

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year : 2017-18(01-07-2017 to 30-06-2018)

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,

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. KAMALA MITRA
(01-07-2017 to 30-06-2018)

Mobile : 9830370959

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 :

1.6 Accreditation Details :

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

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

18.09.2010

Reconstitution : 23.04.2014

1.8 AQAR for the year :

2017-18

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
- v) AQAR 2016-17 submitted to NAAC on 23/02/2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI, UGC)

Type of Institution : Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University:

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE DST Star Scheme

UGC-CE UGC-Special Assistance Programme DST-FIST

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

2. IQAC Composition and Activities

2.1 No. of Teachers :

2.2 No. of Administrative/Technical staff :

2.3 No. of students :

2.4 No. of Management representatives :

2.5 No. of Alumni :

2.6 No. of any other stakeholder and
community representatives :

2.7 No. of Employers/ Industrialists :

2.8 No. of other External Experts :

2.9 Total No. of members :

2.10 No. of IQAC meetings held :

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount :

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National Workshop

State Institution Level

(ii) Themes

| <i>Date</i> | <i>Themes</i> |
|------------------|---|
| 17.4.18 | Fire safety workshop |
| 17.02.18 | Dengue awareness campaign in the locality |
| 23.02.18 | Carrer Development Workshop (IBT) |
| 30.1.18 | Free eye check up camp for students |
| 15.11.17 | Skill Development Programme |
| 16.11.17 | Value Education |
| 09.09.17-10.9.17 | Workshop by Child in Need Institute |
| 01.8.17 | Workshop on benefits of meditation |

2.14 Significant Activities and contributions made by IQAC :

- Final preparations for NAAC A & A for 2nd Cycle.
- Assistance in Promoting 1 teacher 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 |
|--|---|
| <p>a)Preparation for NAAC A & A peer team visit for 2nd Cycle accreditation</p> <p>b) Teaching Quality enhancement</p> <p>c) Advice to the faculties to participate in conferences/seminar/symposium to improve research activities</p> <p>d) To arrange social work programme. (implementation through NSS unit)</p> | <p>a) SSR prepared (Uploaded on 10.8.2018).</p> <p>b)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</p> <p>c) Many of the faculties participated and/or presented their research work in this session</p> <p>d) Anti dengue campaigning ,Blood donation and tree plantation and campus cleaning under “Swatch Bharat Programme”has been organized by NSS Unit.</p> |

* 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 dated 7th December,2018

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes :

| Level of the Programme | Number of existing Programmes | Number of Programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| Ph.D. | | | | |
| PG | | | | |
| UG | 16* | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 16* | | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

(*) According to new SSR format General subjects (in which Honours is also taught and shown as separate programme) is now clubbed under either B.Sc. or B.A degree. This has resulted in reduction in the number of existing programmes.

Ex : English General is now clubbed under B.A. degree as English Honours course is shown as separate program. Similarly Mathematics General is clubbed under B.Sc. degree as Mathematics Honours course is shown as separate program. In this way English General and Mathematics General is out of the list of existing programme

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

(ii) Pattern of programmes :

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | - |
| Trimester | - |
| Annual | 16 |

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) -

As an affiliated degree college it has to follow the syllabus, which is designed by the affiliating University(WBSU) .The University has made no revisions in the syllabus during this session. But during this session the West Bengal State University, started processing for the introduction of CBCS in UG level for all courses mandatorily from the next session i.e. 2018-19.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty :

| Total | Asst. Professors | Associate Professors | Professors/Principal | Others |
|-------|------------------|----------------------|----------------------|--------------------|
| 27 | 11 | 1 | 1 | *PTT-14 #CWTT=1 |

* PTT means Government Approved Part-time teachers. # College/Management appointed

2.2 No. of permanent faculty with Ph.D. : 07

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 |
| 0 | 06 | - | - | - | - | - | - | 0 | 06 |

2.4 No. of Guest and Visiting faculty and Temporary faculty : 19 02 1 Total=22

2.5 Faculty participation in conferences and symposia :

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 02 | 04 | 01 |
| Presented papers | 05 | 04 | 00 |
| Resource Persons | - | - | - |

**Data excludes visiting faculties.*

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

Emphasis on interactive and collaborative learning with emphasis on ICT enabled teaching, Virtual classrooms, Internal Assessment, special lectures, Programme for advanced learners, Industrial visits for students (department specific), Students' Attendance monitored. Self-appraisal for teachers.

2.7 Total No. of actual teaching days during this academic year : 179

**Including summer Recess 16/05/18 to 30/06/18.*

2.8 Examination / Evaluation Reforms initiated by the Institution :

(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination system is fully digitized. Results are compiled and stored electronically. Questions are digitally preserved in the library for easy access of the students as well as uploaded on website under library section

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

02

as member of Board of Study/Faculty/Curriculum Development workshop

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 % |
|------------------------|--------------------------------|-------------------------|-------------------------|--------|----------|
| | | 1 st class % | 2 nd class % | Pass % | |
| BA(H) | 17 | - | 41.18 | 11.76 | 47.06 |
| BSC(H) | 15 | - | 53.33 | 20 | 26.67 |
| B.COM(H) | 08 | - | 25 | - | 75 |

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

IQAC continuously evaluates the academic quality of the institution through analyzing the feedbacks regarding academic performance (teaching –learning process) of teaching staff and students’ progression (based on their results of class tests, mid -term examination and selection test).

2.13 Initiatives undertaken towards faculty development :

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty</i> |
|--|--------------------------|
| Refresher courses | 0 |
| UGC – Faculty Improvement Programme | 0 |
| HRD programmes | 0 |
| Orientation programmes | 0 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 0 |
| Staff training conducted by other institutions | 0 |
| Summer / Winter schools, Workshops, etc. | 0 |
| Others | 0 |

N.B. : Faculty exchange programme is already in vogue.

2.14 Details of Administrative and Technical staff :

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 09 | 09 | – | 04 |
| Technical Staff | 01 | – | – | – |

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages teachers to submit Research Projects to UGC. Encourages teachers to attend workshops and seminars for research motivation. Motivates faculty, staff and students to participate in various training programmes

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 | - | 1 | - | - |
| Outlay in Rs. Lakhs | - | 2.00 | - | - |

3.4 Details on research publications :

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

3.5 Details on impact factor of publications :

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant Sanctioned in Rs. | Received in Rs. |
|---|---------------|----------------------------|-------------------------------|-----------------|
| Major projects | | - | - | - |
| Minor Projects | | - | - | - |
| Interdisciplinary Projects | | - | - | - |
| Industry sponsored | | - | - | - |
| Projects sponsored by the University/ College✓ | | - | - | - |
| Students research projects (other than compulsory by the University) | | - | - | - |
| Any other(Specify) | | | | |
| Total | | | | Nil |

3.7 No. of books published : i) With ISBN No. Chapters in Edited Books :
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from
 UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy :

3.11 No. of conferences organized by the Institution :

| Level | International | National | State | University | College |
|--------------|---------------|----------|-------|------------|---------|
| Number | - | - | - | - | - |
| Funding Body | - | - | - | - | - |

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

3.13 No. of collaborations : International National Any other

3.14 No. of linkages created during this year :

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University / College

Total

3.16 No. of patents received this year :

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | - |
| | Granted | - |
| International | Applied | - |
| | Granted | - |
| Commercialised | Applied | - |
| | Granted | - |

3.17 No. of research awards / recognitions received by faculty and research fellows

of the institute in the year :

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

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

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events: NA

University level State level

National level International level

3.23 No. of Awards won in NSS:

NA
University level State level

National level International level

3.24 No. of Awards won in NCC: NA

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

Dengue awareness rally was organized in the locality. 35 students and 10 teachers participated in it. The surrounding neighbourhood was made aware about the causes, precaution and preventive ways about this disease.

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 | 04 | - | - | 04 |
| Seminar Halls | 0 | – | – | 0 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | – | | | |
| Value of the equipment purchased during the year (Rs. In Lakhs) | | | | |
| Others (Infrastructural Extensions) | | | | |

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 | 15916 | 1686359 | 368 | 88869 | 16284 | 1775228 |
| Reference Books | 1767 | 176234 | 36 | 9870 | 1803 | 186104 |
| e-Books* | N-LIST | -- | N-LIST | -- | N-LIST | -- |
| Journals | 3 | -- | 1 | -- | 4 | -- |
| e-Journals* | N-LIST | 5725 | N-LIST | 5750 | N-LIST | 5750 |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Others (specify) | – | – | – | – | – | – |

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

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

| | Total Computers | Computer Labs | Internet* | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|-----------|------------------|------------------|--------|-------------|--------|
| Existing | 41 | 10 | - | - | - | 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 N-List and e-resources with high speed internet connectivity from the library. Students are provide with audio-visual aids to access lectures from the web in the library. Internet can be accessed through WI –FI facility installed in the campus. Orientation programme is arranged for 1st year to get acquainted with e-library access system.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-------------|
| i) ICT | NIL |
| ii) Campus Infrastructure and facilities | 1.40 |
| iii) Equipments | 0.54 |
| iv) Others | ----- |
| Total : | 1.94 |

Criterion – V

5. Student Support and Progression

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

The IQAC creates awareness among the students about the use of our fully computerised library along with the use of departmental libraries (for Honours. students). They are regularly informed about the relevant notices and information provided by the University in its website . Economically challenged students are informed about the different aids/ scholarships (both internal and external) earmarked for them so that their studies are not discontinued. They are pursued to attend remedial classes for improvement in their studies.

5.2 Efforts made by the institution for tracking the progression :

The college has a three tier system to monitor the academic progress of a student. Class tests followed by mid- term examination and session end selection test acts as a system of continuous evaluation. Remedial coaching is imparted to weaker students..

5.3 (a) Total Number of students : (284+151+167)

| UG | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 602 | - | - | - |

(b) No. of students outside the state :

Nil

(c) No. of international students

Nil

| Men | No | % | Women | No | % |
|-----|-----|----|-------|-----|----|
| | 301 | 50 | | 301 | 50 |

| Level | Last Year | | | | | Total | This Year | | | | | Total |
|-------|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| | Gen. | SC | ST | OBC | Physically Challenged | | Gen. | SC | ST | OBC | Physically Challenged | |
| U.G. | 668 | 62 | 06 | 20 | 00 | 756 | 539 | 47 | 02 | 14 | 00 | 602 |

Demand ratio 1:1 Dropout 5%

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

Teachers 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 :

Student counselling and career guidance remained in an informal way through personal interaction with the teachers and students for long time. Now the college has arranged career development work shop with the help of professional institute. On 23.02.2018 an workshop for outgoing students was organised in collaboration with IBT

No. of students benefitted

5.7 Details of campus placement :

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

**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 Sexual Harassment Prevention and Redressal cell is formed as per VISHSAKHA Guidelines.

5.9 Students Activities :.

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

State/ University level National level International level

No. of students participated in cultural events :

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support :

| Financial Support From | Founding Body | Amount in Rs. | No. of students |
|--------------------------------------|-----------------------------------|---------------|-----------------|
| Financial support from institution | Students' Aid Fund | 57,045 | 172 |
| Financial support from government | Govt. of W.B. Kanyashree Prakalpa | 6,75,000.00 | 27 |
| Financial support from other sources | - | - | - |

5.11 Student organised / initiatives :

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students :

i) 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 has a dynamic website. All necessary information can be obtained with the click of a mouse. The vital pillars of interaction is the option of feed- back system and on-line admission system which is bias free .

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

6.3.1 Curriculum Development

The college has to abide by the curriculum set by the affiliating University. This curriculum is framed by the Board of Studies in the respective subject. Two teachers of our college acts as member in such board of studies.

6.3.2 Teaching and Learning :

Teaching aid:

- Black board/ White board, chalk/ marker pen and duster (traditional set up)
- Maps, topo-sheets 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

Assessment:

- Class Tests arranged by the respective department.
- Compulsory Mid Term Test 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 measures:

- 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.
- Guardian meet is organised to inform about the progress of their wards

Faculty Improvement Programme:

- Faculties are encouraged to attend Refresher Courses, Orientation Programmes, Summer/Winter schools and workshops and the college grants necessary leave to such incumbents.

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
- Some teachers are pursuing Ph.D. work.
- Teachers are encouraged to engage themselves in research projects. A minor research project is going on 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

- Virtual Classroom is in full operation.
- Wi-Fi zone has fostered easy access to internet throughout the campus
- Library has joined N-LIST programme (conducted by INFLIBNET). E-Journals and e-books can be availed by this.
- Computerized Bar coding is complete. It has helped to access more titles easily.
- Physics laboratory has come into operation.
- Almost all strategic locations are under CCTV surveillance

6.3.6 Human Resource Management :

- The college effectively functions with the help and guidance of different committees/sub-committees viz. Sexual Harassment Prevention and Redressal Cell, Equal opportunity Cell, College Development Board, Anti-ragging Committee. Students' Grievances are redressed promptly.
- Students' Council conducts different programmes for all round development of the students through their Games and Sports Unit, Cultural Unit, Debate Unit and Students' Welfare Unit.

6.3.7 Faculty and Staff recruitment :

- 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. We are in the process of signing MOU with some training institutes to groom the students and make them job-ready.

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 :

6.6 Whether annual financial audit has been done : Yes No*

* Finalisation of annual accounts is completed. The Govt. has still not send its empanelled auditor

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? :

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

6.11 Activities and support from the Alumni Association :

In the Department of Geography and Food and Nutrition, Bengali the respective Alumni helps the students in different manner by joining in career counseling, participating in social activities, cultural programs etc. The college is trying to set up a strong Alumni Association encompassing all departments

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meetings are held for the 1st year 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

Criterion – VII

7. Innovations and Best Practices

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

NA

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

Students are offered four new subjects (Physics, Political Science, Human Development and History) in General course. Teachers are sent to attend workshops and seminars to get them acquainted with the CBCS pattern to be implemented mandatorily from academic session 2018-19.

Lift has been completed and will start its from the next academic session.

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 in an informal way considering certain parameters and factors

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

Strength

- Cordial student-staff relationship. Easy communication from both sides.
- Though there is shortage of teaching staff but we have qualified faculties. More than fifty percent of teachers are Ph.D. degree holders.
- An active NSS unit.
- Canteen facility for students and staff.
- Cycle stand facilities for students and staff.
- Health care of students are under the supervision of Students' Health Home.
- Addiction free (total no-smoking area, ban of any type of panmasala guthkha inside the campus) Zone.
- Green environment (trees are planted as a part of afforestation programme by NSS in and around the campus)
- WI-FI enabled campus

Weakness

- Shortage of teaching and non-teaching staff.
- Meagre source of income.
- Limitation of infrastructural facilities.
- Weak economic background of students. Mostly first generation learners having low communication skills.
- Lower enrolment of students after the college's affiliation shifted to WBSU from University of Calcutta

Opportunities

- More social outreach programmes through our active NSS unit
- Recent introduction of Physics, Human Development, History Political Science as General subjects is another opportunity for the students to exercise their option for more combination.
- Internet facilities provided in different departments which will create a better connectivity among the stakeholders and will increase the academic output of the College to a great extent.
- Introduction of virtual classroom has helped the students to interact with eminent faculty of other colleges/institutions.

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.
- Initiatives to increase enrolment of students.
- Extension of Infra-Structural Arrangement, like Building extension (action taken)
- Attainment of a few more innovative teaching-learning techniques;
- Recruitment of more faculties and non-teaching staff in vacant posts and creation of new posts.
- Improvement of students' quality by remedial classes and short-term skill development workshops.
- Increase the communication skills of the students along with their soft skill development.

Kamala Mitra
(Dr. Kamala Mitra)

Signature of the Coordinator, IQAC

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Annexure-I

ACADEMIC CALENDAR 2017-18

| SL. NO. | PROGRAMME | TENTATIVE SCHEDULE | IMPORTANT POINTS TO NOTE |
|----------------|---|--|--|
| 1. | Admission for 1 st year students | 3 rd week of May to 3 rd week of June | <ul style="list-style-type: none">i. Details are available in the college Prospectus and the college official website www.pcm.co.inii. WBSU norms are followediii. Admission is settled by the Admission Subcommitteeiv. Students will receive their Identity Card at the time of their enrolment. |
| 2. | Commencement of Part I classes | 3 rd week of July | Orientation to students are given by Head of the Departments followed by regular classes. |
| 3. | Provisional Admission for 2 nd & 3 rd year students | Within one month after completion of respective Examination(July-Aug) | Students must bring one passport size photograph and photocopy of the Admit Card. |
| 4. | Registration with West Bengal State University(for the 1 st year students) | Just after completion of admission process(1 st wk of August to 1 st 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 | 2 nd week of January | Guardians will be informed if the performances of the students are unsatisfactory. |
| 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 | 2 nd week of January 2 nd to 3 rd week of February | Candidates who cannot qualify in Test will not be allowed to fill up the WBSU registration forms. |

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

Abbreviations:

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