The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year   **2016-17***(01-07-2016 to 30-06-2017)*

1. Details of the Institution

1.1 Name of the Institution   :   PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA

1.2 Address Line 1   :   111/3, B.T.ROAD, BONHOOGHLY

Address Line 2   :   P.O. : ISI Post Office

City / Town   :   KOLKATA

State   :   WEST BENGAL

PIN Code   :   700108

Institution e-mail address   :   pcmm.principal@gmail.com

Contact Nos.   :   033-6459-6644, 033 2577 2479

Name of the Head of the Institution   :   DR. SHYAMAL KARMAKAR

Tel. No. With STD Code   :   (033) 6459-6644

Mobile   :   9674466190

Name of the IQAC Co-ordinator   :   **DR. PARTHASARATHI DUTTA**
(01-07-2016 to 31-07-2016)
DR. KAMALA MITRA
(01-08-2016 to 30-06-2017)

Mobile   :   +9433091712 (PSD), 9830370959 (KM)

IQAC e-mail address   :   pcmmiqac@gmail.com

1.3 NAAC Track ID   :   6170

OR

1.4 NAAC Executive Committee No. & Date: EC/47/A&A/56 dated 29.01.2009

1.5 Website address :

www.pcmm.co.in

Web-link of the AQAR :

https://pcmm.co.in/wp-content/uploads/2018/02/AQAR16-17.pdf

1.6 Accreditation Details :

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

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

1.8 AQAR for the year : 2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

   i)   AQAR 2012-13 submitted to NAAC on 30/03/2017

   ii)   AQAR 2013-14 submitted to NAAC on 30/03/2017

   iii)   AQAR 2014-15 submitted to NAAC on 30/03/2017

   iv)   AQAR 2015-16 submitted to NAAC on 30/03/2017

1.10 Institutional Status :

   University   State -   Central -   Deemed -   Private -

   Affiliated College   Yes ✓   No -

   Constituent College   Yes -   No ✓

   Autonomous college of UGC   Yes -   No ✓

   Regulatory Agency approved Institution   Yes -   No ✓
   (eg. AICTE, BCI, MCI, PCI, NCI, UGC)

   Type of Institution :   Co-education ✓   Men -   Women -

                           Urban ✓   Rural -   Tribal -

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

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

1.11   Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [✓] Law [-] PEI (PhysEdu) [-]

TEI (Edu) [-] Engineering [-]   Health Science [-]   Management [-]

Others (Specify) [NA]

1.12   Name of the Affiliating University: [WEST BENGAL STATE UNIVERSITY]

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

       Autonomy by State/Central Govt. / University [–]

       University with Potential for Excellence [–] UGC-CPE [–] DST Star Scheme [–]

       UGC-CE [–] UGC-Special Assistance Programme [–]   DST-FIST [–]

       UGC-Innovative PG programmes [–] Any other (*Specify*) [–] UGC-COP Programmes [–]

2.   IQAC Composition and Activities

2.1   No. of Teachers   :   [11]

2.2   No. of Administrative/Technical staff   :   [04]

2.3   No. of students   :   [01]

2.4   No. of Management representatives   :   [-]

2.5   No. of Alumni   :   [-]

2. 6 No. of any other stakeholder and
      community representatives   :   [-]

2.7   No. of Employers/ Industrialists   :   [-]

2.8   No. of other External Experts   :   [01]

2.9   Total No. of members   :   [17]

2.10 No. of IQAC meetings held   :   [02]

2.11 No. of meetings with various stakeholders : No. [05]   Faculty [02]

      Non-Teaching Staff [01]   Students [01] Alumni [01] Others [Parents 01]

2.12 Has IQAC received any funding from UGC during the year? : Yes [-]   No [✓]

      If yes, mention the amount : [-]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | - | International | _ | National | _ | Workshop | 1

State | - | Institution Level | -

(ii) Themes

Date	Department	Themes
23/09/2016	Food and Nutrition	One day workshop on nutritional assessment of humans by Nutritional Anthropometry

2.14   Significant Activities and contributions made by IQAC :

Assistance in Promoting 2 teachers under CAS active encouragement

2.15 Plan of Action by IQAC/Outcome   :

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

Plan of Action	Achievements
a) Teaching Quality enhancement	a)Teachers are using Power Point as a modern mode of teaching. Smart Class room and virtual classroom are structured to take classes. Some departments have used them
b) Recommendation to faculty members to submit research project for financial support	b) One Minor research project (UGC) have already been recommended by UGC for the Department of Sociology
c) Advice to the faculties to participate in conferences/seminar/symposium to improve research activities	c) Adequate number of faculties participated and/or presented their research work in this session
d) Proposal submitted to UGC to organize seminars in this college	d) Already three seminar proposals are being sanctioned by UGC
e) To arrange social work programme.	e) Anti dengue campaigning and tree plantation has been organized by NSS.

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

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

Management -   Syndicate - Any other body -

Provide the details of the action taken:

The AQAR was placed before the Governing Body and its approval was received in the meeting 5th December 2017.

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Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes :

Level of the Progeamme	Number of existing Programmes	Number of Pro-grammes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.				
PG				
UG	23	5		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	**23**	**5**		
Interdisciplinary				
Innovative				

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

<div align="center">CORE/ELECTIVE</div>

(ii) Pattern of programmes :

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	28

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

From the eminent persons visiting the college ☐

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

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

As a degree college has to follow the syllabus, which is designed by the affiliating University .The University has made revisions in the syllabus. Workshops are going on for the adoption of CBCS.

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

Five new departments/subjects   have been sanctioned during this session. The newly introduced courses are; in B.A. General - History, Political Science, Human Development, in B.Sc. General – Physics, B.Sc. Honours – Computer Science. Students will be offered the subjects from the academic session 2017-18

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty :

Total	Asst. Professors	Associate Professors	Professors/Principal	Others
28	12	1	1	*PTT-14

   PTT means Government Approved Part-time teachers.

2.2 No. of permanent faculty with Ph.D.   :   06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year :

Asst. Professors		Associate Professors		Professors/Principal		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	05	–	–	–	–	–	–	03	05

2.4 No. of Guest and Visiting faculty and Temporary faculty :   18   02   0   Total=20

2.5 Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	-	106	-
Presented papers	-	22	-
Resource Persons	-	-	-

   Data excludes visiting faculties.

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

ICT Enabled E-classroom including virtual classroom is used for teaching. Audio-visual teaching method, extension lecture by distinguished academicians, digitization of previous year university question papers for students benefit is followed as innovative process.

2.7 Total No. of actual teaching days during this academic year   :   210*

   Including summer Recess 16/05/17 to 30/06/17.

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

The internal examination system is fully computerized. Results are departmentally compiled and stored electronically instead of traditional recording in the registers. Questions are digitally preserved in the library for easy access of the students.

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

| 02 |

2.10 Average percentage of attendance of students :

| 76% |

2.11 Course/ Programme wise distribution of pass percentage   :

Title of the Programme	Total no. of students appeared	Class/Division			Failed %
		1st class %	2nd class %	Pass %	
BA(H)	31	–	20.00	6.45	73.55
BSC(H)	26	3.8	50.00	15.38	30.82
B.COM(H)	30	–	20.00	16.67	63.33

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

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

2.13 Initiatives undertaken towards faculty development :

Faculty / Staff Development Programmes	*Number of faculty*
Refresher courses	-
UGC – Faculty Improvement Programme	–
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	**15**
Others	**1**

2.14 Details of Administrative and Technical staff :

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	06	–	04
Technical Staff	01	–	–	–

Criterion – III

3. Research, Consultancy and Extension

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

Shortage of full time teachers is a major problem of the college, however IQAC encourages the faculty members in research, project work, field work, and surveys. A minor research project is sanctioned in the department of Sociology.

3.2 Details regarding major projects :

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

3.3   Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	–	–	01	–
Outlay in Rs. Lakhs	–	–	Rs. 2,00,000/-	–

3.4   Details on research publications :

	International	National	Others
Peer Review Journals	12	5	–
Non-Peer Review Journals	–	-	–
e-Journals	–	–	–
Conference proceedings	1	7	–

3.5   Details on impact factor of publications :
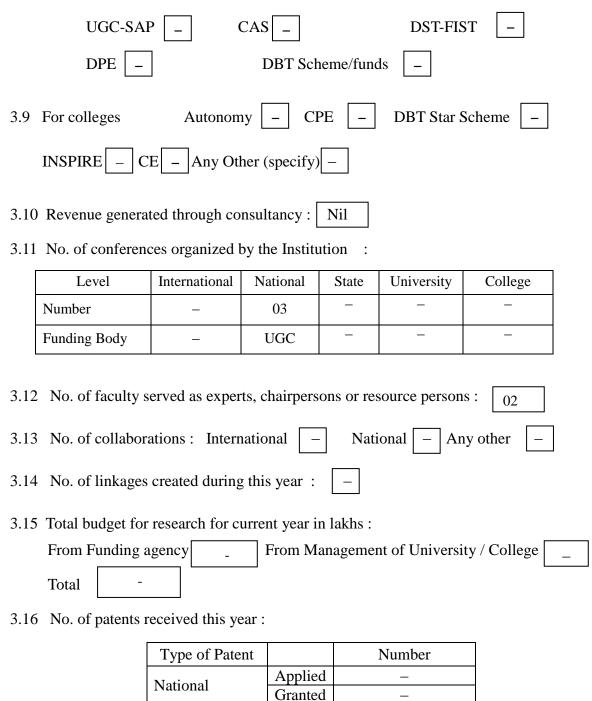
Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6   Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned in Rs.	Received in Rs.
Major projects		-	-	-
Minor Projects	2	UGC	Rs. 2,00,000/-	Rs. 1,75,000/-
Interdisciplinary Projects		-	-	-
Industry sponsored		-	-	-
Projects sponsored by the University/ College✓		-	-	-
Students research projects *(other than compulsory by the University)*		-	-	-
Any other(Specify)				
Total			Rs. 2,00,000/-	Rs. 1,75,000/-

3.7 No. of books published :   i) With ISBN No. [1]   Chapters in Edited Books : [14]

ii) Without ISBN No. [–]

3.8 No. of University Departments receiving funds from

UGC-SAP [–]   CAS [–]   DST-FIST [–]

DPE [–]   DBT Scheme/funds [–]

3.9 For colleges   Autonomy [–]   CPE [–]   DBT Star Scheme [–]

INSPIRE [–] CE [–] Any Other (specify) [–]

3.10 Revenue generated through consultancy : [Nil]

3.11 No. of conferences organized by the Institution   :

Level	International	National	State	University	College
Number	–	03	–	–	–
Funding Body	–	UGC	–	–	–

3.12 No. of faculty served as experts, chairpersons or resource persons : [02]

3.13 No. of collaborations : International [–]   National [–] Any other [–]

3.14 No. of linkages created during this year : [–]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University / College [–]

Total [-]

3.16 No. of patents received this year :

Type of Patent		Number
National	Applied	–
	Granted	–
International	Applied	–
	Granted	–
Commercialised	Applied	–
	Granted	–

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

Total	International	National	State	University	District	College
2	-	-	-	2	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides $\_$

and students registered under them $\_$

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

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

JRF $\_$ SRF $\_$ Project Fellows $\_$ Any other $\_$

3.21 No. of students Participated in NSS events:

University level $\_$ State level 05

National level $\_$ International level $\_$

3.22 No. of students participated in NCC events: NA

University level $\_$ State level $\_$

National level $\_$ International level $\_$

3.23 No. of Awards won in NSS:

University level 01   State level $\_$

National level $\_$ International level $\_$

3.24 No. of Awards won in NCC: NA

University level $\_$ State level $\_$

National level $\_$ International level $\_$

3.25 No. of Extension activities organized

University forum $\_$ College forum 01

NCC -   NSS 03   Any other $\_$

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

Under "Swachh Bharat Abhijan" overall campus cleaning programme was organized by the NSS unit of the college on 31st January 2017. 44 NSS volunteers and other students participated in this cleaning programme. About 200 saplings were planted with the aim of concern towards environment by the active participation of the NSS volunteers on 23rd March, 2017.They also distributed books and stationery to the needy students in the nearby areas of the college.

Criterion – IV

4. Infrastructure and Learning Resources

4.1   Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4013.36 sq.m	–	–	**4013.36 sq.m**
Class rooms	15	–	–	15
Laboratories	03	01 (Physics)	MPLAD Rs. 6,00,000	04
Seminar Halls	0	–	–	0
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	–	CCTV with 16 Cameras	College Fund	Rs. 1,26,700/-
Value of the equipment purchased during the year (Rs. In Lakhs)	Rs. 22,988	Rs. 1,63,397	UGC & College Fund	Rs. 1,86,385
Others (Infrastructural Extensions) -.Lift	-	1 (under progress)	MP-LAD	14,26,000

4.2   Computerization of administration and library :

> Office administration, accounts department and library are computerized.

4.3   Library services :

	Existing		Newly added		Total	
	No.	Value Rs.	No.	Value Rs.	No.	Value Rs.
Text Books	15749	1644827	167	41532	15916	1686359
Reference Books	1749	171619	18	4615	1767	176234
e-Books*	N-LIST	-	-	-	N-LIST	-
Journals	4	-	-	-	3	–
e-Journals*	N-LIST	5000	-	-	N-LIST	5725
Digital Database	-	-	-	-	-	–
CD & Video	-	-	-	-	-	–
Others (specify)	–	–	–	–	–	–

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

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

	Total Computers	Computer Labs	Internet*	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	41	10	-	–	–	07	22	02
Added	10	01	–	–	-	04	–	05
Total	**51**	**11**	**-**	**–**	**-**	**11**	**22**	**7**

College main building is under wi-fi zone.

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

> No formal training was imparted. Students can access the internet in the library. Our librarian provides necessary help to the students. Teachers access the net from the departmental computers or from their phones.

4.6   Amount spent on maintenance in lakhs :

i) ICT
Rs. 1.581

ii) Campus Infrastructure and facilities
Rs.0. 687

iii) Equipments
Rs.0. 312

iv) Others

Total :
Rs. 2.580

Criterion – V

5. Student Support and Progression

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

> Departments are instructed toconduct remedial classes after selection test for poor performers. Students can accees . E books and E journals for redference with user id and password made available to them from the library. Workshop/ Special lectures are arranged .Needy students are provided financial help from Students' Aid Fund.

5.2 Efforts made by the institution for tracking the progression :

> Identifying the slow learners through regular assessment (Mid- term and class test) and Selection test. Remedial coaching and Tutorial classes are arranged for weaker students. They are also encouraged to attend the seminars and also to publish departmental wall magazine annually.

5.3 (a) Total Number of students :
        (247+192+317)

UG	PG	Ph. D.	Others
756	-	-	-

(b) No. of students outside the state : | Nil |

   (c) No. of international students | Nil |

Men
No	%
350	46.29

Women
No	%
406	53.71

	Last Year						This Year					
Level	Gen.	SC	ST	OBC	Physically Challenged	Total	Gen.	SC	ST	OBC	Physically Challenged	Total
U.G.	955	86	08	13	00	1062	668	62	06	20	00	756

Demand ratio 1:1   Dropout 5%

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

> Under UGC merged scheme, Entry in services cell of the college provides free of cost coaching for competitive examinations particularly to economically backward students and SC/ST Students. Teachers also personally counsel the students about different job prospects in their respective fields of study. Guide books for different competitive Examinations are also available in the library.

No. of student beneficiaries

> Actual data is not available as mainly the outgoing students and ex-students avail this facility.

5.5 No. of students qualified in these examinations   :

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance :

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

No. of students benefitted | - |

5.7 Details of campus placement :

On Campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

Exact data is not available as out going students do not inform it in a formal way. In department alumni meet some information are received.

5.8 Details of gender sensitization programmes :

> The Principal with all teachers and employees maintain continuous assistance on the problem of girl students. An Anti sexual harassment cell is formed as per VISHSAKHA Guidelines. Equal opportunity cell organised an awareness programme by which110 students were benefited.

5.9 Students Activities :.

5.9.1 No. of students participated in Sports, Games and other events :

State/ University level | 18 | National level | – | International level | – |

No. of students participated in cultural events :

State/ University level | - | National level | 1 | International level | – |

5.9.2 No. of medals /awards won by students in Sports, Games and other events :

Sports : State/ University level | 1 | National level | – | International level | – |

Cultural: State/ University level | - | National level | - | International level | – |

5.10   Scholarships and Financial Support :

Financial Support From	Founding Body	Amount in Rs.	No. of students
Financial support from institution	Students' Aid Fund	99,625.00	274
Financial support from government	Govt. of W.B. Kanyashree Prakalpa (21× Rs. 25,000)	Rs. 5,25,000.00	21
Financial support from other sources	-		-

5.11   Student organised / initiatives : Nil

Fairs   :   State/ University level −   National level −   International level −

Exhibition: State/ University level _   National level _   International level _

5.12 No. of social initiatives undertaken by the students :   01

       i) ICDS visit, to create awareness of communicable diseases

5.13 Major grievances of students (if any) redressed :

       No major grievances were reported.

Criterion – VI

6. Governance, Leadership and Management

6.1   State the Vision and Mission of the institution :

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

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

> The college maintains its own website which is regularly updated with the institution related information. We have already developed a fully computerized Office Management and Library Management system. In the academic front from admission to declaration of result all are managed through a computerized system.

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

6.3.1

> Some teachers of our college are members of the Board of Studies of different departments of the West Bengal State University which is our affiliating University. They as the members of Board of Studies take an important role for curriculum development. As per rules, regulation and methods of the University in CBCS syllabus framing workshop the concerned teachers in the department of Sociology and Food and Nutrition took active part.

6.3.2   Teaching and Learning :

> **Teaching aid:**
>
> - Black board/ White board, chalk/ marker pen and duster
> - Ancient Indian Map used by Dept. of Geography
> - Overhead projectors and LCD projectors
> - e-class room with smart board and virtual classroom
> - Computers with Internet facility
> - Computer Lab equipped with C^+ , $C^{++,}$ SQL and various other software
> - GPS (Geographical Positioning System), GIS.

Assessment:

- Class Tests arranged by the respective department.
- Compulsory Mid TermTest taken for first year students
- Compulsory Selection tests for students of each year taken before considering them eligible to appear at the university examinations.

Remedial/Tutorial classes:

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

Faculty Improvement Programme:

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

Seminar/Special Talks:

Three UGC sponsored National level seminar was organized by the departments Geography, Chemistry and Philosophy-Sociology.

6.3.3   Examination and Evaluation :

- ➢ The University norms are followed for examination and evaluation of UG students.
- ➢ College conducts Selection Test prior to the finals for all courses.
- ➢ The class tests are taken by all departments as and when required. Results of Mid terminal and Selection Tests are communicated to the students and evaluated answer scripts are shown to the students for their qualitative improvement.
- ➢ The progress is reported to the Guardians specially to the weaker students.

6.3.4   Research and Development:

- ➢ One teacher have been awarded Ph.D. Degree and another teacher has obtained M.Phil. Degree.
- ➢ Some teachers are pursuing Ph.D. work.
- ➢ Teachers are encouraged to engage themselves in research projects. A minor research project has been sanctioned in the Department of Sociology.
- ➢ A good number of faculties are involved in preparing and presenting their papers in International and National level seminar.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Various ICT tools photocopiers, scanners, printers are being used. Virtual Classroom has been introduced.

- Wi-Fi zone are installed in the college campus.

- Library has joined N-LIST programme (conducted by INFLIBNET). E-Journals and e-books can be availed by this.

- Upgrading and expansion of the laboratories is continued.
- Accession, searching (author, title etc.), issuance of books are computerised. Bar coding is on progress.
- Physics laboratory has been set up to cater the students from the next academic session i.e. 2017-18
- CCTV is installed in the college campus at different strategic points.

6.3.6 Human Resource Management :

- Various committees and cells are formed viz. Anti Sexual Harassment Cell, Equal opportunity Cell, College Development Board, Anti-ragging Committee. Students Grievance Redressal cell is reconstituted.

- Students' union conducts different programmes for all round development of the students through their Games and Sports Unit, Cultural Unit, Debate Unit and Students' Welfare Unit under the guidance of a teacher in charge of students' affairs.

6.3.7 Faculty and Staff recruitment :

- Process for recruitment of four non-teaching staff has been completed and necessary papers had been sent to the Directorate of Public Instruction for necessary approval.

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

- College has recruited some CWTT in different subjects through a selection committee.

6.3.8 Industry Interaction / Collaboration :

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

6.3.9 Admission of Students :

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

6.4 Welfare schemes for :

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

6.5 Total corpus fund generated :   NA

6.6 Whether annual financial audit has been done :   Yes ☐   No[*] ✓

* Finalisation of annual accounts is completed and the auditor is duly informed.

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	–	–
Administrative	No	-	No	–

Formal academic audit is not initiated. As a mandatory practice academic data regarding Laboratory up-gradation, Library enrichment, Faculty strength and subsequent Quality improvement is sent to the State Council of Higher Education for necessary action

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

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes -   No -

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

NA

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

NA

6.11 Activities and support from the Alumni Association :

In the Department of Geography and Food and Nutrition the respective Alumni helps the students in different manner by joining in career counseling, participating in social activities, cultural programs etc.

6.12 Activities and support from the Parent – Teacher Association

> Parent-Teacher meetings are held for the 1st year honours students by each department and some General students. Many of our students being first generation learners, the teachers give a lot of effort to aware the parents of the new comers on the academic pursuit as well as career aspect of their wards.

6.13 Development programmes for support staff :

> College regularly updates different software as and when required by the administration, library and different departments. The support staff are encouraged and trained with these softwares for better human resource management.

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

> - NSS takes up a tree plantation programme in every monsoon.
> - It is a tobacco-free campus.
> - The College is a plastic free zone.
> - Proposal for creation of Medicinal Plants Garden have been sanctioned
> - Proposal for solar power utilization has been placed before the authority.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details :

> NA

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

> Based on sanction received from the University we have decided to offer the following subjects (Physics, Political Science ,Human development, History in General Stream) from academic session 2017-18 and the matter has already been included in our prospectus to attract more students.Physics laboratory has also been set up with the fund obtained under MPLAD. Necessary arrangements has also been taken to issue tender papers for construction of lift with the MPLAD fund.

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

> Green campus and Plastic free zone
>
> Smoking and Guthkha prohibited campus

7.4 Contribution to environmental awareness / protection :

> ❖ Tree Plantation conducted by NSS Unit
> ❖ Campus Cleaning conducted by NSS Unit
> ❖ Campus is plastic and garbage free

7.5 Whether environmental audit was conducted? :   Yes ☐   No ☑

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

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

Strength

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

Weakness

- Shortage of faculties. Vacant posts not filled up.

Opportunities

- To offer Honours course in Chemistry and Computer Science (sanction received from University)

Threats

- Declining trends of students due to apathy of studying under West Bengal State University.

8. Plans of institution for next year :

- To take initiative for organized community development programme.
- To upgrade Library Computerisation.
- Extension of Infra-Structural Arrangement, like Building extension and completion of lift facility.
- To install solar-system to generate power
- To introduce Honours course in Chemistry

(Dr. Kamala Mitra)

Signature of the Coordinator, IQAC

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(Dr. ShyamalKarmakar)

Signature of the Chairperson,IQAC

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IQAC
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ACADEMIC CALENDAR 2016-17

SL. NO.	PROGRAMME	TENTATIVE SCHEDULE	IMPORTANT POINTS TO NOTE
1.	Admission for 1st year students	3rd week of May to 3rd week of June	i. Details are available in the college Prospectus and the college official website www.pcmm.co.in ii. WBSU norms are followed iii. Admission is settled by the Admission Subcommittee iv. Students will receive their Identity Card at the time of their enrolment.
2.	Commencement of Part I classes	3rd week of July	Orientation to students are given by Head of the Departments followed by regular classes.
3.	Provisional Admission for 2nd & 3rd year students	Within one month after completion of respective Examination(July-Aug)	Students must bring one passport size photograph and photocopy of the Admit Card.
4.	Registration with West Bengal State University(for the 1st year students)	Just after completion of admission process(1st wk of August to 1st week of October),amended as per University schedule	Students must register their names with the University to become eligible to appear in the WBSU examination.
5.	Teaching-learning activity(Phase I)	July to Puja vacation	Attendance is mandatory as per WBSU directives.
6.	Mid –Term Examination i. Part I	1st week of January	Guardians will be informed if the performances of the students are insatisfactory.
7.	Teaching-learning activity(Phase II)	Post Puja to winter recess	Guardians Meeting regarding student performance.
8.	Issue of Registration	Tentatively January but as per University schedule	Registration certificates prepared by WBSU will be disbursed from college.
9.	Teaching-learning activity(Phase III)	January to March	Remedial classes will be arranged.

10.	Selection Test
	    i. Part III
	
	    ii. Part II
	
	    iii. Part I
		2nd week of January
		
		2nd to 3rd week of January
		
		3rd week of February to 2nd week of March
			Candidates who cannot qualify in Test will not be allowed to fill up the WBSU registration forms.

11.	Form fill up		No student can fill in the forms beyond the last date as settled by WBSU.
	i. Part III	1st week to 2nd week of February	
	ii. Part II	1st to 2nd week of March	
	iii. Part I	3rd week of April to 3rd week of May	
12.	Issue of Admit cards	7 – 10 days before respective date of examination	Students must bring their college ID Card /Registration Certificate.
13.	WBSU Examination		Details of WBSU Exam Schedule will be displayed on the WBSU website
	i. Part III	2nd week of March	
	ii. Part II	4th week of April	
	iii. Part I	3rd week of June	

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Abbreviations:

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

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