Attach the Academic Calendar of the year as Annexure-I.

2.15 Whether the AQAR was placed in statutory body : Yes No

Management Syndicate Any other body Governing Body

Provide the details of the action taken :

The AQAR was placed before the Governing Body and its approval was received in the meeting dated 17th March, 2017.

Part – B

Criterion – I

1. 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
Ph.D.				
PG				
UG	22			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	22			
Interdisciplinary				
Innovative				

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

CORE/ELECTIVE

(ii) Pattern of programmes :

Pattern	Number of programmes
Semester	
Trimester	
Annual	22

1.3 Feedback from stakeholders* : Alumni Parents Employers Students
(on all aspects)

From the eminent persons visiting the college

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

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

As a degree college has to follow the syllabus, which designed by the affiliating University .The University has made revisions in the syllabus.

1.5 Any new Department / Centre introduced during the year. If yes, give details.No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty :

Total	Asst. Professors	Associate Professors	Professors/Principal	Others
28	11	1	1	*PTT-15

* PTT means Government Approved Part-time teachers.

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/Principal		Others		Total	
R	V	R	V	R	V	R	V	R	V
–	06	–	–	01	–	–	–	01	06

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	01	09	03
Presented papers	13	21	01
Resource Persons	03	01	01

*Data excludes visiting faculties.

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

Introduced e-classroom, ICT enabled class room. Audio-visual teaching method, extension lecture by distinguished academicians.

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

*Including summer Recess 16/5/15 to 30/6/15.

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	Class/Division			Failed %
		1 st class %	2 nd class %	Pass %	
BA(H)	17	–	76.47	17.64	5.89
BSC(H)	17	17.64	76.47	5.89	–
B.COM(H)	16	–	62.50	31.25	6.25

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

Through regular interaction with the administration and different departments, the IQAC offers important suggestions for the overall development of the teaching and learning processes.

2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty</i>
Refresher courses	02
UGC – Faculty Improvement Programme	–
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	5
Others	

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	09	09	–	04
Technical Staff	01	–	–	–

Criterion – III

3. Research, Consultancy and Extension

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

Shortage of full time teachers is a major problem of the college, however IQAC encouraged the faculty members in research, project work, field work, and surveys.

3.2 Details regarding major projects :

	Completed	Ongoing	Sanctioned	Submitted
Number			–	–
Outlay in Rs. lakhs				

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	–	–	–	02
Outlay in Rs. Lakhs	–	–	–	–

3.4 Details on research publications :

	International	National	Others
Peer Review Journals	04	–	–
Non-Peer Review Journals	–	01	–
e-Journals	–	–	–
Conference proceedings	–	03	–

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 in Rs.	Received in Rs.
Major projects		-	-	-
Minor Projects		-	-	-
Interdisciplinary Projects		-	-	-
Industry sponsored		-	-	-
Projects sponsored by the University/ College✓		-	-	-
Students research projects <i>(other than compulsory by the University)</i>		-	-	-
Any other(Specify)				
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	-				
Funding Body					

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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	District	College

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 State level
National level International level

3.22 No. of students participated in NCC events: NA

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC: NA

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

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	4013.36 sq.m	–	–	4013.36 sq.m
Class rooms	15	–	–	–
Laboratories	3	–	–	–
Seminar Halls	0	–	–	–
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	–	–	–	–
Value of the equipment purchased during the year (Rs. In Lakhs)	–	0.22988	UGC	–
Others (Infrastructural Extensions) Ladies Hostel Ground Floor	54,00,000.00 29,41,000.00	–	UGC	83,41,583.00

4.2 Computerization of administration and library :

Office administration, accounts and library are computerized.

4.3 Library services :

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15171	1531103	578	113724	15749	1644827
Reference Books	1685	159019	64	12600	1749	171619
e-Books*	3		1		4	
Journals						–
e-Journals*			N-list	5000		–
Digital Database						–
CD & Video						–
Others (specify)	–	–	–	–	–	–

* all e-books and e-journals are available through N-LIST programme funded by UGC.

4.4 Technology up gradation (overall) :The campus has been upgraded as a wi-fi zone.

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	10	2	–	–	7	22	2
Added	–	–	–	–	–	–	–	–
Total	41	10	2	–	–	7	22	2

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 0.389

ii) Campus Infrastructure and facilities

Rs. 1.323

iii) Equipments

Rs. 0.211

iv) Others

Rs.

Total :

Rs. 1.923

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services :

College offer student support service like UGC merged scheme: Entry in service, Career counselling, Remedial coaching, Equal opportunity cell.

5.2 Efforts made by the institution for tracking the progression :

Identifying the slow learners through regular assessment and college test. Remedial coaching, Tutorial classes.

5.3 (a) Total Number of students :

UG	PG	Ph. D.	Others
1062	-	-	-

(b) No. of students outside the state :

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	562	53		500	47

Level	Last Year						This Year					
	Gen.	SC	ST	OBC	Physically Challenged	Total	Gen.	SC	ST	OBC	Physically Challenged	Total
U.G.	1363	129	12	41	0	1545	955	86	08	13	00	1062

Demand ratio 1:1

Dropout 5%

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

Entry in services cell under UGC merged scheme provide free of cost coaching for competitive examination to economically backward student, S C/ST Students, ex students.

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 :

Teachers provide guidance and counselling to the students for pursuing future studies and in matter of job opportunities. The College is in the process of introducing soft skill development programmes in collaboration with other organisation.

No. of students benefitted

5.7 Details of campus placement :Exact data is not available.

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

**Exact data is not available*

5.8 Details of gender sensitization programmes :

The Principal with all teachers and employees maintain continuous assistance on the problem of girl students. And Anti sexual harassment cell is formed as per VISHSAKHA Guideline.

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 :

Financial Support From	Founding Body	Amount in Rs.	No. of students
Financial support from institution	Students' Aid Fund	60,595.00	177
Financial support from government	Govt. of Govt. of W.B. Kanyashree (16× Rs. 25000)	Rs. 4,00,000.00	16

Financial support from other sources		
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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 :

* i) Blood Donation Camp

5.13 Major grievances of students (if any) redressed :

No major grievance werereported.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution :

To spread the light of knowledge through learning, freedom and equality. To ensure quality education commensurate with the hour of need. To provide value based education with a view to generate self-confidence among the students. To guide students to be self reliant. To make our students socially committed in changing global environment. To make our beloved institution a centre of excellence. It is defined through the activities of IQAC.

6.2 Does the Institution has a management Information System – The institution management interaction system which rests on two following vital pillars:

The college has maintained its own website. The website is regular updated with the institution related information.

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

6.3.1 Curriculum Development :

Some teachers of our college are members of the Board of Studies of different departments of the West Bengal State University which is our affiliating university. So, our faculty members as the members of Board of Studies take an important role for curriculum development.

6.3.2 Teaching and Learning :

Teaching aid:

- Black board/ White board, chalk/ marker pen and duster
- Ancient Indian Map used by Dept. of Geography
- Overhead projectors and LCD projectors
- e-class room with smart board
- Computers with Internet facility
- Computer Lab equipped with C⁺, C⁺⁺, SQL, VB and various other software
- GPS (Geographical Positioning System), GIS.

Assessment:

- Class Tests arranged by the respective department.
- Selection tests taken by the College.

Remedial/Tutorial classes:

- Remedial classes for SC/ST/OBC/ minority students and conducted regularly.
- Tutorial classes are conducted for students and special classes are conducted for slow learners.

Faculty Improvement Programme:

- Faculties attend Refresher Courses, Orientation Programmes, Summer/Winter schools and workshops.
- Leaves are granted generously by the authority to the teachers for the purpose.
- Faculties are also encouraged to present paper in international /national seminar /conferences.

Seminar/Special Talks:

Special Lectures are conducted by some departments

6.3.3 Examination and Evaluation :

- The University norms are followed for examination and evaluation of UG students.
- College conducts Selection Test prior to the finals for all courses.
- The class tests are taken by all departments as and when required.

6.3.4 Research and Development:

- Two teachers have completed Ph.D. work.
- Some teachers are pursuing Ph.D. work.
- A good number of faculty are involved in preparing and presenting their paper in International and National level seminar.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Various ICT tools photocopiers, scanners, printers are being used.
- Wi-Fi zones are installed in the college campus.
- Library has joined ENLIST programme (conducted by INFLIBNET). E-Journals and e-books can be availed by this.
- Upgrading and expansion of the laboratories is continued.

6.3.6 Human Resource Management :

- Various committees and cells are formed viz. Anti Sexual Harassment Cell, Equal opportunity Cell, College Development Board, Anti-ragging committee. Students; Grievance Redressal cell is reconstituted
- Students' Union conducts different programmes for all round development of the students through their Games and Sports Unit, Cultural Unit, Debate Unit, Students' Welfare Unit under the guidance of a teacher in charge of students' affairs

6.3.7 Faculty and Staff recruitment :

Permission seeking recruitment of non-teaching staff has been submitted to the Higher Education Department of the State.

A prayer for creating teaching posts has been sent to the Higher Education Department.

Requisitions for filling-up vacant teaching post (On retirement) are sent to the College Service Commission (CSC).

Principal's post lying vacant for two years have been fulfilled on July 2015.

6.3.8 Industry Interaction / Collaboration :

IQAC is giving great thrust for such interaction and collaboration and exploring avenues to interact and directly collaborate with industries.

6.3.9 Admission of Students :

On-line admission is continued in U.G. Courses. Admission norms as laid down by the University are followed. Admission is made on the basis of merit.

6.4 Welfare schemes for :

Teaching	Group Insurance, Employees' Co-operative credit -Society, Festival Advance.
Non teaching	Group Insurance, Bonus and advance salary during festival, Employees' Cooperative, Staff Welfare Fund
Students	Students' Aid Fund, Students; Health Home , Counselling scheme, Academic counselling etc

6.5 Total corpus fund generated :

6.6 Whether annual financial audit has been done : Yes No

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 :

NA

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

NA

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

Cordial relation between Teachers and Students

7.4 Contribution to environmental awareness / protection :

❖ Tree Plantation
❖ Anti Dengue Campaigning

7.5 Whether environmental audit was conducted? : Yes No

A group of teachers from different departments have conducted an environmental audit considering certain parameters and factors

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

- A Strong focus in quality teaching using modern aids.
- Regular faculty meetings for better monitory of the students.
- We have an active NSS cell which organise various social awareness programme.
- We have very efficient support system for the benefit of our first generation learner.

8. Plans of institution for next year :

- To take initiative for organized UGC sponsored seminar.
- To take initiative for organized community development programme.

Kamala Mitra

(Dr. Kamala Mitra)

Signature of the Coordinator, IQAC

Co-Ordinator IQAC
Prasanta Chandra Mahalanobis
Mahavidyalaya
111/3, B. T. Road, Kol-108

Shyamal Karmakar

(Dr. Shyamal Karmakar)

Signature of the Chairperson, IQAC

Chairman
IQAC
Prasanta Chandra Mahalanobis
Mahavidyalaya
1 1/3, B. T. Road, Kol-108



Annexure – I

ACADEMIC CALENDAR 2015-16

<i>Sl. No.</i>	<i>Programme</i>	<i>Tentative Schedule</i>	<i>Important Points to Note</i>
1.	Admission for 1 st year students	3 rd week of May to 3 rd week of June	<ul style="list-style-type: none">i. Details are available in the college Prospectus and the college official website www.pcm.inii. WBSU norms are followediii. Admission is settled by the Admission Subcommitteeiv. Students will receive their Identity Card at the time of their enrolment.
2.	Commencement of Part I classes	3 rd week of July	Orientation to students are given by Head of the Departments followed by regular classes.
3.	Provisional Admission for 2 nd & 3 rd year students	Within one month after completion of respective Examination(July-Aug)	Students must bring one passport size photograph and photocopy of the Admit Card.
4.	Registration with West Bengal State University(for the 1 st year students)	Just after completion of admission process(3 rd wk of July to 2 nd week of September),amended as per University schedule	Students must register their names with the University to become eligible to appear in the WBSU examination.
5.	Teaching-learning activity (Phase I)	July to Puja vacation	Attendance is mandatory as per WBSU directives.
6.	Mid –term Examination	Not held but class tests taken after Pujas to know about students progression by respective departments	Guardians will be informed if the performances of the students are in satisfactory.

7.	Teaching-learning activity (Phase II)	Post Puja to winter recess	Guardians Meeting regarding student performance.
8.	Issue of Registration	Tentatively January but as per University schedule	Registration certificates prepared by WBSU will be disbursed from college.
9.	Teaching-learning activity (Phase III)	January to March	Remedial classes will be arranged.
10.	Test i. Part III i. Part II ii. Part I	1 st to 2 nd week of February 2 nd to 3 rd week of March 1 st to 2 nd week of May	Candidates who cannot qualify in Test will not be allowed to fill up the WBSU registration forms.
11.	Form fill up i. Part III ii. Part II iii. Part I	3 rd week of February 2 nd week of April to 2 nd week of May 1 st week of June to 3 rd week of June	No student can fill in the forms beyond the last date as settled by WBSU.
12.	Issue of Admit cards	7 – 10 days before respective date of examination	Students must bring their college ID Card /Registration Certificate.
13.	WBSU Examination i. Part III ii. Part II iii. Part I	1 st week of May – end of May 2 nd week of June to 1 st week of July 3 rd week of July to 1 st week of August	Details of WBSU Exam Schedule will be displayed on the WBSU website

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
