



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA</b>
• Name of the Head of the institution	<b>DR ARNAB GHOSH</b>	
• Designation	<b>PRINCIPAL</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>9475682286</b>	
• Mobile No:	<b>9475682286</b>	
• Registered e-mail	<b>pcmm.principal@gmail.com</b>	
• Alternate e-mail	<b>pcmmiqac@gmail.com</b>	
• Address	<b>111/3 , B.T ROAD, KOLKATA-700108</b>	
• City/Town	<b>KOLKATA</b>	
• State/UT	<b>WEST BENGAL</b>	
• Pin Code	<b>700108</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated College</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Urban</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	WEST BENGAL STATE UNIVERSITY				
• Name of the IQAC Coordinator	DR ALPANA RAY				
• Phone No.	9748635888				
• Alternate phone No.	86971169513				
• Mobile	9748635888				
• IQAC e-mail address	pcmmiqac@gmail.com				
• Alternate e-mail address	pcmm.principal@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/CLG_82d1d2e7_Final_AQAR_2020-21.pdf">https://pcmm-web-bon-20.s3.amazonaws.com/CLG_82d1d2e7_Final_AQAR_2020-21.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/CLG_ab3427c2_ACADEMIC-CALENDER-FINAL_2021-22.pdf">https://pcmm-web-bon-20.s3.amazonaws.com/CLG_ab3427c2_ACADEMIC-CALENDER-FINAL_2021-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	C	1.57	2019	08/02/2019	07/02/2024
6.Date of Establishment of IQAC			23/04/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"><li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li></ul>	Yes	
<ul style="list-style-type: none"><li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li></ul>	<a href="#">View File</a>	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"><li>If yes, mention the amount</li></ul>		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Enhancement of Qualitative Teaching-Learning Practices through ICT mode: The IQAC guided the respective departments to organize regular classes in ICT mode, class tests, mentor-mentee classes, remedial classes, participative learning methods, special lectures Field based studies and counseling sessions for the betterment of the teaching learning environment.		
2. Introducing Add-on and Certificate Course: In collaboration with the IQAC three add-on courses were introduced- "Yoga- For Health and Fitness" , "Value Education: "Save Human and Humanity: Educational Ways and Means" and Information Technology and R Software. Three courses were aimed at ensuring the holistic development of our students.		
3. Establishing Collaborations through Signing of Memorandum of Understanding: The IQAC took initiatives to sign MOUs with two Organizations i.e Purbasa Eco Helpline Society-Sunderban (NGO) and Webel Technology Limited in this academic year and also organized many extension cum outreach programmes, Faculty Exchange Programmes, Special Lectures and workshops in collaboration with Sobar Poth (NGO) , B. B Ghosh Yogacharya Institute and East Calcutta Girls College, Kolkata.		
4. Organizing State and National Level Seminars and Workshops: The IQAC provided support to various departments of the college to organize state and national level seminars and workshops on different current issues and its research trends. Two National Level		

Seminars and nine State Level Seminars were organized in the academic year

5. Green Campus Initiatives: The IQAC took initiatives in maintaining Green campus with Geography and Food and Nutrition Dept of the college and took major drive to make campus plastic free, cleaning the campus, landscaping with plants and the solar energy installation. IQAC took initiatives in the preparation of Green audit Report for the college.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. 3rd Cycle NAAC Accreditation Preparation	1. Timely submission of AQAR and acting upon the recommendations of NAAC Peer Team Report
2. Introduction of Certificate Courses / Add on Programmes	2. Three certificate courses/ Add on Programmes designed and introduced for our students
3. Feed back related matters	3. A Feedback Cell formed to look into this matter throughout the year very thoroughly
4. Career advancement of the Teachers through CAS	4. Three Teachers have gone their career advancement process through
5. Enrichment Programmes for the teaching and students	5. Organized national-State level seminars and workshops for Teaching staff
6. Incentives to Faculty Members attending Conferences and workshops	6. Financial support provided to the two teachers to attend the seminars
7. Planning for sustainable Green Energy	7. Solar Energy Installed and considerable reduction in the consumption of conventional energy leading to positive impact in college finance
8. Initiation of Green Audit Report Preparation	8. Green Audit report done for the current session
9. Planning for holistic development of the students	9. Different outreach programme planned and executed. Visited

	old age home, orphanage centres with students and distributed books, foods and spent qualitative times with them. Many seminars are organized on different social issues,
10. Expansion of the reading rooms facilities for the learners in Library	10. Reading Rooms expanded within Library and space allotted for Students-Teachers reading cum study room with computer facilities
11. Upgraded Institutional Website & Online Admission for all Semester	11. Websites upgraded and Institutional Mail ids provided to all faculty members & Students of all semester takes the online admission
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
GOVERNING BODY	17/11/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
YES	31/03/2022
15. Multidisciplinary / interdisciplinary	
<p>A multidisciplinary or interdisciplinary approach can enrich our learning because of its emphasis on using multiple fields of ideas, inquiry, and methods of teaching. For students and teachers seriously addressing important questions and issues. The college is making utmost effort in integrating science and humanities through various interdisciplinary courses. We follow the Choice Based Credit System (CBCS) and various project-based assignments are carried out by different departments as per the syllabus. The college appreciates and lauds the provision for multiple entry and exits at the UG level and strives towards facilitating such an endeavour. We</p>	

do appreciate the urgent need for introducing the flexible curriculum that enables multiple entry and exit for the UG students.

For an enriching multidisciplinary approach our NEP Committee jointly works with our various wings like NSS, Career and Counselling Cell, Gender Equity Cell etc. remarkable as these wings facilitate in actualizing the multidisciplinary nature of the courses. Students from Arts, Science, Commerce stream do a collaborative job in this field. Mainly we focus on increasing the happiness and well-being of students.

The values and attitudes are vital to guide individual actions in terms of principles of fairness, goodness. One of our courses, the Value Education Certificate Course, creates a constructive and critical attitude and we plan to do some professional certificate courses in collaboration with TCS Company for increased wisdom to discern between the potential and pitfalls of scientific and technological advancements.

The college endeavours to keep pace with the changing time and makes utmost effort to make synchronization between the institution and the society as far as practicable. The institution appreciates its larger proactive role in helping the adjacent locality to grow. The Department of Food and Nutrition and NSS jointly conduct survey-based research on the issue in the adjacent slum area. In future our team plans to do this work with the other departments and NGOs. In addition to that the college collaborates with various institutions and organizations to engage in multidisciplinary research on various issues of the society.

#### **16.Academic bank of credits (ABC):**

Academic Bank of Credits has heralded a much-required change in the existing higher education system and will promote customised learning paths for students. ABC offers learners greater choice and flexibility in choosing courses and institutions, allowing a liberal mix of educational programmes that are vocational, academic and more. A student can avail multiple entry and exit options in higher education institutions and opt for a tailor-made degree. They can choose to study one course a year in one institution and switch to another one the next year. It reduces time commitment, which lowers the risk of student dropout and improves social mobility for economically disadvantaged students because students don't have to start over from scratch, higher education is more approachable and appealing. If students do not or are unable to complete the entire program of study, they can track their progress toward their

qualifications and reward the learning that has been completed. This can boost confidence and encourage further learning. ABC can promote and facilitate inter-institutional partnerships, thereby elevating quality in education. It promotes the use of vocational courses, multi-disciplinary courses and multi-modal approaches which lead to better career decisions.

The UGC expects a positive impact that will be brought via the practice of the ABC in the upcoming years. The inter-disciplinary & multi-disciplinary approach is the need of the hour. With the Academic Credit Bank, our college will be able to help students learn subjects of their choice and become "skill-oriented" graduates. Our teaching and non-teaching staff jointly take initiatives to cope up with this new term. Our expert team will plan to organize seminar, workshop in this conceptual field. We also aware our students and parents about this new concept. We hope to develop this field very soon.

#### **17.Skill development:**

The importance of skilling in India's youth was understood only in the last 2 decades and became a national agenda with the [Skill India Mission](#) getting widely publicized. National Education Policy-20 gives emphasize on skill education programme for the under graduate and post Graduate students at college level to make students skilled and fit for jobs before graduating. The industrial training on the college campus will be immensely helpful to reach the goal of NEP 20. Our college is trying to invite many industries for different job training opportunities among our students. Our college has talked to Tata Consultancy Service and MSME (Ministry of MSME, Government of India) regarding Entrepreneurship and Skill Development Programme for skill-oriented trainings on our college campus to reach the goal of NEP 2020.

The College is trying to adopt internship programmes with many institutes for training our youth students and getting a job facility after the internship programme. The food and Nutrition Department and Human Development Department took initiative in this aspect. Our Career Counselling cell is very active in this matter. They are also trying to introduce vocational training courses in the academic year 2021-22 session. As the college reopened on November 16th, 2021 after the pandemic situation so we did not get much time to introduce all these to our young learners. But all these are in progress and 2022-23 session we will introduce many of these skill enhancement programmes for our students. In 2021-22 A committee for Implementation of NEP has been formed with internal Faculty Members



to look into this matter. Our college is trying to introduce different Vocational Training Programmes under Netaji Subhash Open University among girls students for their job security.

In our College, the Education Department of our college has offered a Value-based offline education programme 2021-22 session among students to inculcate positivity amongst our youth students that will be immense helpful include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills etc.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Human existence has been severely challenged. In order to handle this difficult situation, new skill sets are to be skilfully introduced in the Neo education system. Not only the skills to use the technologies, but also the life skills to use the knowledge in life. Disproportionate killing in education has damaged the process of creation of knowledge. However the college is alert to the transformation taking place in academia and thus making necessary changes so as to keep pace with the changing global scenario.

The Indian languages like Bengali and Hindi have been prescribed at Semester 2, 3 and 4. The syllabus has been very comprehensive with adequate space allotted to Indian literature. It may be mentioned here that the syllabus for English (Honours) prescribes Sanskrit texts in translation. As an institution emphasis has been made to accommodate. Indian knowledge system and culture within the teaching learning paradigm. During the pandemic the online mode has been capitalized to help the learners update themselves with the Indian language, culture and ethos.

The institution is alert to the need for the promotion of Indian culture and traditions among the young learners, and various learners-centric events like quiz, debate, student seminar etc. have been organized to promote Indian culture and tradition. The students take part in these events with enviable enthusiasm. In addition to that, the annual cultural programme, college fest showcases the Indian culture and tradition in all its different hue and splendour. Students are the main pillars of education system so we emphasis on their future. From this context our expert team always planned programmes which increase the sense of humanity's sovereignty in an integrated manner. The institution has been aware of the important



guidelines outlined in NEP 2020, and is making modest endeavour to actualize the objectives and visions enshrined in NEP 2020. Notwithstanding the limitations as an affiliated college, the institution organizes the Orientation Programme for the faculty members to harness their skill in effective curriculum delivery in bilingual mode. The departments have been encouraged to launch various add-on courses in online mode that will focus on the proper integration of the Indian knowledge system. Except for the language departments, all courses are taught in bilingual mode. The faculty members have been encouraged to pay attention to the diverse category of learners with varied linguistic background, and thus bilingual mode is recommended to cater to the students.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The National Educational Policy Preparedness committee has been formed to work on NEP 2020 in our college with faculty members. As per committee decision we shared our views to all our faculty members in a general meeting. They suggest that as NEP is not a single day programme, programmes are implemented by academic calendar throughout the year. Our goal is to prepare our student as a sensible citizen and also want to create a sustainable all round development for them and we feel that after completion of those courses our students have this potentiality and they reveal the winnings when they get the chance or need.

Our college has always shown interest in understanding the key factors that affect student learning outcomes and focuses on the delivery of knowledge and skills in a way necessary for their integration into the public and economy. Now it has been realized that learning is not merely the delivery of knowledge delivery. It's about the cognitive process of knowledge generation, strongly influenced by the cultural, societal and emotional factors. Government is putting their continuous efforts to perk up both quantity and quality of education by provision of adequate educational facilities. The new education policy 2020 (NEP) will enable creative learning among students and boost their employment prospects also. Keeping the objectives of the govt. and NPE our college has introduced some add-on courses from the session 2021-22 that will prepare the students for their future. Courses are:

- Yoga for Fitness : Certificate course
- Value added course (Save Human and Humanity: Educational means and ways)

Beside this we done many other activities also like:

- Students seminars (independently or in conjunction with other departments in college)
- Students youth parliament (in college and state level also)

## 20.Distance education/online education:

Enrolment in distance education/online education college courses and programs continue to grow. A recent report from the National Centre for Education Statistics shared that while overall college enrolment dropped from 2016 to 2017, the number of students enrolled in exclusively distance education courses grew by more than 4%. The number of students enrolled in at least one distance education course increased by more than 6%.

The World Wide Web has made information access and distribution of educational content available to a large fraction of the world's population and helped to move Distance Education (DE) to the digital era. Our college has launched a distance course from 2019. We have a NSOU centre and offer PG courses in various subjects on this platform, like English, Bengali, History, Political Science, Public Administration, Education, Commerce, English Language Teaching, Social Works, MLIS etc. We already conduct a value education certificate course in blended mode.

Our committee members decided to offer UG courses also in distance mode by NSOU to our students and planned to introduce a few other subjects in the 2023 session which fulfil the interdisciplinary goal and skill development criterion. We planned to conduct online surveys beginning in the new session 2023. Our outreach team will connect with colleges to offer online certificate courses. At present these courses will be offered.

- Business Intelligence (Commerce Department)
- Digital Marketing (Economics Department)
- Information Sources and Library Services (Library)

## Extended Profile

### 1.Programme

1.1

17

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 **1445**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **579**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **275**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 **51**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **51**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1 17

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 1445

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 579

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 275

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 51

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	51
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	187.86942
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	76
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The College was bound to follow the syllabi and curriculum of West Bengal State University. So there is no opportunity for any other revision or updates of the curriculum. College organizes Orientation Programme for newly admitted students and all semester at the starting of new academic session. At the beginning of the academic session, the college prepares the academic calendar, master routine, prospectus and lesson plan. The Heads of Departments conduct the meetings to distribute workload, allot subjects, and plan the activities of the department. Classroom lectures follow the chalk and talk method along with ICT enabled platforms. Our college library effectively supplements class lectures. There is optimum utilization of well-equipped laboratories for curriculum delivery of practical classes. Methods like students seminar, quiz, field based excursions, seminars, webinars were organized for effective delivery of curriculum. Special lectures by eminent scholars, remedial classes, internal examination, class tests, mentor-mentee guidance classes and</p>	

carrier guidance all are practised by the honours departments. Students are encouraged to think independently, raise questions, engage in debates and meaningful sharing with teachers. Moreover, college has offered a 35 hours Certificate course/ Add on in "Yoga and Value Education Courses for our young learners.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://pcmm.edu.in/">https://pcmm.edu.in/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college being affiliated to West Bengal State University follows the Academic Calendar of the University for conducting academic affairs like admissions, registration, filling up forms, Internal examination, practical and Viva exams. The respective Notices can be found on the college Webpage as well as with department's page in the website. As a part of the CBCS system the university examinations are held twice every year as odd and even semester examinations. Core courses, skill enhancements courses, discipline specific courses, Generic elective and AECC have internal evaluation. The system of CIE is followed by the college and is conducted following the Academic Calendar of the college and requirement of the University. The various ways in which CIE is operative in the college include class tests and tutorial classes, home assessments, project work, student seminars and field work. The academic calendars help faculty members to plan the course delivery work properly. Department In-charge supervises and monitors the completion of the syllabus on schedule time. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. The IQAC coordinator through the academic committee meetings frequently reviews the semester's progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/C LG ab3427c2 ACADEMIC- CALENDER- FINAL 2021-22.pdf">https://pcmm-web-bon-20.s3.amazonaws.com/C LG ab3427c2 ACADEMIC- CALENDER- FINAL 2021-22.pdf</a>

<b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b>	<b>B. Any 3 of the above</b>								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Details of participation of teachers in various bodies/activities provided as a response to the metric</td><td><a href="#">View File</a></td></tr> <tr> <td>Any additional information</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<a href="#">View File</a>			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>								
Any additional information	<a href="#">View File</a>								
<b>1.2 - Academic Flexibility</b>									
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>									
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>									
<b>3</b>									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td><a href="#">View File</a></td></tr> <tr> <td>Minutes of relevant Academic Council/ BOS meetings</td><td><b>No File Uploaded</b></td></tr> <tr> <td>Institutional data in prescribed format (Data Template)</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>	Institutional data in prescribed format (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>								
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>									
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>									
<b>03</b>									



File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

302

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

302

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Prasanta Chandra Mahalanobis Mahavidyalaya has taken active steps to ensure that issues relevant to Gender, Human Values, Environmental and Sustainability have been integrated into the delivery of the contents of the curriculum of West Bengal State University. In order to provide additional support to the understanding of these cross cutting issues, a number of programs have been organized like celebration of World Ozone Day, Earth Day and World Environment Day by the Department of Geography; celebration of International Women's Day by the Gender Equity Cell; celebration of Dalit History Month by Department of Sociology and seminar on Human Rights and Recent Trends by Department of Political Science. An offline certificate course on Save Human and Humanity: Educational Ways and Means has also been provided by the college. The curriculum of the West Bengal State University integrates all these cross cutting issues, details of this integration is provided as an attachment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

138

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/CLG_c395aac6_Feedback_on_syllabus_to_action_taken_report_(2021-22).pdf">https://pcmm-web-bon-20.s3.amazonaws.com/CLG_c395aac6_Feedback_on_syllabus_to_action_taken_report_(2021-22).pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>1206</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,</b>	

**Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

### **2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**64**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

**Special programme for advanced learners and slow learners; :**

### **Slow Learners Programme**

Student's progress in class is monitored regularly. Slow learners are identified based on their performance in class tests, internal assessments and university examinations. To improve the self-efficacy of slow learners, scaffolding measures like remedial classes are regularly conducted with appropriate focus on the needs of the slow learners. Slow learners are provided with appropriate teaching and learning materials to help them cope with the challenges of learning. Peer mentoring is also encouraged to help slow learners cope with the CBCS curriculum. Regular parent-teacher interactions are held to keep the parents informed about the progress of their ward.

### **Advanced Learners Programme**

Advanced learners are identified through careful monitoring of student progress in class. The faculty members respond to the special needs of the advanced learners by providing them with teaching-learning resources that are at a higher level of difficulty and critical thinking. Such students are encouraged to think critically by making them participate in quiz and student seminars. Quiz was organized by the Department of Mathematics on International Mathematics Day and by NSS on Republic Day. The Student Seminar was organized by the Department of Geography on Earth Day, Food and Nutrition Department.

File Description	Documents
Link for additional Information	<a href="https://pcmm.edu.in/page.php?pid=b2eb7349035754953b57a32e2841bda5">https://pcmm.edu.in/page.php?pid=b2eb7349035754953b57a32e2841bda5</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1445	50

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enhance the teaching-learning experience various student centric methods are employed. All departments conduct innovative programs which stimulate the creative ability of students and provide them a platform to nurture their problem-solving skills and ensure participative learning. Faculty members adopt the below-mentioned student-centric methods to enhance learning:

1. **Experiential Learning:** The institution imparts the following experiential learning practices to enhance creativity and cognitive levels of the students -

- Laboratory Sessions
- Add-on Courses on Value Education and Yoga
- Industry Visits and Field Visits

2. **Participatory learning:** In this type of learning, students participate in various activities such as seminars, group discussion, wall magazines, projects, and skill based add on courses. Students are encouraged to participate in classroom presentations, peer teaching, model preparation, activities of various committees and national organizations like NSS, sports activities and other competitions.

3. **Problem Solving Methodologies:** Departments encourage students

to acquire and develop problem-solving skills. For this, the college organizes expert lectures on various topics, motivates students to join MOOC courses, participate in various inter-college and intra-college fests and other competitions. Other problem solving methodologies Student Seminars; Smart class rooms expose students to diverse resources that enhance their critical thinking and problem solving abilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Innovation in teaching-learning is essential to motivate learners of today. Faculty members combine technology with traditional modes of instruction by using Information and Communication Technology (ICT) to support, enhance, and optimize the delivery of education. ICT facilitated classrooms with projectors and Wi-Fi facilities are provided to enable the students to visualize the concepts being taught. Along with internet facility (Wi-Fi / LAN) in each classroom, our college has nine classrooms with ICT facilities including one smart classroom. This smart classroom has one interactive white board where handwritten notes can be saved for future reference. It has one white board for boardwork and two sound boxes and a projector to use as visual aids. Faculty members regularly use PowerPoint presentations, animations, films, video lectures and a variety of MOOCs like Swayam and CEC. Webinars are regularly hosted and even assignments are completed through Google Forms. Whatsapp groups are created for students and are used to share notices and digital study materials. Students are also encouraged to access digital journals and books for reference and research. Frequent use of Google Classroom enables students to access materials like course plan, lecture materials, question bank with answers, sample university question papers, assignments and tutorials.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/CLG_178350af_Information_and_Communication_Technology_(1).pdf">https://pcmm-web-bon-20.s3.amazonaws.com/CLG_178350af_Information_and_Communication_Technology_(1).pdf</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year



18

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

262

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessments are carried out and evaluated as per the rules and guidelines of the affiliating University. The conducting of Internal Assessment is carefully monitored by the respective Department Heads and In-Charges; the Academic Subcommittee Convener and the Principal. The internal assessment is carried out in a systematic manner for theory and practical courses. Academic calendar is prepared at the beginning of each semester and is made available on the college website and notice-boards of the departments. Thus, students know about the dates of class tests (CT), submission of assignments well in advance and hence, can plan accordingly. The dates and schedule of internal assessment of theory and practical paper are displayed through the notices to the students well in advance. Question paper is prepared by faculty members teaching the subject. Answer sheets are evaluated and corrected answer scripts are shown to the students. Sessional result analysis is discussed in the Academic Subcommittee.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://pcmm.edu.in/notice.php?cate=c4ca4238a0b923820dcc509a6f75849b&amp;nid=75fc093c0ee742f6dddaa13fff98f104">https://pcmm.edu.in/notice.php?cate=c4ca4238a0b923820dcc509a6f75849b&amp;nid=75fc093c0ee742f6dddaa13fff98f104</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The students are provided the right to voice their grievances with regard to the evaluation process both at college level and University level. The students are well informed during the orientation programme on rules and regulations with respect to Internal Assessment. If any student has any Grievances they can approach the Head of the Department or Principal seeking for redressal. The Head of the Department or Principal finds a suitable solution which is then communicated to the student. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation or correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made . Parents are informed about their ward's performance through SMS and email. Students are counseled by the faculty mentor and remedial classes are conducted for students who have failed in the examinations. Retests for the Internal Assessment are conducted for students who remain absent for internal exams due to genuine reasons. The Internal Assessment marks are uploaded on the University portal within the specified time frame. Students can use their individual login id to view their marks in the University portal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://docs.google.com/forms/d/e/1FAIpQLSeHmJ5fkDXbA01hsIsJb5TuP9-ZFfCkbXR3_ELr8UDw_pbwuHw/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeHmJ5fkDXbA01hsIsJb5TuP9-ZFfCkbXR3_ELr8UDw_pbwuHw/viewform</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

The institution follows the outcome-based education; hence the Programme Outcome (POs) ; Programme Specific Outcomes (PSO) and the Course Outcome are defined by each department and made available on the college website. The Programme Outcome and the Course Outcome are developed after referring to University guidelines and after consultation with different stakeholders. The Programme and Course Outcome are aligned with the vision and mission of the college. The Programme and Course Outcome are disseminated to students through faculty announcements during the Department Orientation Programme at the beginning of each semester and from time to time during the entire semester. All students are apprised of the objectives and expected outcomes of their programme on admission during the compulsory Orientation programs. Students are also educated and provided with the detailed syllabus and course outcomes in each course and the assessment strategy for each course. Integrating different stakeholders of the systems, the competencies and the performance Indicators for each of the Program Education Objectives are also defined and which in turn lead to design of comprehensive course level competencies and performance indicators. Programme Assessment Plans detailing the different Assessment types are also designed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://pcmm.edu.in/page.php?pid=2a79ea27c279e471f4d180b08d62b00a">https://pcmm.edu.in/page.php?pid=2a79ea27c279e471f4d180b08d62b00a</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Each course offered by the college consists of a set of Programme Outcomes and Course Outcomes and evaluation criteria that must be met. The student's performance on both internal examinations and end-semester examinations are utilized to compute the level of achievement of POs and COs. The process of course outcome assessment is by direct or indirect method. The direct method consists of Mid Examinations and Semester End Examination. The indirect assessment is done through the course end survey. A

course result should satisfy at least one or more of the program's outcomes. These are the abilities, knowledge that students can display after course completion. CO attainment is calculated using the percentage of pupils who score over 80% in each measured criterion. All of the courses that contribute to the PO are recognized, and are assessed using both direct and indirect assessments through the COs. The degree of achievement of each CO is compared to the specified targets for each course, and if they are not met, faculty offers ways to improve it.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

274

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/CLG_5f5f5bac_RESULT_ANALYSIS_REPORT_2021-22.pdf">https://pcmm-web-bon-20.s3.amazonaws.com/CLG_5f5f5bac_RESULT_ANALYSIS_REPORT_2021-22.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://pcmm-web-bon-20.s3.amazonaws.com/CLG\\_30d807b2\\_Student\\_satisfaction\\_survey\\_report\\_\(2021-22\).pdf](https://pcmm-web-bon-20.s3.amazonaws.com/CLG_30d807b2_Student_satisfaction_survey_report_(2021-22).pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****2.85 lakh**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****01**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://icssr.org/">https://icssr.org/</a>

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****11**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

02

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

05

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute carries out diverse activities involving the neighborhood community through organizations like the NSS, various subcommittees and departments of the institute aiming to sensitize

students. These activities provide an opportunity to the students to interact with their immediate community and also teaches them to empathetically contribute towards the needs of their community. Extension activities are enmeshed within the learning objectives of the curriculum, some extension activities are undertaken to promote the holistic development of students. Special efforts have been taken to inculcate human values and social awareness in the students through activities like Blood Donation Camp, Plastic Free Campus Drive, Visit to Old Age Home , Visit to Special School for Autistic Children, celebration of Women's day etc. Such programmes sensitize the student volunteers towards the social issues and take challenges of the lesser privileged sections of the society. Involvement in these extension and outreach activities the students develop critical thinking skills and time management. Working outside the college campus and with diversified social groups allow students to gain more self-confidence, autonomy, and appreciation for others. These activities help them to become good leaders and well mannered citizens.

File Description	Documents
Paste link for additional information	<a href="https://pcmm.edu.in/page.php?pid=0266e33d3f546cb5436a10798e657d97">https://pcmm.edu.in/page.php?pid=0266e33d3f546cb5436a10798e657d97</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,



**community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**8**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**393**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**03**

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate physical and academic facilities required as per University Grants Commission guidelines to run the UG course in B.A./ B.SC/ B.COM. Programs. The college has an integrated academic and administrative building. Our administrative section includes the Principal's room, office, canteen, students' council room and lady's hostel etc. which are on the ground floor. There are separate common rooms for female students and male students with indoor playing facilities. The college has a total of twenty-eight Wi-Fi enabled classrooms for teaching-learning purposes. A lush green herbs garden with medicinal plants and a medium-sized playground and an Eco-Friendly Campus are integral features of our campus. The college is well-

equipped with the physical and technology-enabled infrastructure that supports to run smoothly the existing academic programmes and administration. The main source of electricity is solar-based. We have:

1. Well-furnished Wi-Fi-enabled classrooms.
2. Well-equipped central library.
3. Separate NSS, Virtual Class Room and IQAC rooms.
4. Well-equipped Laboratories (Chemistry, Physics, Computer Science and Food and Nutrition)
5. Well ventilated Seminar Room and seven classrooms with ICT-enabled facilities.
6. Facilities for Distance Post Graduation courses under Netaji Subhash Open University
7. Ramp and lift facilities for physically handicapped students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://pcmm.edu.in/page.php?pid=084b6fbb10729ed4da8c3d3f5a3ae7c9">https://pcmm.edu.in/page.php?pid=084b6fbb10729ed4da8c3d3f5a3ae7c9</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Prasanta Chandra Mahalanobis Mahavidyalaya has a wide campus area of 1 acre and various facilities are provided to the students within the campus area. College sports etc. are held at the college playground which helps in developing team spirit among the students. Many tournaments & competitions like quiz competitions, poster competitions, painting competitions, debate and photography etc. are held at the college. Prizes and Certificates are given to the winners of the competition to encourage them to actively take part in those competitions. The college has appointed a qualified yoga teacher and also arranges regular yoga classes for the students to develop physical strength and fitness of the students. The College has also introduced West Bengal State University affiliated Add on Course Certificate on "YOGA for the wellness of

the students. The institution organizes various cultural events like the celebrations of International Yoga Day, International Women's Day, Gandhi Jayanti, Republic Day, Independence Day, International Mother Language Day and so on. Wall magazines are prepared by almost all departments to celebrate Commemorative Days where students contribute their articles, drawings and sketches. There is a registered University NSS Unit which carries out different extension cum outreach programmes throughout the year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://pcmm.edu.in/">https://pcmm.edu.in/</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

01

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://pcmm-web-bon-20.s3.amazonaws.com/CLG_178350af_Information_and_Communication_Technology_(1).pdf">https://pcmm-web-bon-20.s3.amazonaws.com/CLG_178350af_Information_and_Communication_Technology_(1).pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7.48667

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is automated using the open source Integrated Library Management System (ILMS) KOHA (VERSION 19.05.07). All the book records are computerized. The Library uses barcode based technology for faster issue-return facility. cataloguing and circulation is automated. The software runs in college server and user can access OPAC through LAN. Our future plan is to provide the bibliographic data through cloud computing.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://pcmm.edu.in/page.php?pid=d1c38a09acc34845c6be3a127a5aacaf">https://pcmm.edu.in/page.php?pid=d1c38a09acc34845c6be3a127a5aacaf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)****4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****0.66274 LAKH**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year****76**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institution has adequate and the latest IT infrastructure facilities. The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology. The entire Institute is Wi-Fi enabled with necessary firewalls and computer labs are connected through LAN with internet facilities. The bandwidth of the Internet Connection in our Institution is 175 MBPS. Staff are also provided with an individual system with an internet facility. A well-equipped computer lab is also functioning in the college. The students of the college are access to the computer lab. The main college campus including the library is facilitated with Wi-Fi connectivity. All administrative work is being done with the help of ICT mode. The following facilities are provided:

1. Computers are all formatted on regular basis to upgrade and well functioning of the system function smoothly.
2. Anti-virus is installed on all computers and regularly renewed.
3. CCTV is installed in a strategic position throughout the campus and monitored by the authority.
4. The attendance system of all staff is mentioned biometrically.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)



21.02015

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

**Classroom management:** A structured routine per semester is framed to use the classrooms optimally and the classrooms are well equipped with all modern technologies like smart boards, microphone systems and projectors to ensure a better effective teaching-learning environment.

**Laboratory:** The six laboratories are equipped with necessary instruments and equipment maintained through AMCs. The college has a separate Gas plant for the chemistry laboratory.

**Library:** The library of the college has its own mechanisms and system in place to identify the books based on the courses offered. The facility for photocopying is provided to the students at a nominal price.

**Sports:** Sports committee looks after maintaining the sports ground and sports equipment and organizes various indoor and outdoor sports competitions for students at intra, University and intercollegiate levels.

**Computers:** Regular updating of software and maintenance of hardware are done through annual maintenance contracts

**Support Facilities:** Fire Extinguishers, Water purifier with the cooler, Solar Plant, a 82.5 KV Generator are installed in different accessible locations to provide support facilities of the institute.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://pcmm.edu.in/page.php?pid=42a0e188f5033bc65bf8d78622277c4e">https://pcmm.edu.in/page.php?pid=42a0e188f5033bc65bf8d78622277c4e</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

273

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

33

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://pcmm.edu.in/page.php?pid=3b8a614226a953a8cd9526fca6fe9ba5">https://pcmm.edu.in/page.php?pid=3b8a614226a953a8cd9526fca6fe9ba5</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**188**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**188**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

06

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

23

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Student Council of the college is a chosen body which constantly works with the college authority and faculty members to ensure overall development of the college. It helps in many ways. Some of these are follows:

1.The college's Students' council maintain a disciplined atmosphere and help to make the college premises a 'NON-SMOKING ZONE' in the college.

2.The Student Council of our college organizes different cultural programmes to observe important days such as "Netaji Subhas Chandra Bose's birthday", "Bhasa divas", "Republic Day", "Independence Day", "Rabindra Jayanti", etc. in the college campus. "Sharad Utsav" and "Basanta Utsab" are also celebrated in the college by Students' council to nurture the sense of respect for our Indian culture and tradition. Every year, students' council organizes annual college fests in the college and also celebrates 'Teachers Day' to show their respect towards the teachers.

3. Problems faced by students are sometimes addressed to the college authority through the students' council. They help students to get concessions, to help them during form fill up and admission processes etc.

4.It also organises inter college and interdepartmental sports and cultural programme and competition which are followed by proper judgement by invited eminent persons of the locality.

File Description	Documents
Paste link for additional information	<a href="https://pcmm.edu.in/page.php?pid=13fe9d84310e77f13a6d184dbf1232f3">https://pcmm.edu.in/page.php?pid=13fe9d84310e77f13a6d184dbf1232f3</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has applied for the Official Registration of Alumni Association this year (2021-2022) but our college has its own unofficial/ informal alumni association (PRAKTONI) which is very active in promoting interactions among the alumni, staff and the management. It meets annually in the month of November-December in every year and interacts with the teaching faculty members and present students to know the teaching-learning environment of the college. A number of our former students work in the college itself as part of the teaching faculty and non-teaching staff and form a bridge between the current students and the former ones. The present councillor of Baranagar Municipality, Mr Shantanu Mazumdar is an alumnus of our college and helps all the stakeholders of the college and provides support to clean the college campus, vaccination drive, Blood Donation Camp and tree plantation programme and other awareness programmes. Some alumni are also invited for delivering special lectures, career guidance and counselling to our students by the departments so that students are motivated and also aware of current trends in the job market.

File Description	Documents
Paste link for additional information	<a href="https://pcmm.edu.in/page.php?pid=19f3cd308f1455b3fa09a282e0d496f4">https://pcmm.edu.in/page.php?pid=19f3cd308f1455b3fa09a282e0d496f4</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution adopts the decentralized mode of governance in materializing the lofty objectives enshrined in the Mission and Vision statements of the college. The goal of inclusive development, expansion of higher education among the neighbouring community has been well manifested in the modus operandi of the college. The Governing Body, the highest decision-making body of the institution is well appreciative of the goals of modernizing the teaching-learning methodology and tools by not only appreciating the forward-looking mission, but also allocating funds and providing necessary support towards it. The idea of comprehensive development of the institution, envisaged in the Mission statement, has been passionately imbibed in the attitude and involvement of all stakeholders of the institution, namely students, teachers and parents and the alumni. Moreover the issue of creating awareness about social justice, and equality has always been prioritized in the governance of the institution which motivates the operating agencies/departments of the college to organize various programmes as well as to ensure equality in the day to day academic administration.



File Description	Documents
Paste link for additional information	<a href="https://pcmm.edu.in/page.php?pid=42a0e188f5033bc65bf8d78622277c4e">https://pcmm.edu.in/page.php?pid=42a0e188f5033bc65bf8d78622277c4e</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The holistic development of the college depends on the visionary and effective leadership that will ensure the participation and involvement of various stakeholders for smooth running of the institution. The institution believes in decentralized management and participative governance in the running of the institution. The decentralized administration is manifested in the very foundation of the administration with the Governing Body at the helm of the institution. The Governing Body, the highest decision-making body is constituted as per the regulations of the Higher Education Department, Govt. of West Bengal with external members nominated by the Higher Education Council, the affiliating University, and teacher-members, non-teaching members and students' representatives from the Institution. Various Sub-committees like the Academic Sub-Committee, Faculty Council, and other committees engage in various activities operating on the principles of participative and decentralized mode. The introduction of new subjects at the UG level is discussed not only by the Academic Sub-Committee, but also in the Faculty Council where the faculty members are given an opportunity to place their considered opinion on the issue. The decisions taken at these platforms are further discussed in the Governing Body for final approval.

File Description	Documents
Paste link for additional information	<a href="https://pcmm.edu.in/page.php?pid=47d1e990583c9c67424d369f3414728e">https://pcmm.edu.in/page.php?pid=47d1e990583c9c67424d369f3414728e</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution believes that the growth of any organization

depends on the strategies adopted for making optimal utilization of resources and the time-bound and effective implementation of the projects. Therefore the need for such strategies has been felt by one and all. The college has now been making use of the strategies effectively to reap rich dividends out of the projects undertaken. The idea of adopting electronic and computer-based functioning of the administration has been under active consideration of the authority of the college. The institution has made extensive strategic plans to implement the idea. With this objective in mind, the institution has made plans and strategies by allocating fund to strengthen the necessary technological apparatus as well as by providing the requisite training to the target people. This time-bound, step-by-step procedure has been successfully deployed to modernize and computerize the office administration.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

As a Govt-aided institution affiliated to West Bengal State University, our college is administered as per the rules/regulations issued from time to time by the State Govt and the affiliating University. The relevant rules are well defined and the institution abides by the regulations/orders in its day to day function. The appointment of the non-teaching staff and the faculties including the Principal has been made on the well-defined rules as applicable. The West Bengal College Service Commission prepares a panel of candidates for recommendation to the post of Assistant Professor, and the college appoints the candidates as per the vacancy so recommended by West Bengal College Service Commission. The Governing Body authorizes the Principal to issue appointment letter to the candidates. The service conditions applicable to the teaching and non-teaching staff of the college are governed by the relevant rules as stipulated in the Statute of the affiliating University and the

State Government. The institutional bodies operate on the well-defined rules/regulations and thus a strong coordination is maintained among various bodies and this synergy helps the institution to flourish and march forward.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://pcmm.edu.in/page.php?pid=2b24d495052a8ce66358eb576b8912c8">https://pcmm.edu.in/page.php?pid=2b24d495052a8ce66358eb576b8912c8</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

### 6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

As a Govt-aided affiliated institution, we abide by the rules/regulations as stipulated by the Dept of Higher Education, Govt of West Bengal and West Bengal State University. However the college appreciates the need for adopting various welfare schemes to the teaching and non-teaching staff. The institution encourages the teaching and non-teaching members to avail of the West Bengal Health Scheme and Swasthyasathi respectively launched by the Govt of West Bengal. These schemes facilitate the staff to avail of medical facilities under subsidized rate as well as reimbursement for the expenses incurred on treatment of the staff and/or his/her

family members as per the relevant rules/guidelines.

In addition to that the college offers short term loans to the teaching and non-teaching members in case of an emergent situation to tide over the crisis. All the Employees in substantive post are covered under General Provident Fund Scheme as per Government rules. Employees' Provident Fund (EPF) facility is provided to all casual staff. They are enlisted with the EPFO scheme of the Government of India and monthly contribution (both employee and employer's share) is directly deposit on on-line system to their respective EPF Account kept with Government of India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

##### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**08**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

**Appreciating the need for performance appraisal of the teaching and non-teaching staff, the college has adopted the policy of evaluating the performance of the teaching and non-teaching staff. The rules and guidelines for the appraisal of the teachers are**

made as per the guidelines issued by UGC and State Govt for capping the maximum potentiality of the teachers and also to monitor the utilization of the human resources. The teachers are advised to submit their Self Appraisal Report on every six months and the IQAC analyzes the reports and forwards its recommendations to the competent authority. The college has also introduced the performance appraisal of the non-teaching staff for acceleration of the performance. The IQAC is entrusted with the task of monitoring and analyzing the report submitted by the staff and forwards its recommendations to the competent authority. The appraisal format has been designed in an objective manner. It may be mentioned here that the college conducts Academic and Administrative Audit on regular basis to appraise the performance of the teaching and non-teaching staff of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial audits has been one of the important segments in the dexterous management of the administration. The external audit is done as per the Govt order and the college invites the auditor as appointed by the State Govt. for the audit of the finance of the college. The institution appoints auditors from the panel of auditors as specified by the office of the Directorate of Public Instruction (DPI), Government of West Bengal as external Auditor to audit the accounts of the college every year. The external Auditor verifies income and expenditures of various aspects and submits the audited statement to the management (GB) and copies are sent to the office of the Directorate of Public Instruction (DPI), Govt. of West Bengal, Department of Higher Education. For different UGC grants/M.P& MLA LAD Grants, accounts are audited by a registered Chartered Accountant and report along with utilization certificates are submitted to the respective authorities. The internal audit is done by the Accountant of the college along with the Bursar and the report is submitted to the Principal for placing the same to the Governing Body for its perusal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college appreciates the need for mobilization of resources and fund for its growth and sustenance. The institution adopts the policy of maximum utilization of resources available to it and adopts various austerity measures to minimize the expenditure that may be avoided if judiciously planned. In addition to that the college has now made use of green energy by installing solar power plant so as to considerably minimize the expenditure on electric consumption. The college allows the infrastructural facilities like the classrooms/building to be utilized in the holding of various competitive examinations conducted by the govt organizations and this has helped the institution to mobilize some fund. The major resources and institutional funding for the past years are obtained from students' tuition fees and various grants under the UGC schemes. The main problem is non receipt of any recurring grant except salary grant. Moreover 50% of the tuition fee collected has to be refunded to the state Government



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC encourages the departments to make the classroom teaching and learning process a truly enjoyable and attractive experience by making judicious use of information and communication technology. In addition to this, the departments have been encouraged to address the concerns and demands of the slow and advanced learners by organizing remedial classes, mentor-mentee classes, group discussions, power point presentation by students, as well as special lectures. Moreover the departments have been motivated to introduce Field visit, educational excursion etc to complement teaching-learning activity conducted within the four walls of the classroom.

The career advancement of teachers is a mandatory exercise and directly related to the betterment of the teaching-learning ambience of the college. IQAC proposed a committee of able and senior teachers, and the committee checks the career advancement related documents, their organization etc. to make the applications flawless. The IQAC finally checks the applications before they are submitted in DPI. This exercise has reduced the delays of Career Advancement Scheme for the teachers. Feedback regarding teaching, infrastructural facilities and other amenities of the College are collected from the students by this Cell. This Cell consults with each department time to time to verify the yearly progress of the department with regard to record documentation, academic and research activities. The Cell is responsible for regular submission of Annual Quality Assurance Report (AQAR) to NAAC.



File Description	Documents
Paste link for additional information	<a href="https://pcmm.edu.in/page.php?pid=289dff07669d7a23de0ef88d2f7129e7">https://pcmm.edu.in/page.php?pid=289dff07669d7a23de0ef88d2f7129e7</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Principal, along with the IQAC, Academic Subcommittee and the Faculty Council continuously reviews and takes steps to improve the quality of the teaching-learning process through various mechanisms. The IQAC prepares the Academic Calendar in advance. It is in tune with the University Calendar. Admission to various programmes, examination schedule and declaration of results are notified in the Academic Calendar. The IQAC ensures that workshops to strengthen the subject base, interdisciplinary special lectures and add-on courses are also included in the Academic Calendar. Feedback from students and teachers is also taken at the end of each Semester by the IQAC. Feedback is analyzed and shared with all concerned stakeholders.

IQAC arranges the Orientation Programme for newly admitted students, in which they are made aware of the philosophy, the uniqueness of the CBCS system, the teaching- learning process, the system of continuous evaluation, compulsory core courses, various co- curricular activities, discipline and culture of the Institute. Students are apprised of the time-table, programme structure, syllabi of the courses before the semester commences through a Departmental Orientation Programme. The Principal makes random visits to ensure smooth functioning of classes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for**

**B. Any 3 of the above**

**improvements Collaborative quality initiatives with other institution(s)**  
**Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://pcmm.edu.in/page.php?pid=f340f1b1f65b6df5b5e3f94d95b11daf">https://pcmm.edu.in/page.php?pid=f340f1b1f65b6df5b5e3f94d95b11daf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

#### **7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Deep-rooted patriarchal ideals pose a challenge to a diverse demographic composition and to combat such challenges, Prasanta Chandra Mahalanobis Mahavidyalaya had constituted a Women's Cell with the main objective of empowering and orienting women to recognize their true potential and to help them to stand in a competing world. The college soon realized that it was the need of the hour to recognize and celebrate diversity on campus and in society. Thus, the Women's Cell was renamed and reborn as the Gender Equity Cell in 2022 with the aim of facilitating gender-inclusive awareness and to encourage dialogue and debate around the idea of gender equity, to bring about holistic social change.

The Gender Equity Cell aims to sensitize all members of the institute on gender equity issues through organizing sensitization programs; to promote general harmony and prevent gender-based discrimination in the institute by providing practical suggestions to the administration from time to time and to conduct regular workshops, training sessions and guest lectures to encourage dialogue on gender equity. A Girls Common Room is allotted on campus to have a safe space for girl students and the Internal Complaints Committee was formed to look into sexual harassment

complaints.

File Description	Documents
Annual gender sensitization action plan	<a href="https://pcmm.edu.in/page.php?pid=6a9aeddffc689c1d0e3b9ccc3ab651bc5">https://pcmm.edu.in/page.php?pid=6a9aeddffc689c1d0e3b9ccc3ab651bc5</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://pcmm.edu.in/page.php?pid=6a9aeddffc689c1d0e3b9ccc3ab651bc5">https://pcmm.edu.in/page.php?pid=6a9aeddffc689c1d0e3b9ccc3ab651bc5</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

Waste management is important for an eco-friendly campus of our college. In our college different types of wastes are generated, The chemical wastes generated from Chemistry and Food & Nutrition laboratories are diluted with water and finally disposed. Liquid waste is channelized through the drain constructed by the municipality. The vegetable-fruits wastes from food and Nutrition department are left for decomposition and then it is used as compost for trees and plants on the campus. Plastic awareness programmes are conducted by the geography departments. Dustbins i.e. green and blue are provided by the Baranagar municipality in the college premises to dispose all dry wastes and wet wastes separately. Moreover, dustbins are provided to dispose all solid waste materials by the staff and students on all floors for

maintaining cleanliness of the college. Computer science department, other departments and office dispose the unused computers and E-wastes annually. The electronic junks are dumped in store rooms of the college and reuse of e-wastes in some cases like our computers, batteries, instruments, etc. UPS batteries are recharged and repaired. Unused UPS are exchanged by the suppliers. Water purifiers are installed on the college campus and covered under Annual Maintenance Contract.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://pcmm.edu.in/page.php?pid=53c3bce66e43be4f209556518c2fcb54">https://pcmm.edu.in/page.php?pid=53c3bce66e43be4f209556518c2fcb54</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The cultural, regional, linguistic, communal, socio-economic and other diversities are celebrated at Prasanta Chandra Mahalanobis Mahavidyalaya through myriad cultural programmes representing various regions of India to celebrate Vasant Panchami and Gandhi Jayanti. A poster competition held on Gandhi Jayanti showcased the students' perspective on communal harmony. The webinars organized to commemorate Independence Day organized by the Department of History and Republic Day organized by the Department of Political Science laid special emphasis on imparting values of tolerance and harmony among students. Awareness about appreciation for linguistic diversity was raised through celebration of International Mother Language Day on 21st February 2022 by the Department of Bengali. The Ambedkar Special Lecture held on 19th April 2022 organized by the Department of Sociology also helped to sensitize students about valuing tolerance, harmony and an inclusive environment by celebrating Dalit History Month.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The curriculum designed by the affiliating University for subjects like Sociology, Political Science, Education and Human Development

provides sufficient scope for study of topics like fundamental rights, directive principles, values, duties and constitutional obligations as citizens. Various programmes are organized by the college to sensitize students and employees about their constitutional obligations. On Republic Day and Independence Day, through webinars students and faculty members are encouraged to revisit their constitutional obligations. All awareness programmes organized by the college aim to disseminate knowledge and information about precious Indian values like peace, secularism and brotherhood. All cultural events organized by the college promote India's diverse culture and tradition. College organized many seminars , special lectures and Add On course to inculcate values, rights and duties to render our students a responsible students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution regularly organizes and celebrates important national and international days, events and festivals throughout the year in a planned way. All stakeholders are informed of the days of celebration in advance and many of them participate in these programs. The main objective of celebrating these commemorative days and festivals is to encourage all stakeholders to feel integrated within the community. Such events are organized by the various departments and the various cells of the college, in collaboration with the Internal Quality Assurance Cell. These celebrations provide a welcome break from routine classroom activity for all staff and student members. These events also help to showcase the hidden talent and potential of staff and student members. College observes the Saraswati Puja, Basanta utsav, Netaji Subhas Chandra's birthday, Independence Day, Republic Day, Rabindra Jayanti, Antorjatic vasa dibosh etc. In this academic session 2021-22 the Maths Department of the college has celebrated International Maths Day. International Women's Day on 8th March was observed by NSS and Gender Cell. The Geography department observed The Earth Day and World Ozone day through organizing students seminars, quiz programmes etc. NSS observed World Health Day, World Environmental Day and World Thalassemia Day through various workshops.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Title of the Practice: 'SOBUJAYON' (CLEAN AND GREEN CAMPUS)**

**Objectives: Energy and Ecosystem conservation**

**The Context: The pandemic and tropical cyclones have made us conscious towards environmental conservation.**

**The Practice: Many Departments took the initiative to clean the entire campus and the surrounding Bonhooghly lake. Other Clean and Green initiatives include: Plastic Free Campus Drive; Tree Plantation; Recycling of Laboratory Waste; Seminars on Environmental issues and Installation of Grid Connected Rooftop Solar PV.**

**Evidence of Success:**

1. The 'Sobujayon' practice developed by the college helps to protect the natural environment, prevents soil erosion and beautifies the campus.
2. Solar power installation has reduced pollution and carbon footprint.

**Problems Encountered and Resources Required:**

1. Lack of funds.
2. Lack of expert guidance to manage waste on campus.

**Title of the Practice: Tuesday Talks**

**Objectives: A platform to share research work**

**The Context:** Teaching profession has unique demands and teachers are expected to be sources of knowledge and wisdom, as well as mentors and facilitators.

**The Practice:** . Tuesday Talks take place on a monthly basis and have been held over the year. Faculty members shared their research areas through this Practice.

**Evidence of Success:**

1. Become more acquainted with the research areas
2. Aware about the academic ambit of their colleagues

**Problems Encountered and Resources Required:**

1. Resources could not be converted to open online resources yet because of the absence of an online learning management system

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institution is situated in an urban fringe area and caters to students coming from economically and socially disadvantaged sections of society. The mission and vision of the Institute focuses on synthesizing the scientific method of inquisitiveness and perfection in the search for knowledge with the approach of sympathetic tenderness. To promote this ethos of sympathetic tenderness, this year too the Institution has worked in this regard through the many social outreach activities. Faculty members, students, subcommittees and other stakeholders have worked in coordination to try and touch the lives of people of the different strata of society. During the tough time of the pandemic, when social isolation became the new normal, the Institution adapted itself and continued to cater to the needs of its social outreach programs in all possible ways. Efforts were made to facilitate donations to welfare organizations even during pandemic restrictions. Students participated in various seminars and workshops that were aimed to spread awareness about mental health; domestic violence etc,. Career counseling was facilitated

for students for their job and financial stability. Faculty members and other stakeholders took every measure to counsel students and prevent dropout, especially among female students.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- Faculty Development course and workshops on Use of ICT in teaching and learning with special focus on creating MOOCs.
- To install and use MOODLE as an open source learning platform.
- To develop and use a software package to manage student and faculty databases.
- To install and use Koha as an open-source integrated library system.
- To subscribe to more journals and e-journals of the various disciplines.
- To make all college related financial transactions cashless.
- To bring about complete automation in admission and administrative processes.
- Awareness programme on entrepreneurship for students.
- Workshop for students on skill development and becoming ready for the job-market.
- More ICT enabled classrooms.
- To organize more orientation programmes for students, teaching-staff and non-teaching staff of the college.
- Online feedback system for students and other stakeholders.
- Creating an eco-friendly campus through imposing a ban on the use of plastics.
- Escalating the National and International institutional collaborations for Academic Interaction and Research Resource Exchange
- Facilitate and establish the competitive examination preparatory unit.
- Strengthening the Alumni database & their contributions