



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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.	033-64596644
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

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Kamala Mitra</b>
Phone no/Alternate Phone no.	<b>03364596644</b>
Mobile no.	<b>9830370959</b>
Registered Email	<b>pcmm.principal@gmail.com</b>
Alternate Email	<b>pcmmiqac@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/CLG_72b18b7a_AOAR_18-19.pdf">https://pcmm-web-bon-20.s3.amazonaws.com/CLG_72b18b7a_AOAR_18-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/CLG_55e9a800_AC_19_20.pdf">https://pcmm-web-bon-20.s3.amazonaws.com/CLG_55e9a800_AC_19_20.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>2</b>	<b>C</b>	<b>1.57</b>	<b>2019</b>	<b>08-Feb-2019</b>	<b>07-Feb-2024</b>

<b>6. Date of Establishment of IQAC</b>	<b>23-Apr-2014</b>
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<b>7. Internal Quality Assurance System</b>
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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
<b>Regular meeting of</b>	<b>20-Jul-2019</b>	<b>16</b>

Internal Quality Assurance Cell (IQAC)

1

[View File](#)

**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	2020 00	0

[View File](#)

**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 :**

3

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)**

Excessive session with the students and teachers regarding various aspects of CBCS system before each Semester , Encouraging Teachers to initiate the ICT facilities, Conducting Remedial classes for weaker students, Conducting Online Classes Video Lectures During Pandemic Situation, Departments organised Webinar in the Topics related to COVID 19

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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	Achievements/Outcomes
More ICT enabled Class	All the Teachers take ICT classes and due to Pandemic situation online classes has started.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

21-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

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)

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.

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

As an affiliated institution of higher education, the college follows the curriculum as designed by the affiliating university, namely West Bengal State University. It has become a practice with the institution that a specified mechanism be introduced and in operation to ensure the timely delivery of the curriculum. With this objective in mind, the college has chalked out feasible strategies that help in documenting the academic activity and the channelling of curriculum to the target people. This is primarily done in two modes: 1. The preparation of academic calendar and the assignment of topics/texts at the very beginning of the academic session 2. Collaborative exercise between academic bodies and administrative body. The publication of the academic calendar at the very beginning of the academic session not only alerts the faculties about the urgency for timely completion of academic activity, but also keeps the learners updated with the pace and mobility of academic exercise. In addition to this, regular departmental meeting in which the Head/In-charge of the Departments engage in delegating topics/texts to the faculties through critical dialogue documents each and every academic activity and a report is submitted to the IQAC. The departmental meetings, convened on regular intervals, record the progress of curriculum delivery, and also take notes of any difficulties or challenges faced by the faculties individually or by the department itself collectively. The planning of curriculum delivery and the adoption of possible mechanism to ensure timely delivery are all recorded in the resolution book maintained by each department. The key points are shared in different academic and administrative bodies like the Faculty Council, IQAC which offer pragmatic and necessary advices and suggestion to ensure the effective and timely delivery of curriculum. Moreover the departments engage in discussion with the Head of the Institution and the Principal is updated with various aspects of departmental activities. The institution endeavours to ensure the proper planning of the curriculum delivery, and encourages the faculties to fill in the gaps by playing proactive roles by way of taking up additional classes, whenever feasible as well as supplementing the conventional mode of teaching learning practices with innovative technological interventions like the use of email, youtube video or blog exclusively devoted to teaching texts at the UG level. The institution has started placing emphasis on the feedback of students on this important area. The response of students has always been taken into account by the Head/In-charge of the departments who informally take note of the response of the students with regard to the curriculum delivery.

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
NIL	NIL	08/07/2019	00	NA	NA

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	History (Hons)	08/07/2019
BA	Human Development (Hons)	08/07/2019
BA	Political Science (Hons)	08/07/2019

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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, Sociology	08/07/2019
BSc	Mathematics, Economics, Geography, Food and Nutrition, Computer Science, Physics, Chemistry	08/07/2019
BCom	Accountancy and Finance	08/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 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
YOGA	22/07/2019	13

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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	136

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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
The institution firmly believes in the collaborative exercises that aim at holistic development. As one of the important stakeholders of higher education, students play an important role in the academic and co-curricular activities of the college. As an institution of higher education, we place emphasis upon

obtaining genuine feedback from students through the mechanism of objectively designed structured feedback system. The online feedback form is available in the website of the institution, and students are asked to submit their feedback on various aspects of the college ranging from teaching-learning activities, college administration, to various support services and facilities provided to students. In addition to the above-listed items, students are asked to give their suggestions for overall development of the institution. The students can submit their feedback without disclosing their identity, and thus privacy and confidentiality are strictly maintained. The feedback is examined thoroughly by the IQAC, and a report containing the detailed comments/suggestions on the feedback is prepared and shared with the Principal. While the infrastructural issues are discussed and appropriate and feasible measures are made on the part of the administration, other areas like teaching-learning activities are looked after by taking the faculties in confidence. A seamless mobility across various academic and administrative bodies like Faculty Council, Academic Sub-Committees etc., ensures the implementation of the suggestions reached at various academic and administrative bodies like IQAC and Governing Body.

## 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	52	14
<a href="#">View File</a> <a href="#">View File</a>				

### 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
2019	550	Nil	18	Nil	Nil

### 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
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Mentoring of students is conducted under the guidance of Principal, IQAC Coordinator, the departmental heads and other teachers of the institution. On the first day of mentor-mentee class, Principal along with the IQAC Coordinator, address the students about rules, regulations and facilities available in the institution. IQAC has been trusted to preserve the records of the tutoring framework as obtained from the divisions and to give essential help and proposals to the offices as and when required. • Build up the confidence of mentee to face

competitions, public gathering and other social interactions. Special responsibilities assigned to the mentor for mentoring is based on the following objectives:

- Promoting overall development and physical fitness of students
- Increasing teacher-student contact hours
- Identifying and addressing the problems faced by first generation learners and slow learners
- Encouraging advanced learners with additional resources
- Reducing the student drop-out rates
- Building up confidence among students and preparing them for the competitive world
- Encouraging students to participate in various extra-curriculum activities
- Special mentor-mentee class is assigned in the master routine so that mentor can give proper guidance to the mentee even in case of unavoidable circumstances or pandemic situations
- Continuous monitoring, guiding and motivating the students in all academic matters through online and face-to face mode
- Parents/guardian of the mentee is contacted when required to inform them about the performance and academic irregularities
- Skill development of the mentee by providing special training such as basic computation, advanced computation, programming, language delivery, editorial writing, article writing, spoken English, etc.
- Encouraging the mentee to participate in extension related, co-and extracurricular and cultural activities and also providing necessary help and support as and when required
- Nurturing the hobbies of the mentee
- Career counselling and also providing professional guidance to students by the mentor-teacher and providing them proper information and guidance
- Intimate or personal relationship with HOD in case of any problems faced by the student in the department
- Keeping contact with the student after graduation or post-graduation
- Preparing a record of the tutoring arrangement of every scholarly year and imparting it to the IQAC
- Maintaining a brief yet clear record of all conversations with the understudies. During Lockdown special class (mentor-mentee class) has been allocated into the master routine so that the mentor can interact with the mentee through online mode. Mentoring activities have shown some significant improvement this year like the increasing pass percentage, better academic achievements, etc. compared to the previous year.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
550	18	1 : 31

## 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	18	1	5	7

### 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
2019	NA	Assistant Professor	NA

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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	partIII	15/10/2020	27/10/2020

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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation has been conducted in variegated approaches



comprising of regular class tests, assignments, online and offline discussions. Students have been encouraged to present power-point presentations on relevant research topic(s) as per their understanding to keep them focused towards higher studies. Students are instructed to organize seminars with the aid of teachers which eventually will help them in their overall growth as well as development besides academics. Question papers of previous years are preserved in the laboratory and uploaded in the website from time to time for the sake of the students. Besides academics, students are also advised to participate in various extracurricular activities, such as: inter-departmental oratorical competition, cultural events, annual sports meet, etc. The Winners are awarded with accolades, gifts and certificates. Students are motivated to attend regular classes, and actively interact during the class hour(s) for the betterment of their understanding of the subject. Projects are assigned to students by different departments as per the work plan according to university norms. A minimum of 15 marks for formative assessment and 30 marks for summative assessment has been fixed for being the minimum qualifying marks in each subject. A sudden outbreak of the COVID-19 pandemic have coerced departments in the continuous internal evaluation through various online platforms like Zoom, Google Classroom, Google Meet, email, and Whats App.

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

Adhesion to Academic Calendar remains unvarying. End Semester examinations are conducted by university the college is affiliated to–West Bengal State University. The institution timely communicates to the student body matters regarding examinations through such mediums as–notices pinned on bulletin boards, college website as well as other communication platforms including Google Classroom. However, if the dates of university exams are prolonged for unforeseen or exceptional reasons (elections), the dates of the selection test is likewise extended to accommodate tutorials. The institution adheres to the academic calendar for conducting CIE. The commencement of the academic year is usually July, and the college academic activities are planned by a committee comprising of Principal, HODs and faculty members from various departments with the IQAC’s assistance. The Academic Calendar is framed in accordance to the affiliating university’s guidelines encompassing the following: yearly teaching schedule, consequential events, holidays and working days, details of curricular and extracurricular activities, internal and end semester exam dates as well as the dates for the commencement of classes which are given adherence to throughout the year. During the COVID-19 pandemic lockdown when physical classes could not be conducted, the above stated protocols and regulations have been unquestionably conformed to, chiefly with regard to classes and tests. Moreover, the College Prospectus, institutional notifications and circulars, Academic Calendar from the university is disseminated amidst students and teachers to acquaint them with the evaluation process.

**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	Bengali	2	2	100
<a href="#">View File</a>					

## 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
Major Projects	00	NIL	0	0

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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	08/07/2019

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	08/07/2019	NA

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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	08/07/2019

[View File](#)

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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	3	00

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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
<a href="#">View File</a>	

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
Impacts of Urbanization on Land-Use and Land-Cover Change in Baranagar Municipality of 24 Parganas North of West Bengal Using Geospatial Techniques (Not Yet Printed)	Dr, Alpana Ray Sudip Roy	Hill Geographer, Geographical society Of The North Eastern Hill Region -INDIA ISSN: 09705023 (UGC CARE ENLISTED)	2020	0	Prasanta Chandra Mahalanobis Mahavidyalaya	Nil
<a href="#">View File</a>						

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	2020	Nil	Nil	NA
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	23	21	10	Nil
<a href="#">View File</a>				

**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
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Dengue Awareness Programme organized in July, 2019	NSS, PCMM	12	25
<a href="#">View File</a>			

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	Nil
<a href="#">View File</a>			

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
NA	NA	NA	Nil	Nil
<a href="#">View File</a>				

### 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	00
<a href="#">View File</a>			

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	08/07/2019	08/07/2019	0
<a href="#">View File</a>					

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
East Calcutta Girls College Kolkata	10/12/2019	Faculty Exchange	10
<a href="#">View File</a>			

## 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
9.06	8.5

#### 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
Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

#### 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
KOHA	Fully	19.05.07	2019

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16485	1855291	890	198900	17375	2054191
<a href="#">View File</a>						

##### 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
NIL	NIL	NIL	08/07/2019
<a href="#">View File</a>			

#### 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	60	14	0	0	0	8	26	30	12
Added	0	0	0	0	0	0	0	0	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
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#### 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	<a href="#">NA</a>

#### 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
16.77	1.46	1.06	0.5

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	67	20025
Financial Support from Other Sources			
a) National	Kanyasree	38	950000
b) International	NIL	Nil	0
<a href="#">View File</a>			

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 implementation	Number of students enrolled	Agencies involved
NIL	08/07/2019	Nil	NIL
<a href="#">View File</a>			

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	Career workshop organized in collaboration with G-TEC EDUCATION, Dunlop	Nil	40	Nil	Nil

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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
Nil	Nil	Nil

**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
Career counseling and recruitment drive programme by SBI Life Insurance Company Limited	100	Nil	NA	Nil	Nil

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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
2020	7	B. Sc	Food and Nutrition	WBSU	M.Sc

[View File](#)

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
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NET	Nill
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	Institution	150
<a href="#">View File</a>		

### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NA	National	Nill	Nill	NA	NA
<a href="#">View File</a>						

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

Student Council of the college is a chosen body which constantly works with the college authority and faculty members to ensure overall development of the college. The college's Students' council was appreciated by NAAC peer team members in January 2019 for maintaining a disciplined atmosphere in the college. Student Council organizes different cultural programmes to observe important days such as "NetajiSubhas Chandra Bose's birthday", "Bhasa divas", "Republic Day", "Independence Day", "RabindraJayanti", "NazrulJayanti", "International Women's day" etc. in the college campus. "SharadUtsav" and "BasantaUtsab" are also celebrated in the college by Students' council to nurture the sense of respect for our Indian culture and tradition. Participation of students in the students' council helps in the development of their organizational skills. Every year, students' council organizes annual college fests in the college campus. It also organises inter college and interdepartmentalsports and cultural programme and competition which are followed by proper judgement by invited eminent persons of the locality. Social service like distribution of clothes to under preivilged children and various kinds of awareness programme are also carried out by the Students council. General Secretary (GS) of the students' council is a member of governing body of the college. GS puts forward his/her suggestions and different issues regarding the academic and administrative affairs of the college to the Head of the institution and to the IQAC. Problems faced by students are sometimes conveyed to the college authority through the students' council.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

50

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

0



5.4.4 – Meetings/activities organized by Alumni Association :

NIL

## 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 subjectwise 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	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. 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 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-governace area	Details
Administration	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 eresources. 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
2020	NA	NIL	NIL	Nil
<a href="#">View File</a>				

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 organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One day workshop on "development of e-modules and e-learning resources" organised by internal quality assurance cell (IQAC)	NIL	19/11/2019	19/11/2019	54	Nil
<a href="#">View File</a>						

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	Number of teachers who attended	From Date	To date	Duration
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programme				
Short Term Course in Gender Sensitization and Empowerment	1	05/11/2019	11/11/2019	7
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
35	5	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
West Bengal Health Scheme enrolment process started staff welfare cooperative credit society	Staff welfare cooperative 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 2019-20 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	NIL
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

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**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	NIL	Yes	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 addressed 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
2019	Save Earth Save Environment	16/09/2019	16/09/2019	16/09/2019	176
<a href="#">View File</a>					

**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
NIL	08/07/2019	08/07/2019	Nil	Nil

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 Solar Panel installation with Government of West Bengal WBREDA was ongoing. The NSS of the college has carried out tree plantation, campus cleaning drive. World Ozone day was celebrated by Department of Geography on 16.9.2020

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	150
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	2

#### 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
2019	Nil	Nil	08/07/2019	00	NA	NIL	Nil
2020	Nil	Nil	30/06/2020	00	NA	NIL	Nil

[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	08/07/2019	The prospectus gets circulated at the time of admission. The admission and prospectus sub-committee of the college along with the principal designs and plans the prospectus. All the courses that are offered by the institution are well represented in the prospectus to enable students to choose disciplines as per their requirement and interest. The fee structure, rules and regulations for all stakeholders are clearly stated in the prospectus. All activities of all the departments and of the college are clearly represented in the prospectus to provide guidance and encouragement to all the new students.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Rakhi Bandhan	14/08/2019	14/08/2019	70

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic-free college campus, No Smoking zone, tobacco free campus. World ozone day celebrated on 16.09.2020 by Geography department and successfully organized tree plantation programme. In this tree plantation programme 177 participants actively participated. Solar panel work was on progress.

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Best Practice I Title of the Practice: "No Smoking Zone" (since 2008) Objective of the Practice: a) Goal/Aim: To create a tobacco-free college campus. Use of chewing tobacco, cigarettes or any other harmful and addictive substance is strictly banned within the college premises. b) The Context: Frequent complaints by the non-smoking staff and students against the unhealthy practice of smoking on campus, alerted the college authorities. The college authorities with support from the Student's Union strictly implemented the "No Smoking" policy, to prevent staff and students from using tobacco on campus. This policy was essential as it addresses health concerns related to tobacco-use and also prevents the detrimental effects of passive smoking. c) The Practice: The college campus is completely tobacco-free and the practice of smoking on campus has been eradicated completely. No one is allowed to smoke inside the college campus. Chewing tobacco and other addictive and harmful substances are also strictly banned inside the college premises. Spitting is also strictly prohibited within campus. Any member of staff or any student, if found deviating from this policy, is made to undergo a counselling process to encourage him/her to quit this bad habit. If any staff member indulges in smoking, he/she is immediately reprimanded by colleagues. Outsiders too are politely requested to abide by this policy. "No Smoking" signage are displayed at all strategic locations within the college premises. d) Evidence of Success: This practice has been very successful and we can proudly declare our college campus 'tobacco-free'. Our "No Smoking" policy has not been flouted till date. The honourable members of the NAAC peer team who visited the campus during the second cycle of accreditation and assessment have congratulated us on the success of this best practice.

Best Practice II Title of the Practice: "Plastic-Free Zone" Objective of the Practice: a) Goal/Aim: To create a plastic-free college campus. The college is a completely plastic-free zone. With this best practice, plastic pollution has been greatly reduced within the college premises. This practice has focused on the reduced use and ultimately elimination of use of plastic bottles, plastic straws and poly bags within the college campus. b) The Context: It was observed that some members of staff and some students were excessively using plastic bags on campus. The college authorities with support from the Student's Union strictly implemented the policy of "Plastic Free Zone". c) The Practice: Use of plastic on campus is strictly prohibited. All members of staff and students are encouraged to use alternatives like recycled cloth or jute products instead. "Plastic Free Campus" signage have been displayed at strategic locations throughout the college campus. d) Evidence of Success: This practice has been very successful and we can proudly declare our college campus 'plastic free'. Our "Plastic Free Campus" policy has not been flouted till date. The honourable members of the NAAC peer team who visited the campus during the second cycle of accreditation and assessment have congratulated us on the success of this best practice.

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

[https://pcmm-web-bon-20.s3.amazonaws.com/CLG\\_14337357\\_Best\\_practice\\_2019-2020-converted.pdf](https://pcmm-web-bon-20.s3.amazonaws.com/CLG_14337357_Best_practice_2019-2020-converted.pdf)



### 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

“Empowering First-Generation Learners” is an area of performance of the institution that is distinctive to its vision, priority and thrust. Socially and economically marginalised students are provided the opportunity to seamlessly carry on with their education. An utmost priority of our institution is to fulfill this vision by addressing all impediments that act as obstacles in the path of education for underprivileged sections of society. The teachers of the college have been playing a major role in supporting, engaging with and empowering such students. The Student’s Council, members of the alumni and teachers—all work together as support networks for such students by enabling them to smoothly initiate themselves into a new college environment.

Concessions and scholarships are offered to economically disadvantaged students, to enable and encourage them to pursue higher education. They are guided through counselling, prior to admissions, to help them choose subjects based on their merit and proficiency. All departments arrange for regular extra classes to support these students. The teachers are vigilant and are quick to identify areas of concern and these are then carefully addressed. Such students are regularly assessed through monthly tests. On the basis of the results, parent-teacher meetings are regularly conducted to address concerns of academically weak students. Such an approach helps reduce stigma and enables such students to effectively complete their undergraduate program. These students are guided on their career pathway through career counselling and even ex-students are provided career-guidance to help them become employment-ready. Teachers provide constant support in this matter and lovingly provide able guidance to all students.

Provide the weblink of the institution

[https://pcmm-web-bon-20.s3.amazonaws.com/CLG\\_7f462cca\\_Institutional\\_Distinctiveness.pdf](https://pcmm-web-bon-20.s3.amazonaws.com/CLG_7f462cca_Institutional_Distinctiveness.pdf)

### 8.Future Plans of Actions for Next Academic Year

- 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.
- To expand the diversity of programmes offered and introduction of more skillbased job-oriented courses.
- Introduction Of Hindi, Physical Education. Initiate the process of online or offline open book MCQ tests to replace the traditional class test. There will be no fixed time schedule for the students to appear in such an examination but they will have the freedom to appear in the examination according to their suitable times.
- Upgradation of Science laboratories.
- Installation of CCTV in all class room
- Measures to be undertaken to develop some MOUs with organizations with academic interest ,industries ,Research institute