The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year		2013-14(01-07-2013 to 30-06-2014)		
1. Details of the Institution				
1.1 Name of the Institution	:	PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA		
1.2 Address Line 1	:	111/3, B.T.ROAD, BONHOOGHLY		
Address Line 2	:	P.O. : ISI Post Office		
City / Town	:	KOLKATA		
State	:	WEST BENGAL		
PIN Code	:	700108		
Institution e-mail address :		pcmm.principal@gmail.com		
Contact Nos.	:	033 6459-6644, 033 2577-2479		
Name of the Head of the Institution	:	DR.DEBASIS BASU(<i>TIC</i>) (01.07.2013 to 31.08.2013) SRI KRISHNAPADA JANA(<i>TIC</i>) (01.09.2013 onwards)		
Tel. No. With STD Code	:	(033) 25772479,(033) 6459-6644		
Mobile	:	9051441279,9432847409		
Name of the IQAC Co-ordinator	:	SRI KRISHNAPADA JANA (01.07.2013 to 31.08.2013)		
		DR. BAPPA DAS (01.09.2013 to 30.06.2014)		
Mobile	:	+919432847409(KPJ), +919830966506(BD)		
IQAC e-mail address	:	pcmmiqac@gmail.com		

1.3 NAAC Track ID

6170

OR

:

- 1.4 NAAC Executive Committee No. & Date:
- 1.5 Website address :

Web-link of the AQAR:

http://www.pcmm.in/module/webpanel/uploadedmisc/AQAR-2013-14.pdf

:

1.6 Accreditation Details

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

- 1.7 Date of Establishment of IQAC (DD/MM/YYYY): 18.09.2010
- 1.8 AQAR for the year

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

i) AQAR 2012-13 submitted to NAAC on 30/03/2017 (DD/MM/YYYY)

1.10 Institutional Status

University	State C	Central	Deemed	Private	
Affiliated College	Yes 🗸	<i>,</i>	No		
Constituent College		Yes		No 🖌	
Autonomous college o	of UGC	Yes [No 🗸	
Regulatory Agency ap	proved Institution	Yes		No 🗸	
(eg. AICTE, BCI, MC	I, PCI, NCI, UGC)				
Type of Institution :	Co-education	✓ Me	n Wom	ien	
	Urban 🗸 H	Rural	Tribal		

EC/47/A&A/56 dated 29.01.2009

Reconstitution : 23.04.2014

2013-14

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	Financial Status : Grant-in-aid✓UGC 2(f)Grant-in-aid + Self FinancingTot	UGC 12B ✓ ally Self-financing
1.11	1 Type of Faculty/Programme	
	Arts 🖌 Science 🖌 Commerce 🗸	Law PEI (PhysEdu)
	TEI (Edu) Engineering Health Se	cience Management
	Others (Specify)	
1.12	2 Name of the Affiliating University : WEST BE	NGAL STATE UNIVERSITY
1.13	3 Special status conferred by Central/ State Govern	ment DST/DBT/ICMR
	Autonomy by State/Central Govt. / University	
	University with Potential for Excellence UGC	C-CPE DST Star Scheme
	UGC-CE UGC-Special Assistance Programm	e DST-FIST
	UGC-Innovative PG programmes Any other	(Specify) UGC-COP Programmes
2.	IQAC Composition and Activities	
 2.1 		7
	No. of Teachers :	7
2.1	No. of Teachers:No. of Administrative/Technical staff:	
2.1 2.2	No. of Teachers:No. of Administrative/Technical staff:No. of students:	4
2.12.22.3	No. of Teachers:No. of Administrative/Technical staff:No. of students:No. of Management representatives:	4
 2.1 2.2 2.3 2.4 	No. of Teachers:No. of Administrative/Technical staff:No. of students:No. of Management representatives:No. of Alumni:	4 0 0
 2.1 2.2 2.3 2.4 2.5 	No. of Teachers:No. of Administrative/Technical staff:No. of students:No. of students:No. of Management representatives:No. of Alumni:5No. of any other stakeholder and community representatives:	4 0 0 0
 2.1 2.2 2.3 2.4 2.5 2.6 	No. of Teachers:No. of Administrative/Technical staff:No. of Administrative/Technical staff:No. of students:No. of Management representatives:No. of Alumni:No. of any other stakeholder and community representatives:No. of Employers/ Industrialists:	4 0 0 0
 2.1 2.2 2.3 2.4 2.5 2.6 2.7 	No. of Teachers:No. of Administrative/Technical staff:No. of Administrative/Technical staff:No. of students:No. of Management representatives:No. of Alumni:No. of any other stakeholder and community representatives:No. of Employers/ Industrialists:No. of other External Experts:	
 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 	No. of Teachers:No. of Administrative/Technical staff:No. of Administrative/Technical staff:No. of students:No. of Management representatives:No. of Alumni:No. of any other stakeholder and community representatives:No. of Employers/ Industrialists:No. of other External Experts:	
 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 	No. of Teachers:No. of Administrative/Technical staff:No. of Administrative/Technical staff:No. of students:No. of Management representatives:No. of Alumni:No. of Alumni:No. of any other stakeholder and community representatives:No. of Employers/ Industrialists:No. of other External Experts:Total No. of members:0No. of IQAC meetings held:	$ \begin{array}{c} 4\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 11\\ 02\\ \end{array} $

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

If yes, mention the amount : Rs. 3,00,000.00 vide Memo No.F.IQAC-W-371/13-14 (FRO),March 2014.

- 2.13 Seminars and Conferences (only quality related)
 - (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC
- 2.14 Significant Activities and contributions made by IQAC :

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

2.15 Plan of Action by IQAC/Outcome : The plan of action chalked out by the IQAC towards quality enhancement and the outcome achieved by the end of the year :

Plan of Action	Achievements
1. To motivate the teachers in research work and publications.	1. Initiatives are taken by some teachers.
2. To impart counseling and remedial coaching to weaker students.	2. Remedial classes are taken by different departments.

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

2.16 Whether the AQAR was placed in statutory body : Yes ✓ No
Management Syndicate Any other body Governing Body
Provide the details of the action taken :
The AQAR was placed before the Governing Body and its approval was received in the meeting dated 17th March,2017.

Criterion – I

1. Curricular Aspects:

1.1 Details about Academic Programmes :

Level of the Progeamme	Number of existing Program mes	Number of Pro- grammes added during the year	Number of self- financing programmes	Number of value added / Career Oriented programmes
Ph.D.				
PG				
UG	22			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	22			
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	22

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

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

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

As a degree college has to follow the syllabus, which designed by the affiliating University .The University has made revisions in the syllabus.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors/Principal	Others
30	10	03	0	*PTT-17

:

* PTT- State Government approved Part-time Teacher.

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

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

Asst. Pro	ofessors	Associate I	ciate Professors Professors/Principal Others		Professors/Principal		Total		
R	V	R	V	R	V	R	V	R	V
01	05	0	0	0	1	0	0	1	06

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

Guest faculty	Visiting faculty	Temporary faculty	Total
18	01	01(FDP)	20

:

2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	_	7	3
Presented papers	3	6	_
Resource Persons	_	1	_

*Data excludes visiting faculties.

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

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

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

214*	

*Summer recess taken into A/c. i.e.16/5/2013 to 30/6/2013

2.8 Examination/ Evaluation Reforms initiated by the Institution

(for example: Open Book Examination, Bar Coding, Double

Valuation, Photocopy, Online Multiple Choice Questions)

Computerised questions paper setting, Printing, Publication of Result.

2.9	No. of faculty members involved in curriculum						
	restructuring/revision/syllabus development	02					
	as member of Board of Study/Faculty/Curriculum De	ber of Board of Study/Faculty/Curriculum Development workshop					

2.10 Average percentage of attendance of students : 77%

Title of the Total no. of			Failed %		
Programme	students appeared	1 st class %	2 nd class %	Pass %	Falled 70
BA(H)	51	_	82.35%	13.73%	3.92%
BSC(H)	60	5%	71.67%	20%	3.33%
B.COM(H)	64	3.13%	45.31%	46.88%	4.68%

2.11 Course/Programme wise distribution of pass percentage

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

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
- 2.13 Initiatives undertaken towards faculty development :

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff :

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

:

Criterion – III

3. Research, Consultancy and Extension

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

The Proceedings of UGC sponsored National Seminar organized by the department of Food and Nutrition were published as a book with ISBN number 978-81-928721-2-4.

3.2Details regarding major projects :

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. lakhs				

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	_	01	-	-
Outlay in Rs. Lakhs	—	Rs.51,172.00		

3.4 Details on research publications :

	International	National	Others
Peer Review Journals	5	2	1
Non-Peer Review Journals	-	—	_
e-Journals	1	1	-
Conference proceedings	1	2	_

3.5 Details on impact factor of publications :

Average

Range

h-index

Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned in Rs.	Received in Rs.
Major projects		_	_	_
Minor Projects		UGC	51,172.00	51,172.00
Interdisciplinary Projects		_	_	—
Industry sponsored		_	-	_
Projects sponsored by the University/ College ✓		_	_	_
Students research projects (other than compulsory by the University)		_	-	_
Any other(Specify)				
Total			51,172.00	51,172.00

3.7	No. of books pub	olished : i) V	Vith ISBN N	0	Chapters i	n Edited Books :	01		
<i>,</i>	 ii) Without ISBN No								
	UGC-SAP – CAS – DST-FIST –								
DPE –					DBT Scheme/funds _				
3.9	For colleges Au	itonomy –] CPE	_	DBT Star S	Scheme –			
	I	NSPIRE –	CE	_	Any Other	(specify) –			
3.10	Revenue generat	ted through co	nsultancy :	Nil.					
3.11	No. of conference	ces organized l	by the Institu	ition :					
	Level	International	National	State	University	College			
	Number	_	01	_	_	_			
	Funding Body		UGC						
3.12	No. of faculty se	erved as exper	ts, chairpers	ons or res	source person	ıs : 01			
3.13	No. of collabora	ations : Interr	ational _	- Natio	onal _	Any other _]		
3.14	3.14 No. of linkages created during this year : Nil								
3.15	Total budget for	research for c	urrent year i	n lakhs :					
	From Funding a	gency	From M	anagemer	nt of Universi	ity / College –			
	Total								
3.16	No. of patents r	eceived this ye	ear : NA						

Type of Patent		Number
National	Applied	_
Inational	Granted	_
To the most is a set	Applied	—
International	Granted	_
Commencialized	Applied	_
Commercialised	Granted	—

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

	Total	International	National	State	University	District	College	
3.18 No. of faculty from the Institutionwho are Ph. D. Guides : Nil and students registered under them : Nil								
3.19	3.19 No. of Ph.D. awarded by faculty from the Institution : Nil							
3.20	No. of Re	esearch scholar	s receiving	the Fello	wships (New	vly enrolled	d + existing	ones)
	JRF	- SRF	7 – P	roject Fe	llows _] Ang	y other _]
3.21	No. of stuc	dents Participat	ed in NSS e	events: 1	NA			
			Unive	rsity leve	1 _	State level		_
			Nation	nal level		Internation	al level	
3.22	No. of stu	dents participat	ted in NCC	events: N	NA			L
			Unive	rsity leve	1 _	State level		_
			Natio	nal level	_	Internation	al level	_
3.23	No. of Aw	vards won in N	SS : NA					
			Unive	rsity leve	1 _	State level		_
			Natio	nal level	_	Internation	al level	_
3.24	No. of Aw	vards won in N	CC: NA					
			Unive	rsity leve	1 _	State level		_
			Natio	nal level		Internation	al level	_
3.25	No. of Ext	ension activitie	es organized	l NA				
	Unive	rsity forum	- C	College fo	rum –			
	NCC		- 1	NSS	_		Any other [_
3.26	Maior Ac	tivities during	the year in	the spher	e of extensio	on activities	s and Institu	tional

- 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
 - Cleanliness programme under Swachh Bharat Avijan through the year.
 - Campaign for plastic-freethe college campus.
 - Blood donation camp.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4013.36 sq.m	_	_	4013.36 sq.m
Class rooms	15	_	_	_
Laboratories	3	_	_	_
Seminar Halls	0	_	_	_
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.	_	-	_	_
Value of the equipment purchased during the year (Rs. In Lakhs)	_	_	_	_
Others (E-Classroom)	e-classroom	_	-	_

4.2 Computerization of administration and library :

Office administration, accounts and library are computerized.

4.3 Library services :

	Exi	Existing		y added	Total		
	No.	Value	No.	Value	No.	Value	
Text Books	14739	1417308	416	1,08,305	15155	155613	
Reference Books	1639	157334	46	12,000	1685	159014	
e-Books*							
Journals	5		4			—	
e-Journals*						-	
Digital Database						-	
CD & Video						—	
Others (specify)	-	-	—	-	-	-	

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

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	41	10	2	-	—	7	22	2
Added	_	_	_	_	_	_	_	_
Total	41	10	2	-	—	7	22	2

4.4 Technology up gradation (overall):

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Rs. 1,56,068.00

Rs.

Rs

Rs.

Rs. 1,56,068.00

Criterion - V

5. Student Support and Progression

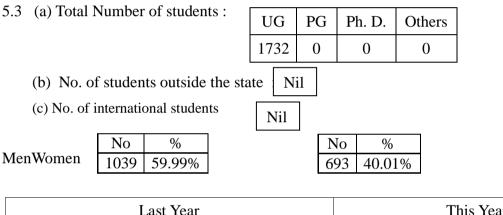
5.1 Contribution of IQAC in enhancing awareness about Student Support Services :

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

5.2 Efforts made by the institution for tracking the progression :

Measures taken by the College :

- Identifying the slow learners through regular assessment. •
- Class test, Remedial coaching, Tutorial classes.



	Last Year						This Year					
Level	Gen.	SC	ST	OBC	Physically Challenged		Gen.	SC	ST	OBC	Physically Challenged	Total
U.G.	1922	99	06	61	0	2088	1607	87	11	27	0	1732
	Den	nand	ratio	1:	1	D	ropout		5%			

Demand ratio

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

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

	No. of stude	ents beneficiaries 20	6		
5.5 1	No. of studen	nts qualified in these ex	xaminations :		
N	JET	– SET/SLET	– GATE	– CAT	_
]	IAS/IPS etc	– State PSC	– UPSC	– Others	_

5.6 Details of student counselling and career guidance :

Teachers provide guidance and counselling to the students for pursuing future studies and in matter of job opportunities.

No. of students benefitted

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

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

5.8 Details of gender sensitization programmes :

The Teacher-in-charge, all teachers and employees maintain continuous assistance on the problems of girl students.

- 5.9 Students Activities :
- 5.9.1 No. of students participated in Sports, Games and other events :

	State/ University level 7	0	National level	18	International level	
	No. of students participate	d in cultu	aral events :			
	State/ University level	Natio	onal level –]	International level	
5.9.2	No. of medals /awards w	von by stu	idents in Sport	s, Gam	es and other events :	
Sports	: State/ University level	1	National level	I –	International level	_
Cultur	al: State/ University level	_	National leve	el –	International level	_

5.10 Scholarships and Financial Support :

Financial Support From	Founding Body	Amount in Rs.	No. of students
Financial support from institution	Students' Aid Fund	20810.00	65
Financial support from government	Govt. of West Bengal 25,000×5	1,25,000.00	05
Financial support from other sources			

5.11	Student	t organised / initiatives :				
Fairs	:	State/ University level] National l	evel –	International level	_
Exhib	ition:	State/ University level] National l	evel _	International level	_
5.12	No. of s	ocial initiatives undertaken b	y the students	: Blood	Donation Camp	
F 10	۰ <i>۲</i> ۲		1 1 1 1			

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution :

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

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

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

- 6.3 Quality improvement strategies adopted by the institution for each of the following:
- 6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning :

Teaching aid:

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

Assessment:

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

Remedial/Tutorial classes:

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

Faculty Improvement Programme:

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

Seminar/Special Talks:

Department of Food & Nutrition organized a Two Days National level Seminar funded by UGC in this academic year.

6.3.3 Examination and Evaluation :

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

6.3.4 Research and Development:

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management :

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

College sent requisitions to CSC for vacant substantive posts.

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

6.3.8 Industry Interaction / Collaboration :

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

6.3.9 Admission of Students :

From this year Online Admission System was adopted by the college.

6.4 Welfare schemes for :

Teaching	Group Insurance, Employees' Cooperative CreditSSociety, Festival Advance.
Non teaching	Group Insurance, Bonus and advance salary during festival, Employees' Cooperative Society
Students	Health Home, Students' AidFund, Students' Health Home, Counselling Scheme, Academic Counselling etc.

0.5 Total colpus fund generated . NA	6.5	Total corpus fund generated	:	NA
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JA

6.6	Whether annual financial audit has been done :	Yes	\checkmark	No	

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		_	_
Administrative	No		No	—

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

For UG Programmes	Yes	No
For PG Programmes	Yes	No

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

Not applicable.

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

Not applicable.

6.11 Activities and support from the Alumni Association :

Nil.

6.12 Activities and support from the Parent – Teacher Association

Departments organized Parent-Teacher meetings, feed back of parents is analysed by the department concerned.

6.13 Development programmes for support staff :

N	ŀ	١

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

Tree Plantation Programmes. Free Smoking Zone.

Criterion – VII

7. Innovations and Best Practices

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

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

NA

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

Cordial relation between Teachers and Students

- 7.4 Contribution to environmental awareness / protection :
 - Tree Plantation
 - Anti Dengue Campaigning
- 7.5 Whether environmental audit was conducted? : Yes

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

No

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

Strong focus in quality teaching using modern aids.

Regular faculty meetings for better monitoring of the students.

We have very efficient support system for the benefit of our first generation learner.

College provides different types of financial assistance to needy students such as free concession students' aid fund etc.

- 8. Plans of institution for next year :
 - To Develop more ICT enable Class rooms and expansion of other infrastructural facility.
 - •Encouraging departments to apply for UGC sponsored seminars and conferences.
 - •To setup a NSS unit specially with female student volunteer.

Kamala Mitra

(Dr. Kamala Mitra)

Signature of the Coordinator, IQAC

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

(Dr. Shyamal Karmakar)

Signature of the Chairperson, IQAC

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



<u>Annexure – I</u>

Sl. No.	Programme	Tentative Schedule	Important Points to Note	
1.	Admission for 1 st year students	3 rd week of May to 3 rd week of June	 i. Details are available in the college Prospectus and the college official website <u>www.pcmm.in</u> ii. WBSU norms are followed iii. Admission is settled by the Admission Subcommittee iv. Students will receive their Identity Card at the time of their enrolment. 	
2.	Commencement of Part I classes	3 rd week of July	Orientation to students are given by Head of the Departments followed by regular classes.	
3.	Provisional Admission for 2 nd & 3 rd year students	Within one month after completion of respective Examination(July- Aug)	Students must bring one passport size photograph and photocopy of the Admit Card.	
4.	Registration with West Bengal State University(for the 1st year students)process(3rd wk of July to 2nd week of September), amendedtheir names with the University to becom eligible to appear in		Students must register their names with the University to become eligible to appear in the WBSU examination.	
5.	Teaching-learning activity (Phase I)	July to Puja vacation	Attendance is mandatory as per WBSU directives.	
6.	Mid –term Examination	Not held but class tests taken after Pujas to know about students progression by respective departments	Guardians will be informed if the performances of the students are in satisfactory.	

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7.	Teaching-learning activity (Phase II)	Post Puja to winter recess	Guardians Meeting regarding student performance.
8.	Issue of Registration	Tentatively January but as per University schedule	Registration certificates prepared by WBSU will be disbursed from college.
9.	Teaching-learning activity (Phase III)	January to March	Remedial classes will be arranged.
10.	Test i. Part III i. Part II ii. Part I	3 rd week of January Last week of February 2 nd week of April	Candidates who cannot qualify in Test will not be allowed to fill up the WBSU registration forms.
11.	Form fill up i. Part III ii. Part II iii. Part I	1 st week to 3 rd week of February 2 nd week of February to 2 nd week of March 1 st week of March to 2 nd week of April	No student can fill in the forms beyond the last date as settled by WBSU.
12.	Issue of Admit cards	7 – 10 days before respective date of examination	Students must bring their college ID Card /Registration Certificate.
13.	WBSU Examination i. Part III ii. Part II iii. Part I	Mid of 2 nd week of March 3 rd week of April End of May or 1st	Details of WBSU Exam Schedule will be displayed on the WBSU website

Abbreviations:

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