



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA
• Name of the Head of the institution	DR ARNAB GHOSH
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8583916108
• Mobile No:	8583916108
• Registered e-mail	pcmm.principal@gmail.com
• Alternate e-mail	pcmmiqac@gmail.com
• Address	111/3, B.T. ROAD, KOLKATA-700108
• City/Town	KOLKATA
• State/UT	WEST BENGAL
• Pin Code	700108
2.Institutional status	
• Affiliated / Constitution Colleges	AFFILIATED COLLEGE
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	WEST BENGAL STATE UNIVERSITY				
• Name of the IQAC Coordinator	DR ALPANA RAY				
• Phone No.	9748635888				
• Alternate phone No.	9748635888				
• Mobile	9748635888				
• IQAC e-mail address	pcmmiqac@gmail.com				
• Alternate e-mail address	iqac@pcmm.edu.in				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://pcmm.edu.in/				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://pcmm.edu.in/images/pdf/CLG_35201eb9_ACADEMIC_CALENDER_2022-23_-_final.pdf				
5. Accreditation Details					
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	NIL	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	05	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
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"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1.Innovative Teaching Learning Methods: IQAC has directed the departments on different innovative teaching methods besides curriculum planning in the current academic year. At the start of the academic year, IQAC arranged departmental meetings with faculty members of the department and initiated the different slow and advanced learner methods, field visits, industrial visits, taking part in inter-college competitions, internships, project works for advanced learner students and visual presentation of class lecture, peer tutor methods and mentoring for slow learner students. IQAC organized different Faculty Development Programmes to educate faculty members on this. IQAC put continuous focus on improving teaching-learning infrastructure and ICT equipment for quality teaching. 2.IQAC along with the departments offered thirteen number of multidisciplinary Add on cum Certificate courses to all current students and encouraged all students to register all these courses for the overall development. 3.Service matter related grievances has been prepared and addressed. Collection and compilation of feedbacks online from students, faculty, supporting staff, parents and alumni and analysis of the feedbacks for planning and implementation of quality initiatives were done. The summary of the feedbacks were placed before the committee of IQAC. 4.IQAC has organized ISO 9001:2015 audit in the college. IQAC has also taken up the task of conducting an Academic Audit to improve the quality of the institution. Both Academic and administrative audits were conducted for all the departments Academic audit for the year 2022-2023 was successfully conducted on July 2022. Administrative audit for the year 2022- 2023, was successfully conducted on September 2022. 5.</p>		

IQAC carries out diverse extension activities, awareness programmes on different global issues, organized seminars, student seminars, awareness walk, "Progoti", "Prasaron", Entrepreneur workshops and green initiatives programmes through the various subcommittees and departments of the institute beyond the classrooms. 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.

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
3rd Cycle NAAC Accreditation Preparation	Timely submission of AQAR and SSR Preparation started for NAAC.
Introduction of Multi Discipline Certificate Courses / Add on Programmes for all semesters	Fifteen certificate courses/ Add on Programmes designed and introduced for our students by different departments
Feed back related matters, Students grievance on Internal Examination and other issues	Feedback Cell look into this matter throughout the year very thoroughly and sent reports to the Departements.
Organize seminars/ workshops and Faculty Development Programme	Organized twenty national-State level seminars, workshops for Teaching staff
Tuesday Talk, Scholar Of the Month Programmes initiatives by the Research cell, Academic Subcommittee and IQAC	Tuesday Talk Programme on the research areas of the faculty members organized on Tuesday in the last week of the month and academicians are invited as Scholar of the Month.
Planning for sustainable Green Energy	Rainwater Harvesting initiated for water conservation
Initiation of Green Audit	Green Audit report along with environmental audit done
Planning for holistic development of the students	Different outreach programmes planned and executed. Visited old age home, orphanage centres with students and distributed

	books, foods and spent quality time with them. Many seminars are organized on different social issues as well
Collaboration with MSME initiated	MSME offered solar panel repairing training programme for our students
ERP initiated	ERP installed in the website
NEP -2020 Preparation	NEP Curriculum started in the current year

13. Whether the AQAR was placed before statutory body?	Yes
---	-----

- Name of the statutory body

Name	Date of meeting(s)
GOVERNNING BODY MEETING	06/01/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	16/03/2024

15. Multidisciplinary / interdisciplinary

Multidisciplinary and integrated curriculum planning and personality development of the students is the motto of our college. To develop the all-around capacities of the students - intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the College is preparing to include multidisciplinary subjects as per the National Educational Policy 2020. Considering the problems the students face, the College plans to introduce different value-added certificate courses like Gender Sensitization, Environment and Sustainability certificate courses. The aim is to equip the students so that they don't need to rely on government jobs but instead pave a way towards self-employment. As the College is preparing to have more multidisciplinary subjects, it tries to identify the programme learning outcomes along with courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its goal. The College appreciates and lauds the provision

for multiple entry and exit at the UG level and strives to facilitate such an endeavour. We appreciate the urgent need to introduce a flexible curriculum that enables multiple entry and exit at the end of each year of UG education. The college endeavours to keep pace with the changing times and makes the utmost effort to make synchronization between the institution and the society as far as practicable. The institution appreciates its more prominent proactive role in helping the adjacent locality to grow. Few departments and NSS conduct survey-based research in the adjacent slum area. In addition, the College collaborates with various institutions and organizations to engage in multidisciplinary courses on various societal issues. The College has made a practice, a part of academic culture, that teachers will deliberate on various issues/topics of importance in the College once a month. Each faculty member will deliver a talk on their area, and there will be interaction and discussion. The objective of such an exercise is to disseminate knowledge and sharing of ideas among the faculty members.

16. Academic bank of credits (ABC):

In implementing the Academic Bank of Credits, the College has to wait for the academic council to give a green signal. Nevertheless, since the idea is also to empower the youth, the pedagogical approach to learning is student-centric. In contrast, the faculties' pedagogical approaches are constructive, inquiry-based, reflective, collaborative and integrative. Summative and Formative assessments and assignments evaluate the student's learning outcomes. The College has started an initiative to encourage students to enrol for relevant courses on these E-Learning Portals, which will arm them with the required skills, help them contribute to their self-development, and meet the country's needs. Our faculties are also trained in curricular design and pedagogical approaches, particularly for online teaching-learning, academic videos, e-content development, experiential learning, development of assignments and assessments etc. The College has signed MOUs with many institutions and is considering using traditional and online channels to promote Academic Bank of Credit to benefit students from various colleges by unifying them under the common umbrella of ABC. Our students also enable to acquire credits through National E-Learning portals, such as SWAYAM.

17. Skill development:

The College has already initiated a series of Skill Development

Programs through Value-Added courses and workshops that enable students to acquire a range of competency levels per NSQF, focusing on knowledge, skills and aptitude. Currently, our Value-Added programs are in alignment with Level 1 to Level 4 of NSQF. Such as:

- IT and Computer Skills, including MS Office, Tally, programming languages, such as C, C++, database, data science
- Soft skills, such as communication, interview, personality development, analytical thinking, decision-making, etc.

The College has also continued several Value-Added courses. We anticipate that with adequate guidelines and approvals from the affiliating university and regulatory authorities, such as the state Government, and with the attainment of academic autonomy (planned in the next five years), we can integrate our Value-Add courses with regular academic programs enabling students to earn/transfer credits. Field visits are undertaken, and industry experts are invited for workshops and interactions to overcome gaps in theory and Industry practices/expectations, map skills, and to identify certifications required by the industry. Students are also encouraged to enrol for online vocational and soft skills courses through National eLearning portals, such as SWAYAM & NPTEL.

The industrial training on the college campus will be beneficial to reach the goal of NEP 20. They must focus on the core skills needed for an untrained person to make it to the selection stage and prepare him to acquire the skills needed to learn the job. Our College is trying to invite many industries for different job training opportunities for our students. Our College has talked to Tata Consultancy Service and MSME (Ministry of MSME, Government of India) regarding the Entrepreneurship and Skill Development Programme for skill-oriented training on our college campus to reach the goal of NEP 20.

The College has attained internship programmes with many institutes to train our youth students and help them get jobs after the internship programme.

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

To promote the local language, art and culture, it is the regular practice at an institute that all NSS activities are conducted. The College celebrates Rabindra Jayanti Basanta Utsav. Celebrate the prime festival of Bengal, where teachers and students participate in cultural events. In our college magazine, the students can focus

their creative works and their views in two languages, Bengali and English. The preservation and promotion of India's cultural wealth must be considered a high priority for the country, as it is significant for its identity and Economy. In this regard, appropriate integration of the Indian Knowledge system, mainly teaching in Indian languages, is essential. We try to plan a Strategies for Promoting Professional Courses in Indian Languages:

- We are enhancing access to professional education by removing language barriers and promoting multilingualism.
- Collaborations between language experts and professionals to develop course materials and resources in local languages.
- We are creating awareness among students and parents about the value and importance of professional courses in Indian languages.
- They are encouraging industry participation and support for professional courses in local languages to enhance employment opportunities for students proficient in those languages.

The College is alert to the transformation in academia and is thus making necessary changes to keep pace with the changing global scenario. Indian languages like Bengali and Hindi have been prescribed in Semesters 1, 3 and 5. besides, the syllabus has been very comprehensive, with adequate space for 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 on accommodating the 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 College is very sensitive to the demands and aspirations of students in pursuing higher education in vernacular language. The faculties adopt the bilingual mode, English and the vernacular (primarily Bengali) in teaching-learning mechanism and encourage linguistic diversity in the classroom. The institution has resolved to formally systematize the matter of bilingual mode of instruction in the classroom by offering necessary training to the faculties.

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

The institution, which is associated with West Bengal State University, adheres to the directives and employs a range of practical methods in the teaching and learning process. These methods include lectures, seminars, tutorials, workshops, practical exercises, project-based learning, fieldwork, technology-enabled

learning, internships, apprenticeships, and research work. The college endeavours to implement these approaches whenever feasible. All programs the institution offers follow an outcomes-based education (OBE) model, designed to meet regional and global requirements. The curriculum, developed by West Bengal State University, clearly defines the course outcomes for each subject. From the 2020-21 session, the institute has implemented outcome-based education, including program, program-specific, and course outcomes. All courses focus on cognitive abilities, including remembering, understanding, applying, analyzing, evaluating, and creating. In addition to domain-specific skills, the learning outcomes at all levels emphasize social responsiveness, ethics, and entrepreneurial skills, enabling students to actively contribute to the nation's economic, environmental, and social well-being. The Course Objectives (COs) are aligned with the PO-PSO analysis. The College also recognizes that pursuing knowledge is a lifelong endeavour and aims to instil in students positive attitudes and other qualities that will lead them to a successful life. One of the program outcomes for students is the ability to interpret, analyze, evaluate, and take responsibility for effective citizenship.

20.Distance education/online education:

The institution is already prepared to teach the learning process through different online modes: Google Classrooms, WhatsApp, etc. The whole college campus is Wi-Fi enabled with LCD Projectors, for no obstacle in online education. The faculty and students have adopted, post-pandemic, the online learning experience to take full advantage of a flexible blended mode of teaching-learning. From 2020 onwards, departments will exclusively use Google Classroom to share learning content with students for all subjects. The faculty members also prepared themselves by getting trained to use various information management systems to make all such types of e-content material prepared by faculty members available to all students through online mode to meet future challenges. The College also organized various programs, meetings, webinars and seminars for students via online platforms, conducting conferences and meetings. These efforts can also be considered the new normal, which is envisaged in New Education Policy. Emphasis on creativity and innovation at all education levels and proposes the induction of new-age technologies such as online learning platforms. The College will establish an e-learning Centre and develop resources to promote distance learning and online learning for students.

Extended Profile

1.Programme

1.1	30
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1254
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	579
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	227
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	50
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	50
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	38
4.2 Total expenditure excluding salary during the year (INR in lakhs)	43.75
4.3 Total number of computers on campus for academic purposes	81

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Despite having the limited role in designing the curriculum, the institution endeavours to put maximum emphasis upon the effective curriculum delivery through a variety of well-planned mechanisms that have long been in place. While the allotment of courses/texts/topics is made by the Head of the Dept at the beginning of each session/semester after making thorough discussion with the faculty members in various meetings, the Dept reviews the entire process of curriculum delivery in a meeting convened after the lapse of three months. The faculty members exchange ideas on the matter and the necessary steps are also taken to ensure the timely delivery of the curriculum. In addition to this review meeting convened at the level of the department, Academic Sub-Committee makes a threadbare discussion on the matter of the curriculum delivery and necessary report is also submitted to the IQAC in this regard. Since the academic calendar is followed in earnest, the Department ensures that the curriculum delivery takes place on time, and the necessary report is also sent to the Academic Sub-Committee and IQAC. The use of ICT by the faculty members helps in ensuring effective delivery by getting the learners involved in the process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=237&Itemid=0

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

The institution puts emphasis on the effective management of human and infrastructural resources by designing the academic calendar well in advance before the commencement of semester/session. The institution endeavours to conduct all academic activity as per the timelines designed in the academic calendar. The introduction of CBCS at the UG level has overhauled the entire evaluation process and one of the important aspects of this is the change in the mode of evaluation. Even though there has been no fixed format for conducting internal evaluation, the institution makes the evaluation process continuous and effective by preparing and designing the academic calendar well ahead of the commencement of the session/semester. The institution designs the calendar and Academic Sub-Committee as well as IQAC direct the departments to strictly adhere to the academic calendar. Even though there has been certain disruptions in following the calendar because of certain unforeseen circumstances and the notifications issued by the affiliating university, the institution endeavours to adhere to the academic calendar. Since the semester system requires effective time management, strict compliance with the academic calendar helps the institution achieve its target by focussing on academic and extracurricular activities well ahead of any session.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://pcmm.edu.in/images/pdf/ACADEMIC%20CALENDAR%202022-23%20-%20final.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

30

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

818

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

818

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

As it has already been stated that the designing of the curriculum lies in the hands of the affiliating university, the institution has a very limited role to play in this matter. The inclusion of topics relating to various important areas or issues like gender, human values, environment etc. is made by the concerned Board of Studies of the affiliating university. The topics relating to Professional ethics, gender, human values etc. that are part of the syllabi have been deliberated in different seminars/talks/workshops organized by the institution. The programmes like Scholar of the Month, seminar on environment and sustainability, Value Added Course on Cultivating Goodness: The Role of Value Education etc. offer greater scope and orientation to the learners to make better sense of their understanding of the issues dealt with in the curriculum. The departments of political science, geography, sociology, english, history etc. deal with these cross-cutting issues from their disciplinary perspectives. However the effective coalition between the curriculum-based understanding and hand-on training and deliberation taking place at different levels helps the institution achieve their target of enriching the curriculum prescribed by the university.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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)	View File

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

548

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://pcmm.edu.in/images/ATR/FEEDBACK%20REPORTS%202022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1206

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, 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

45

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

The college regulates the assessment of learning and performance of the learners through the undergraduate programme following the university's guidelines.

The students take class tests and internal examinations the college conducts based on the academic calendar. The teachers prepare questions along with providing the learners with academic resources, sample question papers, and question banks. Once the students are through with their exams, the evaluation of the student's performance happens leading to the publication of results.

The college bifurcates the learners into slow and advanced while keeping track of both their developments. The advance learners, for instance are encouraged to participate in NEPTEL/SWAYAM, student seminars, quiz, debate, and poster competition, advanced learning assignments and, at times tutoring the slow learners as well. The college keeps track of the development of slow learners as well by organising remedial classes, counselling sessions, mentor-mentee sessions, group activities; while simultaneously providing them with self-learning materials and exercises and homework with lower difficulty levels. The Principal notifies the dates of the scheduled Parent-Teacher Meetings to the respective departments who in turn notify the parents through which the guardians are updated about the academic development of their child.

File Description	Documents
Link for additional Information	https://pcmm.edu.in/images/pdf/SLOW%20LEARNER%20AND%20ADVANCED%20LEARNER%20PROG.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1254	50

File Description	Documents
Any additional information	View File

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

Experiential Learning: The students learn by experimenting independently rather than listening passively. Internal assessments, home assignments, and projects propel the learners to engage in necessary research thereby broadening their horizon of knowledge. Other venues of experiential learning also incorporate and are not limited to internship programmes, visiting industrial sites, visiting museums, and other historical places to name a few. Experiential learning stimulates the learners' academic inquiry promoting multidisciplinary, social awareness, leadership, and other professional skills.

Participative Learning: The learners participate in quiz competitions, poster presentations, online certificate courses, wall magazine and seminars for paper presentations organised by the departments in the college to experience the flavour that participative learning has to offer. The students are also encouraged to participate in extempores, celebrate special occasions (World Poetry Day, for instance), interdisciplinary exhibitions (The Extension), and display their hidden potential by contributing to both their respective departmental wall magazines as well as the college magazine by publishing works of art, prose, and poetic pieces.

Problem-solving: Academic resource banks uploaded to the college website, active library portals, INFLIBNET, NPTEL Question banks, objective questions from the text part asked frequently by the departments to improve the learners' life skills are problem-solving efforts.

File Description	Documents
Upload any additional information	View File
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

In education uses informations and communications technology to support, enhance, and optimise the delivery of information. Introduction of ICT in education creates an easy-to-manage learning environment where the delivery of information is so much smoother and the learning easier.

Along the internet facility (Wi-Fi / LAN) in each classroom our college has seven classrooms with ICT facilities including one smart classroom. This smart classroom has one interactive white board where hand written notes can be saved for future reference. According to master time table teachers are taking classes through ICT tools on a regular basis which in turn help igh student participation and engagement leading towards student centric learning system.

The number of classrooms equipped with ICT facilities has seen a rise of four in the academic session 2022-23, reaching a total of eleven. The college provides 60 computers for the students' purpose. There are 4 computers and 4 printers in the office and 17computers in various Departmentsto use in their academic tasks. These computers likely serve as valuable tools for research, lesson planning, and other professional activities, supporting the faculty in their academic endeavors.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://pcmm.edu.in/index.php?option=com_content&view=article&id=215&Itemid=0

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.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

50

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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	View File
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)	View File

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

249

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 dates of the internal assessment are systematically planned by the examination council leading to the publishing of a centralized routine ensuring transparency and robustness in the conducting of the exams. Additionally, certain assignment/project-based internal papers are personally assigned to the students by their respective departments with a scheduled date of submission.

All information related to examinations is regularly posted on the college website.

After the internals are smoothly conducted, the marks are preserved by respective departments to be later submitted to the examination committee for digital data banking. Grievances faced by the students are immediately reported to the Principal who takes up the matter with the examination committee effectuating in solving the matter with alacrity.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The students are informed about rules of internal assessment in the orientation program. Emphasis on writing model answers to questions or virtual presentations are imparted to students. The students undergo continuous evaluation frequently in the course of teaching. Remedial classes are conducted for the nature of the problem to be addressed. Resource materials (e-resource) are provided too. Student

satisfaction survey on a sum of 150 responses revealed that the majority agreed on timely syllabus completion. Grievances with regards to timely conduction of examinations, are resolved with the concerning respective departments completing syllabus before examinations. Mentors are concerned with unsuccessful slow learners in exams. A sum of 149 responses agreed in favour of getting proper circulation of notices for internal assessment. Notices are shared in different virtual platforms besides college website. The parent is informed about the wards' performance frequently. 70 responses opined in favour of timely conduct of internal assessment. 84 students are satisfied with the evaluation procedures and grade reports of internal assessment. Any grievances as such are redressed with further re-evaluation or cross-evaluation. Students with respective login ids view their marks uploaded in university portal.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

In the case of teaching-learning activity teachers and students, two important stakeholders of any institution, must be aware of the outcomes of various Courses and Programmes offered by the institution. This is carried out through a multi-pronged mechanism that involves not only formal ways and approaches but also various other informal ways. The formal ways consist of the Induction Programme (organized for the newly admitted students) and Orientation Programmes (hosted for the Mid-semester students) as well as the interactive programmes/sessions organized by each department for their students. As an affiliated college, we offer the programmes as per the guidelines issued by the affiliating University and therefore the possible outcomes of any course or programme as per the prescribed guidelines of the concerned university are widely circulated among students.

The symbiotic and seamless connectivity and coordination among faculty members within and across the departments through a collective network ensured by various academic bodies and support service committees ensure easy communication about the Programmes/Courses and their possible outcomes among faculty

members. The Head/In-Charge of the Departments, suitably guided by Academic Sub-committee as well as IQAC ensures the easy communication among the stakeholders regarding the possible outcomes of various Courses and Programmes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://pcmm.edu.in/images/IQAC/CLG_ad610ae5_Course Outcome all departments.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Responding to the paradigm shift in higher education, our institution has already started emphasizing on Outcome-based learning, and therefore is evolving a certain mechanism to evaluate Programme Outcome and Course outcome. We are employing a multi-dimensional and multi-layered mechanism to evaluate the Programme and Course Outcomes. The following are some of the mechanisms adopted by us for evaluating the outcome:

1. **Evaluation of University result:** We analyze the semester-end results of candidates on the basis of the grade/CGPA/SGPA attained by the student, and this analysis offers certain indications regarding the Programme and Course outcome.
2. **Student Progression to Higher studies/Job/entrepreneurial venture:** We apply this mechanism to understand the extent to which the course and programme outcomes are realized. The detailed report on the progression of students to higher studies or jobs or any other entrepreneurial venture helps us in evaluating the outcomes.

3. **Participation of students in various activities in and outside the institution:** We do not believe in a unidirectional approach in evaluating the Programme and course outcome. We evaluate this in terms of the participation of students in various programmes/activities and their involvement as well performance to understand and evaluate the Programme and Course outcome.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=187&Itemid=0

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

161

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://pcmm.edu.in/images/ATR/RESULT_ANALYSIS_REPORT_2022-23.pdf

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.edu.in/images/SSS/STUDENTS%20SATISFACTION%20SURVEY%202022-23.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)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

20

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

06

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

06

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 the various subcommittees and departments of the institute for their holistic development of students. Some of the activities are as follows:

29.09.2022: Clothes donation at Dakshineswar Ramkrishna Sangha, Adyapith School by students and faculty members.

01.12.2022- Students of the Department of Sociology involved the community through a Rally held to spread awareness about HIV/AIDS.

5.10.2023- School students of the nearby Dumdum Ananda Ashram Sarada Vidyapith Girls School were invited on campus to provide them career counseling through a workshop titled: ``Road Map to Higher Education for School Students.``

25.04.2023- Students' visit to Bikashayan NGO, organized by the Department of Food and Nutrition and the Department of Human Development.

27.04.2023- Survey conducted by students of the Departments of English, Sociology and Mathematics to Study the Impact of Covid 19 on Educational Attainment of students of schools and colleges.

27.04.2023- Community Survey conducted by students of the Department of Food and Nutrition at an ICDS Centre.

28.04.2023- An Awareness Programme to Save the Bonhooghly Lake Ecosystem was organized by the students of the Department of Geography

17.05.2023- Human Development Department conducted a Health and Hygiene Workshop with the children of Mother House, Missionaries of Charity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

08

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

813

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

05

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

15

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

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 integrated academic and administrative infrastructural facilities for teaching-learning purposes, which include a total of thirty-seven Wi-Fi-enabled classrooms for teaching-learning purposes. Apart from these, we have:

- The seminar halls with the audio-visual facility, cordless microphones, and PowerPoint slider, Smart classrooms - one consisting smartboard with wi-fi connectivity
- The College library is resourced with 20,951 books, 16 Rare Books, above 6000 E-Journal and 199,500+ E-Books (N-LIST) etc.
- Computers and internet facilities for academic, administrative, and official purposes. 60 numbers of computers

are available for students in Computer Science, Geography, Food & Nutrition, within the Library (Students Zone) and in Bengali Department. 81 computers are available for academic and administrative purposes

- Playground with games amenities
- Open air-stage named 'Mukto Mancha'
- 20 KW Solar Power panels for eco-friendly renewable energy sources and
- 1200 watts generator for uninterrupted power supply
- PWD toilet, lift facilities, and ramp for differently-abled persons
- CCTV surveillance throughout the campus
- Hostel facility within the college premises
- Authorized subscription to Google Meet for conducting online events/meetings, classes, etc., and dedicated YouTube channels for recording and transmission
- Psychological Counseling Cell for wellbeing
- Gymnasium, Yoga Centre ensuring physical fitness of the students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pcmm.edu.in/

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

The college, with a campus of 1 acre, provides various facilities to the students. College sports are held at the college playground, which helps to develop team spirit among the students. Indoor sports, like carom, table tennis, etc., and outdoor sports like running, relay race, discuss-throw, long and high jump, etc. are held in the playground annually in winter. The college has appointed a Physical Instructor who trains and encourages our students to participate the University, State, National level, Khelo India and inter-college sports activities.

The college has appointed a qualified yoga teacher and arranges regular yoga classes for the students to develop physical strength and fitness. The College has introduced Value added Course on "YOGA for Mental-Health and Well-being for students and also organizes workshops and celebrates International Yoga Day every year.

The cultural committee organizes various cultural events like the International Women's Day, Gandhi Jayanti, Republic Day, Independence Day, International Mother Language Day, Rabindra and Nazrul-Jayanti, Basanta-Utsav, Sharodiya, College Foundation Day, etc. Students actively participate in dancing, recitation, singing and drama etc. Moreover, College has its own "Charukala-Chorcha Centre" run by Bengali Department and Cultural committee who offers different courses on Dance, Recitation, Drama, Anchoring for encouraging students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=31&Itemid=0

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=215&Itemid=0
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

8.99

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Since 2019, our library has embraced a technological revolution with the implementation of the open-source Integrated Library Management System (ILMS) Koha, version 19.05.07. All book records are now meticulously computerized, eliminating manual processes and ensuring accuracy. The library use barcode technology for swift issue-return transactions. Our cataloging and circulation system, integral to library operations, seamlessly interacts within the Koha ILMS. The software operates on the college server, allowing users to access the Online Public Access Catalog (OPAC) through the LAN and college Wi-Fi. In a proactive move towards enhanced security, our library has implemented a CCTV surveillance system.

Looking ahead, our library envisions expanding its services by transitioning to a cloud server. This strategic move aims to broaden accessibility beyond the college premises, offering users the flexibility to access bibliographic data remotely. While embracing the cloud's scalability and flexibility, strict measures will be implemented to uphold data security and privacy.

The library's technological evolution, marked by Koha ILMS integration, barcode technology, and CCTV surveillance, has elevated the user experience. As we set our sights on a cloud-based future, we remain dedicated to leveraging technology for an inclusive and secure library environment, promoting a culture of innovation and accessibility for all.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=207&Itemid=0

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 **B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

1,52,385/-

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

42

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Our institution is committed to providing adequate IT facilities to all stakeholders. We appreciate the fact that IT facilities need to be updated on a regular basis and the institution adopts a very categorical policy in ensuring this particular segment. The following IT facilities are available in our institution:

1. In the current session (2022-2023) we have seventy-eight number of computers that are used for academic and administrative purposes. All the departments have been provided with at least one desktop and printer for carrying out departmental work on their own.
2. Realizing the need for seamless connectivity to ensure better performance, the entire campus is Wi-Fi-enabled and LAN facility is also provided for better institutional coordination. The Wi-Fi speed within the college premises is 175mbps
3. There are 10 numbers of projectors installed in seminar halls and classrooms.
4. A well-equipped computer lab: There are 30 Computers in the computer laboratory with LAN and Projector facilities. In Geography and Food and Nutrition Department, computer lab facilities are also there.
5. CCTV is installed to ensure proper monitoring of the institution.
6. All desktops and laptops are updated regularly with anti-virus to make the best use of the gadgets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=215&Itemid=0

4.3.2 - Number of Computers

81

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)

26.0

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

As an institution, we put maximum emphasis not only on the procurement and arrangement of various facilities but also try our best to ensure optimal utilization of the facilities. We have a well-defined policy and system in place for the maintenance and maximum utilization of all its physical, academic, and support facilities.

1. Annual Maintenance Contracts (AMC) are made in respect of facilities/equipment like Computers, Printers, Photocopy machines, lift, Water purifiers and Coolers, Fire extinguishers, LCD Projectors, Wifi, CCTV, Solar panels etc.
2. Designated office staff and NSS volunteers are assigned duties for the maintenance of the playground, garden and other spaces.
3. Regular pest control measures are undertaken
4. Annual register of stocks of books is done in the library. The space adjacent to the reading room is equipped with computers for students to use.
5. Expert advice and consultations are regularly sought from technical experts for the maintenance of computers, laboratories, and gymnasiums.
6. The small events that involve a moderate number of participants are held on the open-air stage in the campus for maximum utilization thereby reducing the financial expenditure.

Various committees for different purposes like the Canteen committee, sports committee are formed to oversee the proper maintenance and maximum utilization of facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

165

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

31

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

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	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

789

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

789

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent 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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
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

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

38

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

10

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

The institution appreciates a student-centric approach in all its fields of operation including the academic administration. As an affiliated and govt-aided institution, we follow the rules and orders issued by the competent regulatory bodies. As per the extant rule, the highest decision-making body in a college, namely the Governing Body is composed of members from various fields/bodies including one student representative from the Students' Union, the statutory elected body of students. In addition to that, the representation of students is reflected in various committees, particularly student-centric bodies/committees and their views/opinions are taken into consideration. The representation of students are found in the following body/committee: a) Governing Body b) Magazine Committee c) Sports Committee d) Cultural Sub-Committee.

Some of the activities-both co-curricular and extra-curricular-in which students are routinely engaged are as follows:

1. various cultural programmes like cultural competitions, annual Fest , annual sports-both indoor and outdoor
2. Observance and celebration of various important days like Yoga Day, Netaji Subhas Chandra Bose's Birthday, Republic Day, Independence Day, College FoundationDay etc.
3. Various social awareness camps and programmes like Blood Donation camp, Dengue Awareness camp, Swachh Bharat Abhiyan, NSS-operated events and programmes etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

18

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

Even though our college does not have a registered Alumni Association yet, the Body however is engaged in various activities. We have however applied for the registration of the Alumni Association under the Registration Act of West Bengal. Even though the Alumni Association may not have a strong base in respect of its financial condition, it is however engaged in various extension activities to provide support to the neighbouring community. It may not be out of place here to mention that the Body plays a vital role in establishing the link between the institution and the society. The Body takes various activities including the Cleanliness drive to create a clean environment for the institution. The Body organizes Blood Bank on a regular basis and a good number of alumni of the college donate blood. The successful alumni of our college are invited to share their life experiences with the current students

who feel inspired by such experiences. The special lectures, career guidance and counselling are organized by the alumni body both in a formal and informal way.

File Description	Documents
Paste link for additional information	https://pcmm.edu.in/images/pdf/Alumni%20Association%20registration%20certificate.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 is governed with the stated objective of achieving the goals and ideals enshrined in the Vision statement of the institution. The Mission and Vision of the institution revolve round the idea of integrating the institution with the society at large by adopting a transparent mechanism of relentless pursuit of excellence in various domains of institutional activities. No wonder the idea of holistic development of learners which is enshrined in the very Mission statement of the college is realized in conduct of various programmes that range from academic issues to a number of topical issues including the issues of the environment, women and other burning realities of society. No wonder the college aims at building a positive synergy among all the stakeholders and thus democratic approach involving consultation, engagement, and empathetic understanding are prioritized in all modes of institutional activities. The college functions in the democratic way through a systematic process of participation and engagement of all stakeholders and this is done both in its structured and informal

way. This is one of the many ways the ideals of the Vision are realized.

File Description	Documents
Paste link for additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=1&Itemid=0
Upload any additional information	View File

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

We believe that any institution, particularly an academic institution, can flourish only when it is given an effective leadership that may be defined in terms of its visionary thoughts and inspiring ideals. The effective leadership is measured in terms of the participative management and therefore the involvement of stakeholders is an important marker of the effective leadership. The organogram of the institution amply demonstrates the decentralized and participative management as all the stakeholders are given due importance. The Principal as the Head of the institution carries out the decisions and resolutions taken by the Governing Body which itself is composed of members from various bodies like Teaching and Non-teaching community of the college, students' union, and members nominated by the affiliating university as well as West Bengal Higher Education Council and Directorate of Public Instruction, the Govt of West Bengal. The academic decisions are taken in the meetings of the Academic Sub-Committee consisting of the Heads/In-Charge of all departments. Different committees that perform various activities are composed of teachers, non-teaching staff and students. The Internal Quality Assurance Cell (IQAC) forwards the resolutions of the meetings for final consideration and implementation made by the Governing Body. Various Sub-committees like Faculty Council, and other committees engage in various activities operate on the principles of participative and decentralized mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Governing Body: The Governing Body as per the guidelines of the Statute of the University of Calcutta for constituent colleges has 11 members. Present Governing Body, formed in 2022, consists of the President and Secretary as office bearers. There are 3 Teacher Representatives, 1 Non-Teaching Staff Representatives and 1 Student Representative.

Administrative Set Up: President and Secretary form the nucleus of the administration with final authority in all financial matters. Principal manages day-to-day running of the College along with Bursar, HODs, IQAC Coordinator, Teachers' Council Secretary and Head Clerk. Additionally, there are other Convenors and Coordinators assisting the core team in various college affairs.

The Functions of Various Bodies: The Finance and Building Sub-

Committees are decision-making bodies with respect to finance, building construction, renovation and maintenance. There are two Councils: Teaching and Non-Teaching Staff.

Appointment and Service Rules: Service Rules are guided by the West Bengal State University First Statutes (latest edition), Constitution of the college and the rules of the state Government as applicable. The recruitment and the service/promotion rules for the teaching and non-teaching staff are followed as per their respective G.O. Nos. and eligibility criteria are as per the UGC rules and regulations.

File Description	Documents
Paste link for additional information	https://pcmm.edu.in/images/sub-committee/CLG_9bbab556_PCMM_Committee_30.09.2023.pdf
Link to Organogram of the Institution webpage	https://pcmm.edu.in/index.php?option=com_content&view=article&id=5&Itemid=0
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

In addition to the statutory provisions made by the government, the institution has devised a number of schemes/welfare measures for

teaching and non-teaching staff of the college. The following are the list of various welfare measures/schemes:

1. West Bengal Health Scheme (WBHS) launched by the Govt of West Bnegal for willing teachers (along with their family members) for availing medical facilities a sper the rules/regultions prescribed by the Govt of West Bengal
2. Swasthyasathi launchd by the Govt of West Bengal for willing non-teaching staff as well as State-aided College Teachers (SACT) as well as their family members.
3. General Provident Fund (GPF) for all teaching and non-teaching members of the college on a permanent substantive basis.
4. The Employees' Cooperative Credit Society offers Short Term loans to the applicants (teahcing and non-teaching staff) for helping them with their financial need.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

12

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

10

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appraisal for the teaching staff: Performance appraisal system for the full time (substantive post) teaching staff at Prasanta Chandra Mahalanobis Mahavidyalaya is governed by UGC Career Advancement Scheme (CAS) Guidelines. This is based on the Performance Based Appraisal Scheme proforma submitted by the faculty seeking promotion. The proforma considers an individual teacher's teaching

-learning related contributions, research related activities, examination and evaluation related engagements, support in administrative tasks. On successful performance in each of the stipulated criterion, promotion is granted to the faculty member.

Appraisal for the non -teaching staff: The non-teaching staff of Prasanta Chandra Mahalanobis Mahavidyalaya is diverse and play a very important role in smooth functioning of the college. Every year, the departmental heads and Head Clerk fill up an appraisal form to measure the performance of the non-teaching staff associated with the concerned department. Thereafter the ones who do not fare well, are talked to separately, motivated and trained to perform better. The good performers are publicly acknowledged.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 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 part of various aspects. Receipts and payment vouchers of daily transaction are checked by external auditor after scrutinizing and preparing the income and expenditure statement. External Auditor submits the audited statement to the management (GB) and copies are sent to the office of the Directorate of Public Instruction (DPI), Govt. of West Bengal, Department of Higher Education. Such audited reports are also placed in the meeting of the Governing Body and decisions are taken based on the recommendations there on. The internal audit is occasionally carried out if the Governing Body takes necessary decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	View File

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

The college executes its financial strategies through the Finance Sub-committee constituted with external and internal members entrusted with the following powers:

1. To consider the annual accounts and financial estimates of the college and recommend the annual budget / revised estimates to the Governing Body for approval.
2. To fix limits of the total recurring and nonrecurring expenditure of the year based on the income and resources of the college.
3. The Finance Committee meets at regular interval to examine the accounts and to scrutinize proposals for expenditure and ensure financial transparency through internal and external audits.

The human resources of the college include substantive faculty members, SACTs, and permanent and casual non-teaching staff members. Mobilization of funds is essential for staff recruitment, employee and student welfare, sustaining research, and infrastructural

upgrading (such as enabling ICT and air-conditioning the classrooms, and installing firefighting systems in building).

Thus, the funds of the college are utilised under three major heads: 1. Sustenance of human resources; 2. Technological development of the college; 3. Infrastructural development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Internal Quality Assurance Cell monitors institutional activities through different committees and all departments and prepares academic calendar for the start of each academic year and distributes among departments. IQAC organizes Quality initiative programmes for students and faculty members like "Tuesday Talk", Special Lectures and "Scholar of the Month" which are delivered by the subject experts of the respective departments, academicians, researchers and faculty members of our colleges. Internal Quality Assurance Cell conducts intra-and inter-departmental student seminars, workshops, quizzes, debates, posters, competitions, capacity-building programmes and excursions, field visits across all the departments regularly. It organizes "Progoti"- an entrepreneurial platform for present and past students before Durga Puja Festival, community cum extension activities in the adopted ward of Baranagar Municipality, nearby schools, and NGOs. It provides financial support for participation in seminars/workshops. IQAC also takes initiatives for professional development programmes and administrative training, welfare programmes for faculty and non-teaching staff in the academic year. IQAC analyses the Feedback received from all stake holders and also take up the grievances to the highest level of the Institution and prepares Action Taken Reports. IQAC also takes initiatives in Green audit, Energy Audit, Academic Audit preparation, ISO Certification and NIRF preparation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC takes Initiatives to make the campus ragging-free and develop a favourable teaching-learning environment for acquiring knowledge and skills and developing critical thinking skills and problem-solving abilities for students. IQAC Improves the facilities in the classrooms and laboratory infrastructure and encourages critical thinking during project work and field work. IQAC offers many soft skills / multi-disciplinary certificate courses and Capacity-building courses on soft skills, language and communication, and ICT that are favourable for the overall development of students. Automation of admission procedure, digital systemization of learning, and development of ICT tools are enhanced for the better teaching-learning process by IQAC. The academic subcommittee coordinates the teaching plan, and IQAC seeks monthly reports from the academic subcommittee to analyze all departments' progress and suggest areas for improvement. IQAC prepares Action-taken reports based on the final semester Results with the departmental teachers to check the shortfalls. Remedial and mentor-mentee classes are more regularized for the slow learners. IQAC tries to upgrade the faulty members for a better teaching-learning environment of the College, encourages the teaching staff to participate in Professional Development Prpgrammes and Research Oriented workshops. MoUs are being signed with different colleges (25 functional) for better teaching learning environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

A. All of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
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	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The Gender Equity Cell organizes events and sensitization programs throughout the year. Events are spread throughout the year and planned well in advance. Special days such as Women's day are celebrated. The Gender Action Plan is designed to conduct awareness programs and sessions for students and faculty members. The Gender Equity Cell organized a menstrual health and hygiene workshop for students and faculty members; a health and hygiene workshop for children belonging to an urban slum area; a workshop cum counseling session on gender bias and gender stereotype for students and faculty members; a seminar on HIV/AIDS awareness and action; a workshop cum poster competition on gender sensitization and a student enrichment programme to promote entrepreneurship through training on art, craft and jewelry making. A value added course on Gender Sensitization was also offered to the students from the Departments of Sociology and English.

File Description	Documents
Annual gender sensitization action plan	https://pcmm.edu.in/images/pdf/Gender%20Action%20Plan%202022-2023.docx.pdf
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	https://pcmm.edu.in/images/pdf/GENDER%20EQUITY%20CELL%20ACTIVITIES%20FOR%20WEBSITE%202022-23.pdf

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	View File
Any other relevant information	View File

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

Solid waste management is one of the basic services arranged and administered by the Institute . All the solid waste from the campus's canteen, offices and classrooms are collected daily and segregated into wet, dry and plastic waste. Color coded dustbins are used for this. Daily garbage is collected by housekeeping personnel and handed over to Baranagar Municipal Corporation. A well-designed drainage system serves the purpose of liquid waste management in the campus. It complies with the norms and regulations given by BMC. Waste materials like plastic, papers are collected and sold to scrap vendors. Efforts have been made to produce compost manure from the canteen solid waste and waste from other sources. Manure is used for herbal gardening. The E-waste collected is stored and disposed of every year. Empty toners, cartridges and electronic items are sold as scrap to ensure their safe recycling. Old monitors and CPUs are repaired and reused. Electronic Waste Management Company: Lion Club in Kolkata Chapter collected all E-wastes from college in the current academic session. Hulladesk Recycling has mentored the

institute and guided us with regard to E-Waste disposal. The college does not generate (a) biomedical waste and (b) hazardous chemicals and radio-active waste, it does not deal with the disposal of any such items.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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: **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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	View File
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	View File

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).

As an institution we are committed to ensuring an inclusive environment that is conducive for the growth of universal human values. We believe in the doctrine of diversity that is cherished, cultivated and highly prized in day to day functioning of the institution. This is reflected right from the very Vision statement of our institution to any activity undertaken by the college. Various commemorative days observed for cherishing human values are celebrated in our institution with due respect. We welcome linguistic diversity not just in different cultural programmes but also in day to day teaching-learning activity. We encourage students to respond to any question in whatever language they feel comfortable. The Freshers' Welcome and other cultural programmes are arranged every year to ensure the integration of students hailing from various cultural, regional, linguistic backgrounds within the institution. It may be mentioned here that the celebration of International Mother Language Day observed on 21st February every year highlights the importance of an inclusive environment in accelerating the growth of the institution. We sensitize our students to the need for inculcating the values of tolerance and harmony by organizing various motivational talks delivered by resource persons from various organizations including Ramakrishna Mission.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

Our institution is committed to taking all possible measures and programmes to sensitize students and employees of the institution to the constitutional obligations. Our unwavering belief in the collective effort of all stakeholders in the overall growth of the institution has also inspired us to sensitize students and employees of the institution to the constitutional obligations. We organize a number of programmes like seminars, special talks, activities in which students and teachers participate actively and engage in meaningful interaction with the resource persons. In addition to various events, the following are organized on a regular basis for students:

- Orientation Programme/Induction Programme for the newly admitted students as well as for the semester students. The institution not only conducts the event to familiarize them with rules and regulations of the institution but also to sensitize them to various duties, rights and values as well as responsibilities of citizens as enshrined in our constitution
- Participation in Youth parliament: Students are mentored and encouraged to take part in the event organized by the govt of West Bengal. The resource persons and faculties sensitize them to their responsibilities as citizens.
- The Gender equity Cell and SC/ST/Backward Welfare Cell also organize various programmes to work towards creating informed students to become responsible citizens.

The employees of the institution are also sensitized to various responsibilities of the constitution: The Orientation programme for the newly appointed employees is marked by a sensitization event regarding inter alia constitutional obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

File Description	Documents
Code of ethics policy document	View File
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	No File Uploaded

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

In the Academic year 2022-2023, various departments of our college along with Internal Quality Assurance Cell organized and celebrated national and International commemorative days, Events and Festivals to maintain the cultural diversity in, educate the stake holders on issues of concern, mobilize students to address global problems. Students are celebrated those days by rally, special lecture, poster competition, debate, etc. Some important days are as follows:

- Breastfeeding Day: 16th August,2022
- World Coconut Day: 2nd September,2022
- World Suicide Prevention Day: 10th September,2022
- World Tsunami Awareness Day: 5th November,2022

- World Diabetes Day: 14th November, 2022
- Men's Day: 23rd November, 2022
- International Day for Elimination of Violence Against Women: 25th November, 2022
- World Aids Day: 1st December, 2022
- Human Rights Day: 13th December, 2022
- International mathematics Day: 3rd January, 2023
- International Mother Language Day: 21st February, 2023
- International Poetry Day: 21st March, 2023
- International Women's Day: 21st March, 2023
- International Year of Millets (Sree Anna) Food Mela: 10th April, 2023
- Earth Day: 28th April, 2023
- Ambedkar Jayanti: 3rd May, 2023
- World Environment Day: 3rd June, 2023
- International Day of Yoga: 21st June, 2023
- Birthday of P.C. Mahalanobis: 30th June, 2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Practice 1:

1. **Title of the Practice: Beyond the Curriculum: Moving towards Holistic Development**

2. **Objectives of the Practice: To help young learners become informed citizens of the country.**

3. **The Context: To achieve the Sustainable Development Goals, there is a need to focus on holistic development.**

4. **The Practice: Dissemination of knowledge and ideas among students with regard to various global issues through survey-based, awareness programmes, student-operated activity directed towards these issues.**

5. Evidence of Success: The spontaneous participation of students and the establishment of 'Eco club and Thinking Minds' club.

6. Problems Encountered and Resources Required: Dedicated funding needs to be allocated for organizing such activities.

Practice 2:

1. Title of the Practice: Tuesday Talk

2. Objectives of the Practice: To disseminate research ideas among peers for cross-disciplinary interaction and to create an ecosystem of research and knowledge.

3. The Context: The practice was inspired by the desire to create an ecosystem of inter-disciplinary dialogues.

4. The Practice: The practice involves the talks delivered by two faculty members on a particular Tuesday every month; followed by a question-response session. Each session is moderated by one of the faculty members.

5. Evidence of Success: This practice generates curiosity and spontaneous involvement of faculty members. The college website contains the abstracts of the talks delivered by the speakers.

6. Problems Encountered and Resources Required: The time schedule is a problem and financial assistance is required to launch the publication of the talks.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

We have been striving to make meaningful changes in the lives of our young learners by institutionalizing various activities and programmes that facilitate their growth and development. We have conceptualized and introduced a system popularly called 'Expanding the Horizon: A Tale of Our Time' that is motivated by a specific objective of sensitizing and equipping the learners with various

skills and outlook to become better, informed and sensitized citizens. It is with this objective in mind we have arranged a number of Value Added Courses, talks, seminars etc. to broaden the attitude and thoughts of our students. We believe in the appropriate amalgamation of curricular-based learning and co-curricular activities to help students become responsible citizens. The students have been motivated to take part in various talks that are particularly focused on environmental issues, emergent ideas and concerns like that of LGBTQ+ community. Therefore our institution has identified this area as a priority domain and works towards the realization of this objective through a number of programmes and activities. While getting good grades are appreciated, we also focus equally, if not more, on the holistic development of the student.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Despite having the limited role in designing the curriculum, the institution endeavours to put maximum emphasis upon the effective curriculum delivery through a variety of well-planned mechanisms that have long been in place. While the allotment of courses/texts/topics is made by the Head of the Dept at the beginning of each session/semester after making thorough discussion with the faculty members in various meetings, the Dept reviews the entire process of curriculum delivery in a meeting convened after the lapse of three months. The faculty members exchange ideas on the matter and the necessary steps are also taken to ensure the timely delivery of the curriculum. In addition to this review meeting convened at the level of the department, Academic Sub-Committee makes a threadbare discussion on the matter of the curriculum delivery and necessary report is also submitted to the IQAC in this regard. Since the academic calendar is followed in earnest, the Department ensures that the curriculum delivery takes place on time, and the necessary report is also sent to the Academic Sub-Committee and IQAC. The use of ICT by the faculty members helps in ensuring effective delivery by getting the learners involved in the process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=237&Itemid=0

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

The institution puts emphasis on the effective management of human and infrastructural resources by designing the academic calendar well in advance before the commencement of semester/session. The institution endeavours to conduct all academic activity as per the timelines designed in the academic calendar. The introduction of CBCS at the UG level has overhauled

the entire evaluation process and one of the important aspects of this is the change in the mode of evaluation. Even though there has been no fixed format for conducting internal evaluation, the institution makes the evaluation process continuous and effective by preparing and designing the academic calendar well ahead of the commencement of the session/semester. The institution designs the calendar and Academic Sub-Committee as well as IQAC direct the departments to strictly adhere to the academic calendar. Even though there has been certain disruptions in following the calendar because of certain unforeseen circumstances and the notifications issued by the affiliating university, the institution endeavours to adhere to the academic calendar. Since the semester system requires effective time management, strict compliance with the academic calendar helps the institution achieve its target by focussing on academic and extracurricular activities well ahead of any session.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://pcmm.edu.in/images/pdf/ACADEMIC%20CALENDER%202022-23%20-%20final.pdf

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. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

30

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

818

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

818

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

As it has already been stated that the designing of the curriculum lies in the hands of the affiliating university, the institution has a very limited role to play in this matter. The inclusion of topics relating to various important areas or issues like gender, human values, environment etc. is made by the concerned Board of Studies of the affiliating university. The topics relating to Professional ethics, gender, human values etc. that are part of the syllabi have been deliberated in different seminars/talks/workshops organized by the institution. The programmes like Scholar of the Month, seminar on environment and sustainability, Value Added Course on Cultivating Goodness: The Role of Value Education etc. offer greater scope and orientation to the learners to make better sense of their understanding of the issues dealt with in the curriculum. The departments of political science, geography, sociology, english, history etc. deal with these cross-cutting issues from their disciplinary perspectives. However the effective coalition between the curriculum-based understanding and hand-on training and deliberation taking place at different levels helps the institution achieve their target of enriching the curriculum prescribed by the university.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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)	View File

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

548

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
--	---------------------

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://pcmm.edu.in/images/ATR/FEEDBACK%20REPORTS%20_2022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1206

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, 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

45

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

The college regulates the assessment of learning and performance of the learners through the undergraduate programme following the university's guidelines.

The students take class tests and internal examinations the college conducts based on the academic calendar. The teachers prepare questions along with providing the learners with academic resources, sample question papers, and question banks. Once the students are through with their exams, the evaluation of the student's performance happens leading to the publication of results.

The college bifurcates the learners into slow and advanced while keeping track of both their developments. The advance learners, for instance are encouraged to participate in NEPTEL/SWAYAM, student seminars, quiz, debate, and poster competition, advanced learning assignments and, at times tutoring the slow learners as well. The college keeps track of the development of slow learners as well by organising remedial classes, counselling sessions, mentor-mentee sessions, group activities; while simultaneously providing them with self-learning materials and exercises and homework with lower difficulty levels. The Principal notifies the dates of the scheduled Parent-Teacher Meetings to the respective departments who in turn notify the parents through which the guardians are updated about the academic development of their child.

File Description	Documents
Link for additional Information	https://pcmm.edu.in/images/pdf/SLOW%20LEARNER%20AND%20ADVANCED%20LEARNER%20PROG.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1254	50

File Description	Documents
Any additional information	View File

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

Experiential Learning: The students learn by experimenting independently rather than listening passively. Internal assessments, home assignments, and projects propel the learners to engage in necessary research thereby broadening their horizon of knowledge. Other venues of experiential learning also incorporate and are not limited to internship programmes, visiting industrial sites, visiting museums, and other historical places to name a few. Experiential learning stimulates the learners' academic inquiry promoting multidisciplinary, social awareness, leadership, and other professional skills.

Participative Learning: The learners participate in quiz competitions, poster presentations, online certificate courses, wall magazine and seminars for paper presentations organised by the departments in the college to experience the flavour that participative learning has to offer. The students are also encouraged to participate in extempores, celebrate special occasions (World Poetry Day, for instance), interdisciplinary exhibitions (The Extension), and display their hidden potential by contributing to both their respective departmental wall magazines as well as the college magazine by publishing works of art, prose, and poetic pieces.

Problem-solving: Academic resource banks uploaded to the college website, active library portals, INFLIBNET, NPTEL Question banks, objective questions from the text part asked frequently by the departments to improve the learners' life skills are problem-solving efforts.

File Description	Documents
Upload any additional information	View File
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

In education uses informations and communications technology to support, enhance, and optimise the delivery of information. Introduction of ICT in education creates an easy-to-manage learning environment where the delivery of information is so much smoother and the learning easier.

Along the internet facility (Wi-Fi / LAN) in each classroom our college has seven classrooms with ICT facilities including one smart classroom. This smart classroom has one interactive white board where hand written notes can be saved for future reference. According to master time table teachers are taking classes through ICT tools on a regular basis which in turn help igh student participation and engagement leading towards student centric learning system.

The number of classrooms equipped with ICT facilities has seen a rise of four in the academic session 2022-23, reaching a total of eleven. The college provides 60 computers for the students' purpose. There are 4 computers and 4 printers in the office and 17computers in various Departmentsto use in their academic tasks. These computers likely serve as valuable tools for research, lesson planning, and other professional activities, supporting the faculty in their academic endeavors.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://pcmm.edu.in/index.php?option=com_content&view=article&id=215&Itemid=0

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.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

50	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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	View File
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)	View File

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

249

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 dates of the internal assessment are systematically planned by the examination council leading to the publishing of a centralized routine ensuring transparency and robustness in the conducting of the exams. Additionally, certain assignment/project-based internal papers are personally assigned to the students by their respective departments with a scheduled date of submission.

All information related to examinations is regularly posted on the college website.

After the internals are smoothly conducted, the marks are preserved by respective departments to be later submitted to the examination committee for digital data banking. Grievances faced by the students are immediately reported to the Principal who takes up the matter with the examination committee effectuating in solving the matter with alacrity.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The students are informed about rules of internal assessment in the orientation program. Emphasis on writing model answers to questions or virtual presentations are imparted to students. The students undergo continuous evaluation frequently in the course

of teaching. Remedial classes are conducted for the nature of the problem to be addressed. Resource materials (e-resource) are provided too. Student satisfaction survey on a sum of 150 responses revealed that the majority agreed on timely syllabus completion. Grievances with regards to timely conduction of examinations, are resolved with the concerning respective departments completing syllabus before examinations. Mentors are concerned with unsuccessful slow learners in exams. A sum of 149 responses agreed in favour of getting proper circulation of notices for internal assessment. Notices are shared in different virtual platforms besides college website. The parent is informed about the wards' performance frequently. 70 responses opined in favour of timely conduct of internal assessment. 84 students are satisfied with the evaluation procedures and grade reports of internal assessment. Any grievances as such are redressed with further re-evaluation or cross-evaluation. Students with respective login ids view their marks uploaded in university portal.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

In the case of teaching-learning activity teachers and students, two important stakeholders of any institution, must be aware of the outcomes of various Courses and Programmes offered by the institution. This is carried out through a multi-pronged mechanism that involves not only formal ways and approaches but also various other informal ways. The formal ways consist of the Induction Programme (organized for the newly admitted students) and Orientation Programmes (hosted for the Mid-semester students) as well as the interactive programmes/sessions organized by each department for their students. As an affiliated college, we offer the programmes as per the guidelines issued by the affiliating University and therefore the possible outcomes of any course or programme as per the prescribed guidelines of the concerned university are widely circulated among students.

The symbiotic and seamless connectivity and coordination among

faculty members within and across the departments through a collective network ensured by various academic bodies and support service committees ensure easy communication about the Programmes/Courses and their possible outcomes among faculty members. The Head/In-Charge of the Departments, suitably guided by Academic Sub-committee as well as IQAC ensures the easy communication among the stakeholders regarding the possible outcomes of various Courses and Programmes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://pcmm.edu.in/images/IOAC/CLG_ad610ae5_Course_Outcome_all_departments.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Responding to the paradigm shift in higher education, our institution has already started emphasizing on Outcome-based learning, and therefore is evolving a certain mechanism to evaluate Programme Outcome and Course outcome. We are employing a multi-dimensional and multi-layered mechanism to evaluate the Programme and Course Outcomes. The following are some of the mechanisms adopted by us for evaluating the outcome:

1. Evaluation of University result: We analyze the semester-end results of candidates on the basis of the grade/CGPA/SGPA attained by the student, and this analysis offers certain indications regarding the Programme and Course outcome.
2. Student Progression to Higher studies/Job/entrepreneurial venture: We apply this mechanism to understand the extent to which the course and programme outcomes are realized. The detailed report on the progression of students to higher studies or jobs or any other entrepreneurial venture helps us in evaluating the outcomes.
3. Participation of students in various activities in and outside the institution: We do not believe in a unidirectional approach in evaluating the Programme and course outcome. We evaluate this in terms of the participation of students in various programmes/activities and their involvement as well performance

to understand and evaluate the Programme and Course outcome.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=187&Itemid=0

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

161

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://pcmm.edu.in/images/ATR/RESULT_ANALYSIS_REPORT_2022-23.pdf

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.edu.in/images/SSS/STUDENTS%20SATISFACTION%20SURVEY%202022-23.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)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

20

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

06

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

06

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 the various subcommittees and departments of the institute for their holistic development of students. Some of the activities are as follows:

29.09.2022: Clothes donation at Dakshineswar Ramkrishna Sangha, Adyapith School by students and faculty members.

01.12.2022- Students of the Department of Sociology involved the community through a Rally held to spread awareness about HIV/AIDS.

5.10.2023- School students of the nearby Dumdum Ananda Ashram Sarada Vidyapith Girls School were invited on campus to provide them career counseling through a workshop titled: ``Road Map to Higher Education for School Students.``

25.04.2023- Students' visit to Bikashayan NGO, organized by the Department of Food and Nutrition and the Department of Human Development.

27.04.2023- Survey conducted by students of the Departments of English, Sociology and Mathematics to Study the Impact of Covid 19 on Educational Attainment of students of schools and colleges.

27.04.2023- Community Survey conducted by students of the Department of Food and Nutrition at an ICDS Centre.

28.04.2023- An Awareness Programme to Save the Bonhooghly Lake Ecosystem was organized by the students of the Department of Geography

17.05.2023- Human Development Department conducted a Health and Hygiene Workshop with the children of Mother House, Missionaries of Charity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

08

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

813

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

05

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

15

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

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 integrated academic and administrative infrastructural facilities for teaching-learning purposes, which include a total of thirty-seven Wi-Fi-enabled classrooms for teaching-learning purposes. Apart from these, we have:

- The seminar halls with the audio-visual facility, cordless

microphones, and PowerPoint slider, Smart classrooms - one consisting smartboard with wi-fi connectivity

- The College library is resourced with 20,951 books, 16 Rare Books, above 6000 E-Journal and 199,500+ E-Books (N-LIST) etc.
- Computers and internet facilities for academic, administrative, and official purposes. 60 numbers of computers are available for students in Computer Science, Geography, Food & Nutrition, within the Library (Students Zone) and in Bengali Department. 81 computers are available for academic and administrative purposes
- Playground with games amenities
- Open air-stage named 'Mukto Mancha'
- 20 KW Solar Power panels for eco-friendly renewable energy sources and
- 1200 watts generator for uninterrupted power supply
- PWD toilet, lift facilities, and ramp for differently-abled persons
- CCTV surveillance throughout the campus
- Hostel facility within the college premises
- Authorized subscription to Google Meet for conducting online events/meetings, classes, etc., and dedicated YouTube channels for recording and transmission
- Psychological Counseling Cell for wellbeing
- Gymnasium, Yoga Centre ensuring physical fitness of the students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pcmm.edu.in/

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

The college, with a campus of 1 acre, provides various facilities to the students. College sports are held at the college playground, which helps to develop team spirit among the students. Indoor sports, like carom, table tennis, etc., and outdoor sports like running, relay race, discuss-throw, long and high jump, etc. are held in the playground annually in winter. The college has appointed a Physical Instructor who trains and encourages our students to participate the University, State, National level, Khelo India and inter-college sports activities.

The college has appointed a qualified yoga teacher and arranges regular yoga classes for the students to develop physical strength and fitness. The College has introduced Value added Course on "YOGA for Mental-Health and Well-being for students and also organizes workshops and celebrates International Yoga Day every year.

The cultural committee organizes various cultural events like the International Women's Day, Gandhi Jayanti, Republic Day, Independence Day, International Mother Language Day, Rabindra and Nazrul-Jayanti, Basanta-Utsav, Sharodiya, College Foundation Day, etc. Students actively participate in dancing, recitation, singing and drama etc. Moreover, College has its own "Charukala-Chorcha Centre" run by Bengali Department and Cultural committee who offers different courses on Dance, Recitation, Drama, Anchoring for encouraging students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=31&Itemid=0

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=215&Itemid=0
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

8.99

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Since 2019, our library has embraced a technological revolution with the implementation of the open-source Integrated Library Management System (ILMS) Koha, version 19.05.07. All book records are now meticulously computerized, eliminating manual processes and ensuring accuracy. The library use barcode technology for swift issue-return transactions. Our cataloging and circulation system, integral to library operations, seamlessly interacts within the Koha ILMS. The software operates on the college server, allowing users to access the Online Public Access Catalog (OPAC) through the LAN and college Wi-Fi. In a proactive move towards enhanced security, our library has implemented a CCTV surveillance system.

Looking ahead, our library envisions expanding its services by transitioning to a cloud server. This strategic move aims to broaden accessibility beyond the college premises, offering users the flexibility to access bibliographic data remotely. While embracing the cloud's scalability and flexibility, strict measures will be implemented to uphold data security and privacy.

The library's technological evolution, marked by Koha ILMS integration, barcode technology, and CCTV surveillance, has elevated the user experience. As we set our sights on a cloud-based future, we remain dedicated to leveraging technology for an inclusive and secure library environment, promoting a culture of innovation and accessibility for all.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=207&Itemid=0
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	B. Any 3 of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
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)	
1,52,385/-	
File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
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	
42	

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Our institution is committed to providing adequate IT facilities to all stakeholders. We appreciate the fact that IT facilities need to be updated on a regular basis and the institution adopts a very categorical policy in ensuring this particular segment. The following IT facilities are available in our institution:

1. In the current session (2022-2023) we have seventy-eight number of computers that are used for academic and administrative purposes. All the departments have been provided with at least one desktop and printer for carrying out departmental work on their own.
2. Realizing the need for seamless connectivity to ensure better performance, the entire campus is Wi-Fi-enabled and LAN facility is also provided for better institutional coordination. The Wi-Fi speed within the college premises is 175mbps
3. There are 10 numbers of projectors installed in seminar halls and classrooms.
4. A well-equipped computer lab: There are 30 Computers in the computer laboratory with LAN and Projector facilities. In Geography and Food and Nutrition Department, computer lab facilities are also there.
5. CCTV is installed to ensure proper monitoring of the institution.
6. All desktops and laptops are updated regularly with anti-virus to make the best use of the gadgets.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=215&Itemid=0

4.3.2 - Number of Computers

81	
File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)

26.0

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

As an institution, we put maximum emphasis not only on the procurement and arrangement of various facilities but also try our best to ensure optimal utilization of the facilities. We have a well-defined policy and system in place for the maintenance and maximum utilization of all its physical, academic, and support

facilities.

1. Annual Maintenance Contracts (AMC) are made in respect of facilities/equipment like Computers, Printers, Photocopy machines, lift, Water purifiers and Coolers, Fire extinguishers, LCD Projectors, Wifi, CCTV, Solar panels etc.
2. Designated office staff and NSS volunteers are assigned duties for the maintenance of the playground, garden and other spaces.
3. Regular pest control measures are undertaken
4. Annual register of stocks of books is done in the library. The space adjacent to the reading room is equipped with computers for students to use.
5. Expert advice and consultations are regularly sought from technical experts for the maintenance of computers, laboratories, and gymnasiums.
6. The small events that involve a moderate number of participants are held on the open-air stage in the campus for maximum utilization thereby reducing the financial expenditure.

Various committees for different purposes like the Canteen committee, sports committee are formed to oversee the proper maintenance and maximum utilization of facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

165

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

31

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

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	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

789

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

789

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent 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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
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**

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

38

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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**

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

10	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
<p>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)</p> <p>The institution appreciates a student-centric approach in all its fields of operation including the academic administration. As an affiliated and govt-aided institution, we follow the rules and orders issued by the competent regulatory bodies. As per the extant rule, the highest decision-making body in a college, namely the Governing Body is composed of members from various fields/bodies including one student representative from the Students' Union, the statutory elected body of students. In addition to that, the representation of students is reflected in various committees, particularly student-centric bodies/committees and their views/opinions are taken into consideration. The representation of students are found in the following body/committee: a) Governing Body b) Magazine Committee c) Sports Committee d) Cultural Sub-Committee.</p> <p>Some of the activities-both co-curricular and extra-curricular-in which students are routinely engaged are as follows:</p> <ol style="list-style-type: none"> 1. various cultural programmes like cultural competitions, annual Fest , annual sports-both indoor and outdoor 2. Observance and celebration of various important days like Yoga Day, Netaji Subhas Chandra Bose's Birthday, Republic Day, Independence Day, College Foundation Day etc. 3. Various social awareness camps and programmes like Blood Donation camp, Dengue Awareness camp, Swachh Bharat Abhiyan, NSS-operated events and programmes etc. 	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

18

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

Even though our college does not have a registered Alumni Association yet, the Body however is engaged in various activities. We have however applied for the registration of the Alumni Association under the Registration Act of West Bengal. Even though the Alumni Association may not have a strong base in respect of its financial condition, it is however engaged in various extension activities to provide support to the neighbouring community. It may not be out of place here to mention that the Body plays a vital role in establishing the link between the institution and the society. The Body takes various activities including the Cleanliness drive to create a clean environment for the institution. The Body organizes Blood Bank on a regular basis and a good number of alumni of the college donate blood. The successful alumni of our college are invited to share

their life experiences with the current students who feel inspired by such experiences. The special lectures, career guidance and counselling are organized by the alumni body both in a formal and informal way.

File Description	Documents
Paste link for additional information	https://pcmm.edu.in/images/pdf/Alumni%20Asociation%20registration%20certificate.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 is governed with the stated objective of achieving the goals and ideals enshrined in the Vision statement of the institution. The Mission and Vision of the institution revolve round the idea of integrating the institution with the society at large by adopting a transparent mechanism of relentless pursuit of excellence in various domains of institutional activities. No wonder the idea of holistic development of learners which is enshrined in the very Mission statement of the college is realized in conduct of various programmes that range from academic issues to a number of topical issues including the issues of the environment, women and other burning realities of society. No wonder the college aims at building a positive synergy among all the stakeholders and thus democratic approach involving consultation, engagement, and empathetic understanding are prioritized in all modes of institutional activities. The college functions in the democratic

way through a systematic process of participation and engagement of all stakeholders and this is done both in its structured and informal way. This is one of the many ways the ideals of the Vision are realized.

File Description	Documents
Paste link for additional information	https://pcmm.edu.in/index.php?option=com_content&view=article&id=1&Itemid=0
Upload any additional information	View File

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

We believe that any institution, particularly an academic institution, can flourish only when it is given an effective leadership that may be defined in terms of its visionary thoughts and inspiring ideals. The effective leadership is measured in terms of the participative management and therefore the involvement of stakeholders is an important marker of the effective leadership. The organogram of the institution amply demonstrates the decentralized and participative management as all the stakeholders are given due importance. The Principal as the Head of the institution carries out the decisions and resolutions taken by the Governing Body which itself is composed of members from various bodies like Teaching and Non-teaching community of the college, students' union, and members nominated by the affiliating university as well as West Bengal Higher Education Council and Directorate of Public Instruction, the Govt of West Bengal. The academic decisions are taken in the meetings of the Academic Sub-Committee consisting of the Heads/In-Charge of all departments. Different committees that perform various activities are composed of teachers, non-teaching staff and students. The Internal Quality Assurance Cell (IQAC) forwards the resolutions of the meetings for final consideration and implementation made by the Governing Body. Various Sub-committees like Faculty Council, and other committees engage in various activities operate on the principles of participative and decentralized mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Governing Body: The Governing Body as per the guidelines of the Statute of the University of Calcutta for constituent colleges has 11 members. Present Governing Body, formed in 2022, consists of the President and Secretary as office bearers. There are 3 Teacher Representatives, 1 Non-Teaching Staff Representatives and 1 Student Representative.

Administrative Set Up: President and Secretary form the nucleus of the administration with final authority in all financial matters. Principal manages day-to-day running of the College along with Bursar, HODs, IQAC Coordinator, Teachers' Council Secretary and Head Clerk. Additionally, there are other Convenors and Coordinators assisting the core team in various college affairs.

The Functions of Various Bodies: The Finance and Building Sub-Committees are decision-making bodies with respect to finance, building construction, renovation and maintenance. There are two Councils: Teaching and Non-Teaching Staff.

Appointment and Service Rules: Service Rules are guided by the West Bengal State University First Statutes (latest edition), Constitution of the college and the rules of the state Government as applicable. The recruitment and the service/promotion rules for the teaching and non-teaching staff are followed as per their respective G.O. Nos. and eligibility criteria are as per the UGC rules and regulations.

File Description	Documents
Paste link for additional information	https://pcmm.edu.in/images/sub-committee/CLG_9bbab556_PCMM_Committee_30.09.2023.pdf
Link to Organogram of the Institution webpage	https://pcmm.edu.in/index.php?option=com_content&view=article&id=5&Itemid=0
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

In addition to the statutory provisions made by the government, the institution has devised a number of schemes/welfare measures for teaching and non-teaching staff of the college. The following are the list of various welfare measures/schemes:

1. West Bengal Health Scheme (WBHS) launched by the Govt of West Bengal for willing teachers (along with their family members) for availing medical facilities as per the rules/regulations prescribed by the Govt of West Bengal
2. Swasthyasathi launched by the Govt of West Bengal for willing non-teaching staff as well as State-aided College Teachers (SACT) as well as their family members.
3. General Provident Fund (GPF) for all teaching and non-teaching members of the college on a permanent substantive basis.
4. The Employees' Cooperative Credit Society offers Short Term loans to the applicants (teaching and non-teaching staff) for helping them with their financial need.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

12	
File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File
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	
10	
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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File
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	
13	

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appraisal for the teaching staff: Performance appraisal system for the full time (substantive post) teaching staff at Prasanta Chandra Mahalanobis Mahavidyalaya is governed by UGC Career Advancement Scheme (CAS) Guidelines. This is based on the Performance Based Appraisal Scheme proforma submitted by the faculty seeking promotion. The proforma considers an individual teacher's teaching -learning related contributions, research related activities, examination and evaluation related engagements, support in administrative tasks. On successful performance in each of the stipulated criterion, promotion is granted to the faculty member.

Appraisal for the non -teaching staff: The non-teaching staff of Prasanta Chandra Mahalanobis Mahavidyalaya is diverse and play a very important role in smooth functioning of the college. Every year, the departmental heads and Head Clerk fill up an appraisal form to measure the performance of the non-teaching staff associated with the concerned department. Thereafter the ones who do not fare well, are talked to separately, motivated and trained to perform better. The good performers are publicly acknowledged.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 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 part of various aspects. Receipts and payment vouchers of daily transaction are checked by external auditor after scrutinizing and preparing the income and expenditure statement. External Auditor submits the audited statement to the management (GB) and copies are sent to the office of the Directorate of Public Instruction (DPI), Govt. of West Bengal, Department of Higher Education. Such audited reports are also placed in the meeting of the Governing Body and decisions are taken based on the recommendations there on. The internal audit is occasionally carried out if the Governing Body takes necessary decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	View File

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

The college executes its financial strategies through the Finance Sub-committee constituted with external and internal members entrusted with the following powers:

1. To consider the annual accounts and financial estimates of the college and recommend the annual budget / revised estimates to the Governing Body for approval.
2. To fix limits of the total recurring and nonrecurring expenditure of the year based on the income and resources of the college.
3. The Finance Committee meets at regular interval to examine the accounts and to scrutinize proposals for expenditure and ensure financial transparency through internal and external audits.

The human resources of the college include substantive faculty members, SACTs, and permanent and casual non-teaching staff members. Mobilization of funds is essential for staff recruitment, employee and student welfare, sustaining research, and infrastructural upgrading (such as enabling ICT and air-conditioning the classrooms, and installing firefighting systems in building).

Thus, the funds of the college are utilised under three major heads: 1. Sustenance of human resources; 2. Technological development of the college; 3. Infrastructural development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Internal Quality Assurance Cell monitors institutional activities through different committees and all departments and prepares

academic calendar for the start of each academic year and distributes among departments. IQAC organizes Quality initiative programmes for students and faculty members like "Tuesday Talk", Special Lectures and "Scholar of the Month" which are delivered by the subject experts of the respective departments, academicians, researchers and faculty members of our colleges. Internal Quality Assurance Cell conducts intra-and inter-departmental student seminars, workshops, quizzes, debates, posters, competitions, capacity-building programmes and excursions, field visits across all the departments regularly. It organizes "Progoti"- an entrepreneurial platform for present and past students before Durga Puja Festival, community cum extension activities in the adopted ward of Baranagar Municipality, nearby schools, and NGOs. It provides financial support for participation in seminars/workshops. IQAC also takes initiatives for professional development programmes and administrative training, welfare programmes for faculty and non-teaching staff in the academic year. IQAC analyses the Feedback received from all stake holders and also take up the grievances to the highest level of the Institution and prepares Action Taken Reports. IQAC also takes initiatives in Green audit, Energy Audit, Academic Audit preparation, ISO Certification and NIRF preparation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC takes Initiatives to make the campus ragging-free and develop a favourable teaching-learning environment for acquiring knowledge and skills and developing critical thinking skills and problem-solving abilities for students. IQAC Improves the facilities in the classrooms and laboratory infrastructure and encourages critical thinking during project work and field work. IQAC offers many soft skills / multi-disciplinary certificate courses and Capacity-building courses on soft skills, language and communication, and ICT that are favourable for the overall development of students. Automation of admission procedure, digital systemization of learning, and development of ICT tools are enhanced for the better teaching-learning process by IQAC.

The academic subcommittee coordinates the teaching plan, and IQAC seeks monthly reports from the academic subcommittee to analyze all departments' progress and suggest areas for improvement. IQAC prepares Action-taken reports based on the final semester Results with the departmental teachers to check the shortfalls. Remedial and mentor-mentee classes are more regularized for the slow learners. IQAC tries to upgrade the faulty members for a better teaching-learning environment of the College, encourages the teaching staff to participate in Professional Development Prpgrammes and Research Oriented workshops. MoUs are being signed with different colleges (25 functional) for better teaching learning environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The Gender Equity Cell organizes events and sensitization programs throughout the year. Events are spread throughout the year and planned well in advance. Special days such as Women's day are celebrated. The Gender Action Plan is designed to conduct awareness programs and sessions for students and faculty members. The Gender Equity Cell organized a menstrual health and hygiene workshop for students and faculty members; a health and hygiene workshop for children belonging to an urban slum area; a workshop cum counseling session on gender bias and gender stereotype for students and faculty members; a seminar on HIV/AIDS awareness and action; a workshop cum poster competition on gender sensitization and a student enrichment programme to promote entrepreneurship through training on art, craft and jewelry making. A value added course on Gender Sensitization was also offered to the students from the Departments of Sociology and English.

File Description	Documents
Annual gender sensitization action plan	https://pcmm.edu.in/images/pdf/Gender%20Action%20Plan%202022-2023.docx.pdf
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	https://pcmm.edu.in/images/pdf/GENDER%20EQUITY%20CELL%20ACTIVITIES%20FOR%20WEBSITE%202022-23.pdf

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	View File
Any other relevant information	View File

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

Solid waste management is one of the basic services arranged and administered by the Institute . All the solid waste from the campus's canteen, offices and classrooms are collected daily and segregated into wet, dry and plastic waste. Color coded dustbins are used for this. Daily garbage is collected by housekeeping personnel and handed over to Baranagar Municipal Corporation. A well-designed drainage system serves the purpose of liquid waste management in the campus. It complies with the norms and regulations given by BMC. Waste materials like plastic, papers are collected and sold to scrap vendors. Efforts have been made to produce compost manure from the canteen solid waste and waste from other sources. Manure is used for herbal gardening. The E-waste collected is stored and disposed of every year. Empty toners, cartridges and electronic items are sold as scrap to ensure their safe recycling. Old monitors and CPUs are repaired and reused. Electronic Waste Management Company: Lion Club in Kolkata Chapter collected all E-wastes from college in the current academic session. Hulladesk Recycling has mentored the institute and guided us with regard to E-Waste disposal. The college does not generate (a) biomedical waste and (b) hazardous chemicals and radio-active waste, it does not deal with the disposal of any such items.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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	View File
Any other relevant documents	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	View File

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).

As an institution we are committed to ensuring an inclusive environment that is conducive for the growth of universal human values. We believe in the doctrine of diversity that is cherished, cultivated and highly prized in day to day functioning of the institution. This is reflected right from the very Vision statement of our institution to any activity undertaken by the college. Various commemorative days observed for cherishing human values are celebrated in our institution with due respect. We welcome linguistic diversity not just in different cultural programmes but also in day to day teaching-learning activity. We encourage students to respond to any question in whatever language they feel comfortable. The Freshers' Welcome and other cultural programmes are arranged every year to ensure the integration of students hailing from various cultural, regional, linguistic backgrounds within the institution. It may be mentioned here that the celebration of International Mother Language Day observed on 21st February every year highlights the importance of an inclusive environment in accelerating the growth of the institution. We sensitize our students to the need for

inculcating the values of tolerance and harmony by organizing various motivational talks delivered by resource persons from various organizations including Ramakrishna Mission.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

Our institution is committed to taking all possible measures and programmes to sensitize students and employees of the institution to the constitutional obligations. Our unwavering belief in the collective effort of all stakeholders in the overall growth of the institution has also inspired us to sensitize students and employees of the institution to the constitutional obligations. We organize a number of programmes like seminars, special talks, activities in which students and teachers participate actively and engage in meaningful interaction with the resource persons. In addition to various events, the following are organized on a regular basis for students:

- Orientation Programme/Induction Programme for the newly admitted students as well as for the semester students. The institution not only conducts the event to familiarize them with rules and regulations of the institution but also to sensitize them to various duties, rights and values as well as responsibilities of citizens as enshrined in our constitution
- Participation in Youth parliament: Students are mentored and encouraged to take part in the event organized by the govt of West Bengal. The resource persons and faculties sensitize them to their responsibilities as citizens.
- The Gender equity Cell and SC/ST/Backward Welfare Cell also organize various programmes to work towards creating informed students to become responsible citizens.

The employees of the institution are also sensitized to various responsibilities of the constitution: The Orientation programme for the newly appointed employees is marked by a sensitization event regarding inter alia constitutional obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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	View File
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	No File Uploaded

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

In the Academic year 2022-2023, various departments of our college along with Internal Quality Assurance Cell organized and celebrated national and International commemorative days, Events and Festivals to maintain the cultural diversity in, educate the stake holders on issues of concern, mobilize students to address global problems. Students are celebrated those days by rally, special lecture, poster competition, debate, etc. Some important days are as follows:

- Breastfeeding Day: 16th August,2022
- World Coconut Day: 2nd September,2022
- World Suicide Prevention Day: 10th September,2022
- World Tsunami Awareness Day: 5th November,2022
- World Diabetes Day: 14th November,2022
- Men's Day: 23rd November,2022
- International Day for Elimination of Violence Against Women: 25th November,2022
- World Aids Day: 1st December,2022
- Human Rights Day: 13th December,2022
- International mathematics Day: 3rd January,2023
- International Mother Language Day: 21st February,2023
- International Poetry Day: 21st March,2023
- International Women's Day: 21st March,2023
- International Year of Millets (Sree Anna) Food Mela: 10th April,2023
- Earth Day: 28th April,2023
- Ambedkar Jayanti: 3rd May,2023
- World Environment Day: 3rd June,2023
- International Day of Yoga: 21st June,2023
- Birthday of P.C. Mahalanobis: 30th June,2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Practice 1:

1. Title of the Practice: Beyond the Curriculum: Moving towards Holistic Development

2. Objectives of the Practice: To help young learners become informed citizens of the country.

3. The Context: To achieve the Sustainable Development Goals,

there is a need to focus on holistic development.

4.The Practice: Dissemination of knowledge and ideas among students with regard to various global issues through survey-based, awareness programmes, student-operated activity directed towards these issues.

5. Evidence of Success: The spontaneous participation of students and the establishment of 'Eco club and Thinking Minds' club.

6.Problems Encountered and Resources Required: Dedicated funding needs to be allocated for organizing such activities.

Practice 2:

1. Title of the Practice: Tuesday Talk

2. Objectives of the Practice: To disseminate research ideas among peers for cross-disciplinary interaction and to create an ecosystem of research and knowledge.

3.The Context: The practice was inspired by the desire to create an ecosystem of inter-disciplinary dialogues.

4.The Practice: The practice involves the talks delivered by two faculty members on a particular Tuesday every month; followed by a question-response session. Each session is moderated by one of the faculty members.

5. Evidence of Success: This practice generates curiosity and spontaneous involvement of faculty members. The college website contains the abstracts of the talks delivered by the speakers.

6. Problems Encountered and Resources Required: The time schedule is a problem and financial assistance is required to launch the publication of the talks.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

We have been striving to make meaningful changes in the lives of our young learners by institutionalizing various activities and programmes that facilitate their growth and development. We have conceptualized and introduced a system popularly called 'Expanding the Horizon: A Tale of Our Time' that is motivated by a specific objective of sensitizing and equipping the learners with various skills and outlook to become better, informed and sensitized citizens. It is with this objective in mind we have arranged a number of Value Added Courses, talks, seminars etc. to broaden the attitude and thoughts of our students. We believe in the appropriate amalgamation of curricular-based learning and co-curricular activities to help students become responsible citizens. The students have been motivated to take part in various talks that are particularly focused on environmental issues, emergent ideas and concerns like that of LGBTQ+ community. Therefore our institution has identified this area as a priority domain and works towards the realization of this objective through a number of programmes and activities. While getting good grades are appreciated, we also focus equally, if not more, on the holistic development of the student.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To set up Pratyay: Centre for Innovation, Incubation and Entrepreneurship which will actively engage itself in enabling the students of the institute to get first-hand training and experience in entrepreneurship. The centre will promote innovation and provide a range of supporting services like mentoring, networking, and providing a platform to cultivate entrepreneurial skills of students.
2. To establish effective linkages with industry and arrange for internships.
3. To enroll faculty members for NEP Orientation and Sensitization Programmes under the Malaviya Mission Teacher Training Programme for capacity building of teachers.
4. To introduce new subjects like Journalism and Psychology as part of the MDC Course (NEP).
5. To set up a National Cadet Corps Wing.
6. To set up a fully equipped air conditioned Seminar Hall to

host National and International Seminars and Conferences.

7. To ensure zero use of paper in the college office and to set up recycling of waste paper.
8. To display and showcase a rare book collection in the library and also procure audiobooks for persons with disabilities.
9. To enroll as SWAYAM NPTEL Local Chapter.
10. E-Waste Management would be streamlined further and the college will serve as an e-waste collection point for the community.
11. To set up gender-neutral and Divyangjan friendly washrooms.
12. To install sanitary-pad vending machines in the women's washrooms and the girls' common room.
13. Enhancement of research facilities, research collaborations and publication of edited volumes.
14. To set up mushroom cultivation and organic farming.