



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA
Name of the head of the Institution		Shyamal Karmakar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03364596644
Mobile no.		9674466190
Registered Email		pcmm.principal@gmail.com
Alternate Email		skarmakarkrc@gmail.com
Address		111/3,B.T.Road Kolkata 700108
City/Town		KOLKATA
State/UT		West Bengal
Pincode		700108

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Kamala Mitra			
Phone no/Alternate Phone no.		03364596644			
Mobile no.		9830370959			
Registered Email		pcmm.principal@gmail.com			
Alternate Email		pcmmiqac@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://pcmm.edu.in/page.php?pid=f340f1b1f65b6df5b5e3f94d95b11daf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://pcmm.edu.in/page.php?pid=a8f15eda80c50adb0e71943adc8015cf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	C	1.57	2019	08-Feb-2019	07-Feb-2024
6. Date of Establishment of IQAC			23-Apr-2014		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	

Accreditation By NAAC Peer Team Visit	30-Jan-2019 2	561
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1.Excessive session with the students and teachers regarding various aspects of new CBCS system. 2.Reaccreditation of the college By NAAC(Cycle 2) 3.Encouraging Teachers to initiate the ICT facilities 4.Conducting Remedial classes for weaker students

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

Plan of Action	Achivements/Outcomes
Implementation of newly introduced CBCS course with old (111) system	CBCs course was implemented with old three years course simultaneously.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Academic subcommittee</td> <td>29-Sep-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	Academic subcommittee	29-Sep-2020
Name of Statutory Body	Meeting Date				
Academic subcommittee	29-Sep-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	30-Jan-2019				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	02-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Registration forms, attendance and internal evaluation marks are uploaded electronically directly in the university portal by the college office. • The process of digitization of library books using KOHA software is ongoing. • The college uses a general management information system where all the relevant data concerning staff and students of the college has been stored along with Biometric system of attendance of both the teaching and nonteaching staff. • Payment of salary to the staff members are done through the Human Resource Management System (HRMS) of the Government of West Bengal. • General notices of the Departments, College and University are put up in the College website. • Recently the college authority has created closed groups in the social media for circulation of administrative notices to the teaching and nonteaching staff members of the college. Department wise groups are also formed for delivering messages ,notices etc.</p>				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution has been affiliated to West Bengal State University. The design of the curriculum and its revision are periodically prepared by the university and followed by the college for effective curriculum delivery. In the beginning of the academic year, lesson plans are well prepared by the faculty members for the implementation of the curriculum. To compete with the technological demands of the modern era, the college insists the faculty members to follow innovative pedagogy of teaching methods such as internet, e-notes and LCD projectors apart from traditional chalk and talk method. In addition to the above mentioned teaching methods, the staff members adopt ICT tools presentations, assignments, interactions, workshops, departmental seminars and computer education to enlighten the students to learn the curriculum effectively. On the basis of continuous assessment through periodical class tests, weaker students are identified and departmental teachers facilitate a counseling session in which the students' problem is sorted out. The subject teacher helps to clear the concept to the student before class or during free time. Periodical parent-teacher meetings are arranged for conveying the students' developments. All the above mentioned content delivery process is carried out in a well planned and documented steps making sure to make students learn the course taught in the class. The scheduled unit wise portion completions, conduction of unit wise tests and internal tests, all are effectively monitored and verified against the subject plans and work done registers of individual staff members.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	17/07/2018	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Computer Science Honours	17/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	History, Political Science, Philosophy, Education, Bengali, English, Human Development.	17/07/2018
BSc	Mathematics, Economics, Geography, Food and Nutrition, Computer Science	17/07/2018
BCom	Accountancy and Finance	17/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Food and Nutrition and Geography	67
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
<p>A moderately structured feedback system is one of the most essential parts of a college. It needs a very meticulous preparation to process a well-developed feedback system which includes initiation, launch and analysis of it. Our college has been practicing the feedback system to help the individuals and the organization as a whole to improve the performance and effectiveness of our college. Since 2017, our college has launched online feedback system. Students can access the feedback form from the official website of our college and provide their individual and independent feedback on the academic, extracurricular, and official issues and the other facilities provided to them by the college. The name and identification of the student are not asked in feedback form so that students can provide their true feedback without any inhibition. Every year feedback is collected from the students through questionnaire. A questionnaires cover various aspects of the college including, but not limited to, administration, syllabus, mode of teaching, teachers performance library, academics, campus, infrastructural facilities other amenities provided by the college. At the end of each semester feedback is also collected from the students who belong to the new curriculum of CBCS system. In addition to the structured questionnaire containing questions regarding students' view on above facilities, a suggestion column is also provided to know students opinion on matters not covered through the questionnaire. Apart from the online mode, Parent - Teacher meetings are conducted at regular intervals to help the guardians to communicate with our Principal Sir and the other Teachers as well. What is more is that the guardians have an open access to meet any Teacher and talk to them whenever they feel the need of it. The IQAC monitors the process of feedback collection and its analysis, which done by</p>

associated software for inspection by the college authority. The reports of the feedback are then discussed in details in the IQAC meetings and steps are taken through regular meeting of IQAC, TC and various committee and sub-committee. After the meeting the reports are further discussed among teachers of individual department and special program or initiative are chalked out for better development of the student and special infrastructural development of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali (H)	66	70	26
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	514	0	13	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
27	22	7	3	1	10
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The students of first semester were assembled at the first day of academic session. Principal, IQAC Coordinator address them about the rules regulations and facilities of the college. Then students meet their individual departmental teachers and they are guided by them. Honours students are divided among the Departmental teachers to share their problems and to have guidance. Whatsapp group is formed and email phone numbers are collected from students for immediate contact.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
514	13	1: 39

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

19	13	6	0	7
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Hons and Gen	Part III	27/03/2019	07/05/2019
BA	Hons and Gen	Semester I	26/12/2018	06/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The reforms in internal evaluation system is a Continuous process. Question of previous years (Mid-Term / and Selection test) are scanned and preserved digitally in the library. Students are advised to go through them. The college in the process to upload them in the website. The Continuous Internal assessment of students is analyzed through assignments, test, seminars and discussions. Students are encouraged to participate in curricular and Extra-curricular activities like Inter-departmental oratorical competition, cultural events and Annual sports meet. The Winners are awarded with prize, Gifts and certificates. This kind of encouragement motivates and creates confidence among students to participate in various competitions. The Internal Evaluation method is assessed by the staff members by motivating the students to attend regular classes, active participation and better interactions with teachers during the class hours. Subject teachers also make arrangements for departmental class tests time to time for continuous assessment of students. Projects are done by different departments as per the work plan as University norms. A minimum of 15 marks for formative assessment and 30 marks for summative assessment is fixed as minimum qualifying marks in each subject

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

Academic Calendar is adhered to properly. However if the University Examination dates are deferred due to some special reasons (like election) selection test is also deferred to accommodate more classes. The institution adheres to the academic calendar for the conduct of CIE. The academic year usually commences in the month of July and the academic activities of the college are planned by a committee consisting of Principal, HODs and other faculty members with the help of IQAC. The institutional Academic Calendar is prepared by the committee as per West Bengal State University(the Affiliating University) stating all the activities that should be followed throughout the year. The calendar states the following events such as teaching schedule for each academic year, important events of academic year, working days and holidays, details of curricular and extracurricular activities, dates of mid- term test and selection test, and

commencement of date of classes for each Year. The College Prospectus, Academic Calendar, institutional notification, notifications and circulars from the affiliating university are circulated amongst the faculty and students to aware them about evaluation process. The schedule for evaluation given in the Academic Calendar is displayed on notice boards and on the college website

2.6 – Student Performance and Learning Outcomes

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

<https://pcmm.edu.in/page.php?pid=2a79ea27c279e471f4d180b08d62b00a>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA(H)	BA	Education	1	1	100
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2.7 – Student Satisfaction Survey

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

<https://pcmm.edu.in/page.php?pid=e56954b4f6347e897f954495eab16a88>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	17/07/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NA	NA	17/07/2018	NA
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NA	NA	NA	17/07/2018
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Geography	2	0
National	Commerce	1	0
National	Bengali	1	0
International	Geography	2	5.87
International	Philosophy	2	7.08
International	English	2	0
International	Sociology	2	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	2
Bengali	2
English	1
Philosophy	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Environmental Degradation Due to Jeans Factories at Chatta Kalikapur Area in Thakurpukur-Maheshtala Block of South 24 Paraganas,	Dr, Alpana Ray	International Journal of Scientific Research and Reviews (UGC Approved Journal)	2018	0	Prasanta Chandra Mahalanobis Mahavidyalaya	0

West
Bengal.

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2019	0	0	NA

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	13	8	4
Presented papers	15	2	0	0
Resource persons	1	0	1	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International yoga day celebration 12.09.18	NSS unit of PCMM	4	16

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS PCMM	Cleaning Camp at Campus	1	25

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NIL	17/07/2018	17/07/2018	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	17/07/2018	NA	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7.71	8.57

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library	Existing	Newly Added	Total

Service Type						
Text Books	16284	1775228	201	80063	16485	1855291
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	51	11	0	0	0	6	22	15	12
Added	9	3	0	0	0	2	4	15	0
Total	60	14	0	0	0	8	26	30	12

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
10.29	10.55	0.81	10.32

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a well-equipped Gymnasium where the students work out under the guidance of an instructor. There is a small ground adjacent to the main building for outdoor sport activities. The college has ample space for encouraging students to practicing outdoor games. The college has its own football teams who take part in University games and neighborhood areas. Cultural competitions like debates, quiz, essay competitions, singing, dancing are held each year among the students of the college and also the other colleges in the same University. Separate Rooms are allotted for NSS, Ladies common room, student council. The College has an active NSS units which is engaged in organizing most of the extension activities of the college such as

different awareness programmes, different types of medical camps, Swachha Bharat Abhiyan, sweep plan, tree plantations etc . A room with seating capacity of 60 to 80 with audio visual resources are established for the conduction of cultural programmes, workshops, seminars, debates, college celebrations and various meetings.

<https://pcmm.edu.in/page.php?pid=d1c38a09acc34845c6be3a127a5aacaf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students' Aid Fund	99	27435
Financial Support from Other Sources			
a) National	1)Kanyasree	35	875000
b)International	0	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Career Counselling	27/06/2019	13	Reliance Jio Infocomm ltd.

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Campus Drive with Reliance Jio Infocomm ltd.	0	13	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Campus Drive with Reliance Jio Infocomm ltd.	13	0	NA	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA	sociology	CU	MA
2019	1	B.A	English	RERF	MA
2019	2	B.Sc	Geography	BRSNC	M.Sc
2019	2	B.Sc	FNT	SMGC	MSc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Intra college cultural competitions	Institutional	100
Annual cultural programmes	Institutional	50
Annual Sports	Institutional	150
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a duly elected body of students known as Students' Union. Its constitution is guided by the laws framed by the State Government and the University. Students' Union looks after the welfare of the students. The

Student Council Election Sub-Committee has been constituted comprising of some teaching faculties to conduct the election process. There are several activities of the Student Council throughout the year. They actively take part in conducting different cultural programs such as Fresher's Welcome, Annual Social, Annual Sports, Teachers Day, Independence Day Celebration, and NSS Programs. Apart from these, they also look after the matters of student discipline and student grievances. Governing body is the highest administrative body of the college who has to take crucial decisions regarding the developmental process. The General Secretary of Students' Council is one of the members of this governing body. However, the student representatives of Students' Council also participate actively during the admission process for helping the members of Admission Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Governing Body as the apex body in its meeting resolves different proposals, programmes and activities. Proposals are initiated in various subcommittees such as IQAC, Finance Subcommittee, Academic Subcommittee, Admission Subcommittee, Purchase Subcommittee, Building Subcommittee, Library Subcommittee, etc. as per the requirements of the different stakeholders. The Principal as executive head ensures implementation of the activities with the assistance of the sub-committees. The Academic wing is divided into 22 subject-wise sub-units known as departments. Each department works under the supervision of a faculty member of the department known as the Departmental Head, as per the guidelines in a decentralized mode. The administrative wing works through the office headed by the Head Clerk who monitors office work. In case of purchase procedure the college functions through Tender and Purchase Sub Committee with the funds approved by the Finance Committee followed by the Governing Body approval depending on the requirement of the department and availability of finance. Then it is reported to the department and the departmental head in assistance with a Laboratory staff monitors the purchase process like inspection of equipment as per work/supply order issued records them in registers with proper coding. Purchases made out of surplus fund availed from University for conducting practical examinations are directly used for improvement of the respective department after a joint meeting with the departmental teaching and nonteaching staff. The members of Faculty of respective departments prepare the academic plan through departmental meeting. Revision and necessary up gradation of the same on the basis of the Feedback of the students and the parents, as obtained from the Student Feedback analysis

and Parents-Teacher Meet respectively, are made. For better access to books and reference materials of faculty each department has departmental libraries where books are transacted by the respective Heads. The college provides operational autonomy in all areas of academic performance, decision making and implementation of plans and policies in curricular programmes. The authorities provide freedom in the functioning of the departments, library, college office, etc through various committees set up with the members of different stakeholders. Academic activities of each department are conducted under the guidance of the HOD. The College encourages to organize competitions, invited lectures, seminars, workshops by inviting external experts and resource persons. The College also encourages students in organizing and participating in intercollegiate competitions and to plan budget for various activities. The HODs of the department perform the academic programmes with the coordination and support of faculty members and student representatives. The departments decide on the requirements for the whole academic year, like equipment, books and infrastructural facilities. Staff members are acting as coordinators to organize curricular and co-curricular programmes. The College promotes participative management. The participative management consists of President, Principal (Secretary), IQAC Co-ordinator, Information officer, Bursar, teacher-members and non teaching representatives of the college Governing Body and representative of the students' council.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college is affiliated to West Bengal State University, Barasat, Kolkata-120, West Bengal and follows the curriculum and syllabi prescribed by it. Learning through field work, excursions is also the part of the curriculum.
Teaching and Learning	The college tries to follow the academic calendar strictly except for unavoidable circumstances. Appointing qualified skilled and experienced faculties the college Authority fulfill the demand of the students. Remedial, tutorial classes are arranged for weaker students. Faculty members are motivated to improve their skill and knowledge through attending workshops on the courses and pursuing higher studies. Faculty members are supported to use innovative teaching methodologies and technological facilities provided by authority.
Examination and Evaluation	End -Semester examinations are conducted by the affiliating university for the new CBCS course. The college conducts internal assessment of students according to the university guidelines. Continuous evaluation is

	done through class tests and internal assessments interactive sessions, practical examinations, etc are conducted by departments to evaluate the students. Most of the departments encourage their students to prepare wall magazines on different topics
Research and Development	The faculties are always encouraged for personal enrichment through attending National seminars,workshops etc. to cope up with the changing mode of teaching and learning and at the same time to enrich the students with special academic essence. The faculty members are encouraged to publish their research contributions in various National, International Journals. They are always inspired by the college Governing Body to pursue Ph.D programme. The college provide both wired and wi-fi facilities to access various online resources.
Library, ICT and Physical Infrastructure / Instrumentation	Library provides Computer facilities for both teachers and students. The college has one smart class rooms and three classrooms having ICT facility with fixed LCD projection.Some movable LCD projectors are provided so that the other rooms are used as ICT enabled room effectively. Wi-Fi facility in the college campus have been provided for free internet access. Separate internet connection in the library to access the e- resources. Procurement of more equipment, teaching aids and books. Procurement of more desktop and laptop computers. College laboratories are well-equipped.
Human Resource Management	The college appoints sufficient number of eligible faculty through the process of proper advertisement and interview by internal and external experts taking support from the University, as well as accept the posts against substantive vacancies from College Service Commission. On duty leave is granted to teachers for pursuing higher studies, attending faculty development courses, seminars, conferences, workshops,
Industry Interaction / Collaboration	Industrial visits to Amul, Mother dairy, Raja Biscuit, GSI etc. by students along with faculties are done for better exposure
Admission of Students	Admission of the students are strictly followed as per rules and regulations based on the Government of West Bengal

and rules and regulations stipulated by West Bengal State University Admission occurs through online portal on the basis of merit. Govt. Rules is strictly followed for admission of Reserved Categorie candidates.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	E-tender is notified as per the government guidelines for purchase of items. Students related notices are uploaded in the Website of the College.
Administration	Biometric attendance for teaching and nonteaching staff, Campus under CCTV surveillance, notice are circulated through Website
Finance and Accounts	Payment of salary to the staff members are done through the Human Resource Management System (HRMS) of the Government of West Bengal (WBIFMS).
Student Admission and Support	Admission is done online, online registration is done through University portal. Students are given access to net surfing and explore academic resources by wi-fi enabled campus. The college has subscribed IFLIBNET for e-resources. Online submission of different government schemes such as Kanyashree, SC/ST/OBC scholarship are done through Government portal.
Examination	Students can access online all examination related documents such as admit cards, registration certificate , etc. Marks of internal examinations are uploaded online through university portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NA	NIL	NIL	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
2019	One day workshop on "promotion under career advancement scheme (CAS)" organised by internal quality assurance cell (IQAC)	NIL	29/06/2019	29/06/2019	50	0

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	19/02/2019	20/03/2019	21
SRC in Chemistry	1	30/11/2018	20/12/2018	21

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
West Bengal Health Scheme enrolment process started staff welfare co-operative credit society	Staff welfare co-operative credit society, interest-free festival advance Employees' Provident Fund (EPF) facility for all casual staff	Fees concession, Students Aid Fund, Book Bank facility, Kanyashree, Medical unit, Health and social awareness programmes

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution appoints auditors from the panel of auditors as specified by the office of the Directorate of Public Instruction (DPI), Government of West Bengal as external Auditor to audit the accounts of the college every year. The

internal audit is occasionally carried out if the Governing Body takes necessary decisions. Internal Academic Audit Committee supervises the academic administration. The external Auditor verifies income and expenditures of various aspects. Receipts and payment vouchers of daily transaction are checked by external auditor after scrutinizing and preparing the income and expenditure statement. External Auditor submits the audited statement to the management (GB) and copies are sent to the office of the Directorate of Public Instruction (DPI), Govt. of West Bengal, Department of Higher Education. For different UGC grants/M.P MLA LAD Grants, accounts are audited by a registered Chartered Accountant and report along with utilization certificates are submitted to the respective authorities. Such audited reports are also placed in the meeting of the Governing Body and decisions are taken based on the recommendations there on. The external financial audit upto financial year 2018-19 is in process.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Principal and IQAC
Administrative	Yes	(Financial)Govt of West Bengal	Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No such association exists. Individual Departments conduct parent teacher meeting to monitor the students progress. The problems of weaker students ddressed by the parents are treated more effectively.

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Annex building is in process for more classrooms. Modification of Play ground.Renovation of office.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation Programme of Child Health Care Scheme	10/10/2018	10/10/2018	10/10/2018	107
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college is pursuing the proposal for Solar Panel installation with Government of West Bengal. The NSS of the college has carried out tree plantation, campus cleaning drive. IQAC and the NSS jointly organised a "Dengue Awareness Programme" at the locality on 3.3.19

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	100
Ramp/Rails	Yes	0
Rest Rooms	Yes	2
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	12/08/2018	1	Venue for Recruitment Test conducted by Baranagar Municipality	Social responsibility	670
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	17/07/2018	It is circulated at the time of admission. It is designed and planned by the admission and prospectus sub-committee of the college with the Principal. The courses offered by the institution are well laid out for students to choose in accordance to their convenience. The fee structure, rules and regulations are to be maintained by all stake holders associated with the college is mentioned. Besides all activities of the Departments and college are displayed for encouragement of the newcomers.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga day celebration	02/03/2019	02/03/2019	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree Plantation, Plastic free, tobacco free campus. No smoking Zone. Initiatives are being taken regarding the installation of Solar Pannel in the campus. Applications have been forwarded to the CEO, West Bengal Renewable Energy Development Authority, for free/subsidized implementation of the solar power project.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>BEST PRACTICE I Title of the Practice: "NO SMOKING ZONE" (Since 2008) Objective of the Practice a) Goal /Aim: Goal is to make the college campus free from any type of tobacco. Even guthkha or any such addictive and harmful materials are not allowed on the campus. b) The Context: It was found that a considerable number of staff and students are smokers. Not only is it detrimental to health but it also creates the bigger problem of passive smoking. The non-smoker staff and students used to complain against this bad practice. The college authorities became strict and with support from the Students' Union implemented the policy of 'No Smoking'. c) The Practice: Nobody in the college or from outside can smoke inside the college campus. This practice of smoking has been eradicated totally. At the same time, chewing materials like guthkha etc. and spitting here and there have been strictly prohibited and we believe nobody enters the college with such practice. If any staff or student is found deviating from the norms he/she is taken through a process of thorough counselling. If any member of the teaching and non teaching staff tries to indulge in smoking, he/she is reprimanded by the colleagues impromptu.</p>

Outsiders are requested politely to abide by the laws. The college has put up "No Smoking" boards at strategic locations. b) Evidence of success: The programme has been a grand success. We are proud to declare that no one has ever broken this rule. We have been even congratulated by the honorable members of the visiting NAAC peer team in the second cycle of accreditation and assessment. BEST PRACTICE II Title of the Practice: "Plastic free campus" Objective of the Practice Goal /Aim: Goal is to make the college campus free from any type of plastic. Our College is totally plastic free zone. It reduces plastic pollution on the college campus with a special focus on the reduction and ultimately the elimination of plastic bottles, plastic straws and poly bags.

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

<https://pcmm.edu.in/page.php?pid=539fd53b59e3bb12d203f45a912eeaf2>

7.3 – Institutional Distinctiveness

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

One of the distinctive areas of our college is 'Empowering First-Generation Learners' and also to provide opportunities to the students from the socially and economically marginalized and underprivileged sections to carry out their studies. And to fulfill this vision the Institution gives utmost priority to this. The Teachers of this college play a major role in supporting, engaging and empowering these students. Students' Council, pass out students and teachers encourage the pupils to enter the new world of college. The college offers concession and scholarship for the economically poor students to pursue their higher education in college. College guides them to choose their subjects on the basis of their merits through proper counseling prior to admission. The concerned department arranges for extra classes for them on a daily basis. The teachers try to identify their problem zones and address them properly. They are assessed through a monthly test. On the basis of their results and outcomes the concerned department conducts the parent-teacher meeting to solve their problems. This approach reduces stigma and helps students get through their undergraduate program more efficiently and effectively. More emphasis is given on their career through career counseling. Proper guidance is given to the pass out students to prepare them for a job. Teachers always support them as far as possible with love and smile

Provide the weblink of the institution

<https://pcmm.edu.in/page.php?pid=ac1dd209cbcc5e5d1c6e28598e8cbbe8>

8.Future Plans of Actions for Next Academic Year

- To expand the diversity of programmes offered and introduction of more skill-based job-oriented courses.
- Capacity development of staff to be increased for Content development for OER, MOOCs and Case Studies etc. Budget provision to be increased for conducive ecosystem for teaching-learning.
- Conduct and implement academic audit by external academic peers in view of viability of courses offered.
- Alumni association activities to be streamlined and function in a more coordinated way.
- Enhancement of University-Society linkage through meaningful interface with civil society and the community and proactive extension activities for social uplift and holistic personality development of students.
- Introduction of formal and structured feedback mechanisms from all the stakeholders.
- Mentor - Mentee System be formalised.
- MIS be suitably designed to promote a vibrant administration system.

