

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year : 2012-13 (01-07-2012 to 30-06-2013)

### 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. : 0336459-6644  
033 2577 2479

Name of the Head of the Institution : DR. SWAPAN KUMAR KAR (*Principal*)  
(Upto 30.04.2013)  
DR. DEBASIS BASU (*TIC*)  
(01.05.2013 onwards)

Tel. No. With STD Code : (033) 6459-6644, (033) 2577-2479

Mobile : 9433087384, 9051441279

Name of the IQAC Co-ordinator : SRIPARTHASARATHI DUTTA  
(01.07.2012 to 30.11.2012)  
SRI KRISHNAPADA JANA  
(01.12.2012 to 30.06.2013)

Mobile : 94330-91712 (PSD), 9432847409(KPJ)

IQAC e-mail address : pcmmiqac@gmail.com

1.3 NAAC Track ID :

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address :

Web-link of the AQAR :

1.6 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> 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 : 2012-13

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*)

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  State  Institution Level

(ii) Themes

Date	Department	Themes
19-04-2013	Food and Nutrition	Food Myths and Facts

2.14 Significant Activities and contributions made by IQAC :

No such significant activities was taken.

2.15 Plan of Action by IQAC/Outcome :

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

Plan of Action	Achievements
Recommendation for e-class room.	E-classroom established in the year 2013.

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

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

Management  Syndicate  Any other body  Governing Body

Provide the details of the action taken :

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

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes :

Level of the Programme	Number of existing Programmes	Number of Pro-grammes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.				
PG				
UG	22			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	22			
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes :

Pattern	Number of programmes
Semester	
Trimester	
Annual	22

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

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 : NA

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
32	10	03	01	PTT-18*

\* PTT- State Government approved Part-time Teacher.

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

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

Asst. Professors		Associate Professors		Professors/Principal		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	05	--	--	--	01*	--	--	--	06

\* Vacant from 01-05-2013

2.4 No. of Guest and Visiting faculty and Temporary faculty :

Guest faculty	Visiting faculty	Temporary faculty	Total
11	02	--	13

2.5 Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	–	9	–
Presented papers	5	8	–
Resource Persons	–	–	–

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

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

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

\*Summer recess taken into A/c. (16/5/2013 to 30/6/2013)

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

Computerised questions paper setting, Printing, Publication of Result.

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 : 79%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Class/Division			Failed %
		1 <sup>st</sup> class %	2 <sup>nd</sup> class %	Pass %	
BA(H)	92	–	76.09%	22.83%	1.08%
BSC(H)	56	10.71%	64.29%	19.64%	5.36%
B.COM(H)	98	–	45.92%	51.02%	3.06%

\* Some of the failed students have been qualified without Honours.

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

2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
Others	

2.14 Details of Administrative and Technical staff :

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	04	-	03
Technical Staff	01	-	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

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

##### 3.2 Details regarding major projects :

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

##### 3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	–	–
Outlay in Rs. Lakhs	Rs 6581.00	Rs.1,34,748.00	–	–

##### 3.4 Details on research publications :

	International	National	Others
Peer Review Journals	2	4	–
Non-Peer Review Journals	–	–	–
e-Journals	–	2	–
Conference proceedings	–	1	–

##### 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		UGC	1,34,748.00	1,34,748.00
Interdisciplinary Projects		-	-	-
Industry sponsored		-	-	-
Projects sponsored by the University/ College✓		-	-	-
Students research projects <i>(other than compulsory by the University)</i>		-	-	-
Any other(Specify)				
<b>Total</b>			<b>1,34,748.00</b>	<b>1,34,748.00</b>



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 : NA

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

NA

-

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: NA

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 NA

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

Nil.

## 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	–	–	<b>4013.36 sq.m</b>
Class rooms	15	–	–	–
Laboratories	3	–	–	–
Seminar Halls	0	–	–	–
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	1 (Generator)	–	–	–
Value of the equipment purchased during the year (Rs. In Lakhs)	5,00,981.00	19,85,936.00	College+UGC Fund	<b>24,86,917.90</b>
Others (E-Classroom)		1	UGC Fund	

#### 4.2 Computerization of administration and library :

Office administration, accounts and library are partially computerized.

#### 4.3 Library services :

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13887	1195161	852	222147	14739	1417308
Reference Books	1544	132734	95	24600	1639	157334
e-Books*	-	-	5	-	-	
Journals						
e-Journals*						–
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):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28	--	2	--	--	6	20	2
Added	13	10	--	--	--	1	2	--
<b>Total</b>	<b>41</b>	<b>10</b>	<b>2</b>	<b>--</b>	<b>--</b>	<b>7</b>	<b>22</b>	<b>2</b>

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 0.59036

ii) Campus Infrastructure and facilities

Rs. 0.60741

iii) Equipments

Rs. 0.22367

iv) Others

Rs. 0.0449

**Total :**

Rs. 1.46638

## Criterion – V

### 5. Student Support and Progression

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

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

#### 5.2 Efforts made by the institution for tracking the progression :

##### Measures taken by the College :

- Identifying the slow learners through regular assessment.
- Class test, Remedial coaching, Tutorialclasses.

#### 5.3 (a) Total Number of students :

UG	PG	Ph. D.	Others
2088	0	0	0

(b) No. of students outside the state

(c) No. of international students

	No	%	No	%
Men	1277	61.16%	811	38.84%
Women				

Level	Last Year						This Year					
	Gen.	SC	ST	OBC	Physically Challenged	Total	Gen.	SC	ST	OBC	Physically Challenged	Total
U.G.	1795	97	16	19	0	1927	1922	99	6	61	0	2088

Demand ratio

Dropout

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

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

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations :

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

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.

No. of students benefitted

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

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

5.8 Details of gender sensitization programmes :

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	College Fund	1200.00	02
Financial support from government	Govt. of West Bengal (Direct from SC/ ST cell of Govt.of WB )	9300.00	03
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 :

5.13 Major grievances of students (if any) redressed :No.

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution :

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

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

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

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

6.3.1 Curriculum Development :

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

6.3.2 Teaching and Learning :

#### **Teaching aid:**

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



**Assessment:**

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

**Remedial/Tutorial classes:**

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

**Faculty Improvement Programme:**

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

**Seminar/Special Talks:**

Department of Food & Nutrition organized special talks by the eminent educationist funded by Institution in the academic session.

**6.3.3 Examination and Evaluation :**

- The University norms are followed for examination and evaluation.
- Class test are conducted by the college for the 1<sup>st</sup> year Honours in some departments.
- College conducts selection Test.
- The class tests are taken by all departments as and when required.

**6.3.4 Research and Development:**

- Two teachers are pursuing their Ph.D. work.
- Faculty members regularly present their work in national and international seminars.
- Several papers have been published by faculties in reputed journals.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- An e-class room with sitting capacity of 25.
- 13 desktop and 1 laptop connected through LAN.
- Students avail free internet access in the Library.
- Various ICT tools photocopiers, scanners, printers are being used.
- Library has joined ENLIST programme (conducted by INFLIBNET).
- E-Journals and e-books can be availed by this.
- Upgrading and expansion of the laboratories is continued.

### 6.3.6 Human Resource Management :

- Different committees and cells are formed viz. Students' Welfare Committee, Grievance Redressal Cell etc. to take care of proper maintenance of academic and social environment of the College campus.
- Different wings of the Students' Union viz. Games and Sports Unit, Cultural Unit, Students' Welfare Unit perform several activities under the guidance of teachers.

### 6.3.7 Faculty and Staff recruitment :

College sent requisitions to CSC for vacant substantive posts.

Part time teachers are appointed as per rules laid down by the Higher Education Department, Govt of West Bengal.

### 6.3.8 Industry Interaction / Collaboration : NIL

### 6.3.9 Admission of Students :

Through Advertisement – Notice Board – Application for Admission – Merit list Publication – Counselling – Admission.

### 6.4 Welfare schemes for :

Teaching	Group Insurance, Employees' Cooperative Credit Society, Festival Advance.
Non teaching	Group Insurance, Bonus and advance salary during festival, Employees' Cooperative Society..
Students	Health Home, 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

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	–

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 :

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff :

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

## 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 :

Setting of e-classroom

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

NA

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

- Cordial relation between Teachers and Students.
- Smoking free zone.

7.4 Contribution to environmental awareness / protection :

- Tree Plantation
- Anti Dengue Campaigning

7.5 Whether environmental audit was conducted? : Yes  No

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

#### Strength

- Catering to the socio-economically backward section of society.
- One computer terminal is presently working out of which have been connected through LAN in the College. All departments have computer facilities.
- Free Internet access for students.

#### Weakness

- Lack of active involvement of a large percentage of guardians.
- Presently, faculties are not permitted by the University to take students for Ph.D. Course.

### **Opportunity**

- Career-development and placement cells need to take further steps for on campus placements.

### **Challenges**

- Drop in the teacher strength in substantive posts.
- Compelled to lower the cut-off marks for admission of students due to the migration of meritorious students to nearby colleges under Calcutta University.

### 8. Plans of institution for next year :

- To Develop more ICT enable Class rooms and expansion of other infrastructural facility.
- Encouraging departments to apply for UGC sponsored seminars and conferences.
- To setup a NSS unit.

*Kamala Mitra*

(Dr. Kamala Mitra)

*Signature of the Coordinator, IQAC*

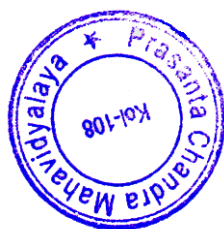
Co-Ordinator IQAC  
Prasanta Chandra Mahalanobis  
Mahavidyalaya  
111/3, B. T. Road, Kol-108

*Shyamal Karmakar*

(Dr. Shyamal Karmakar)

*Signature of the Chairperson, IQAC*

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



**Annexure – I**

**ACADEMIC CALENDAR 2012-13**

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

7.	Teaching-learning activity ( Phase II)	Post Puja to winter recess	Guardians Meeting regarding student performance.
8.	Issue of Registration	Tentatively January but as per University schedule	Registration certificates prepared by WBSU will be disbursed from college.
9.	Teaching-learning activity ( Phase III)	January to March	Remedial classes will be arranged.
10.	Test i. Part III i. Part II ii. Part I	1 <sup>st</sup> to 2 <sup>nd</sup> week of January 2 <sup>nd</sup> week of February  2 <sup>nd</sup> to 3 <sup>rd</sup> week of March	Candidates who cannot qualify in Test will not be allowed to fill up the WBSU registration forms.
11.	Form fill up i. Part III ii. Part II iii. Part I	1 <sup>st</sup> week to 3 <sup>rd</sup> week of February 2 <sup>nd</sup> week of February to 2 <sup>nd</sup> week of March 1 <sup>st</sup> week of March to 2 <sup>nd</sup> week of April	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 <sup>nd</sup> week of April Last week of May 3 <sup>rd</sup> week of August	Details of WBSU Exam Schedule will be displayed on the WBSU website

\*\*\*

**Abbreviations:**

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

\*\*\*\*\*