

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year : 2014-15(01-07-2014 to 30-06-2015)

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 : SRI KRISHNAPADA JANA (TIC)
(01.07.2014 to 30.06.2015)

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

Mobile : 09432847409

Name of the IQAC Co-ordinator : DR. BAPPA DAS
(01.07.2014 to 31.12.2014)
DR. PARTHASARATHI DUTTA
(01.01.2015 to 30.06.2015)

Mobile : +919830966506(BD), 9433091712 (PSD)

IQAC e-mail address : pcmmiqac@gmail.com

1.3 NAAC Track ID :

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address :

Web-link of the AQAR :

1.6 Accreditation Details :

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

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

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)
- ii) AQAR 2013-14 submitted to NAAC on 30/03/2017(DD/MM/YYYY)

1.10 Institutional Status :

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution : Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)
TEI (Edu) Engineering Health Science Management
Others (Specify)

1.12 Name of the Affiliating University :

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE DST Star Scheme

UGC-CE UGC-Special Assistance Programme DST-FIST

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

2. IQAC Composition and Activities

2.1 No. of Teachers :

2.2 No. of Administrative/Technical staff :

2.3 No. of students :

2.4 No. of Management representatives :

2.5 No. of Alumni :

2.6 No. of any other stakeholder and
community representatives :

2.7 No. of Employers/ Industrialists :

2.8 No. of other External Experts :

2.9 Total No. of members :

2.10 No. of IQAC meetings held :

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount :

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National Workshop

State Institution Level

(ii) Themes

| <i>Date</i> | <i>Department</i> | <i>Themes</i> |
|-------------|-------------------|---------------|
| | | |
| | | |

2.14 Significant Activities and contributions made by IQAC :

Assistance in Promoting a Teacher under CAS.

2.15 Plan of Action by IQAC/Outcome :

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

| Plan of Action | Achievements |
|---|---|
| 1. Restructuring of College Website. | 1. New Website introduced. |
| 2. To take initiative for fill up vacant posts. | 2. Initiative taken by the Authority and some teachers appointed temporarily. |
| 3. Departmental Tours. | 3. Different departments organized departmental tours. |

* Attach the Academic Calendar of the year as 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.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes :

| Level of the Programme | Number of existing Programmes | Number of Programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| Ph.D. | | | | |
| PG | | | | |
| UG | 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
(on all aspects)

From the eminent persons visiting the college

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

1.3 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 |
|-------|------------------|----------------------|----------------------|--------------------|
| 31 | 11 | 1 | 0 | *PTT-17 FDP – 2 |

* PTT means Government Approved Part-time teachers.

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

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

| Asst. Professors | | Associate Professors | | Professors/Principal | | Others | | Total | |
|------------------|----|----------------------|---|----------------------|----|--------|---|-------|----|
| R | V | R | V | R | V | R | V | R | V |
| 01 | 06 | – | – | – | 01 | – | – | 01 | 07 |

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

2.5 Faculty participation in conferences and symposia :

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 01 | 07 | 03 |
| Presented papers | 04 | 20 | 03 |
| Resource Persons | – | – | – |

●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 :

*Including summer Recess 16/5/15 to 30/6/15.

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

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

2.10 Average percentage of attendance of students : 76%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Class/Division | | | Failed % |
|------------------------|--------------------------------|-------------------------|-------------------------|--------|----------|
| | | 1 st class % | 2 nd class % | Pass % | |
| BA(H) | 51 | 3.92 | 74.51 | 3.92 | 17.65 |
| BSC(H) | 43 | 6.98 | 79.07 | 9.30 | 4.65 |
| B.COM(H) | 10 | – | 70 | 20 | 10 |

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

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

Through regular interaction with the administration and different departments, the IQAC offers important suggestions for the overall development of the teaching and learning processes.

2.13 Initiatives undertaken towards faculty development :

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty</i> |
|--|--------------------------|
| Refresher courses | 02 |
| UGC – Faculty Improvement Programme | 02 |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 3 (Workshops) |
| Others | |

2.14 Details of Administrative and Technical staff :

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 10 | 06 | – | 03 |
| Technical Staff | 01 | – | – | – |

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2 Details regarding major projects :

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

3.3 Details regarding minor projects:

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 01 | 01 | | |
| Outlay in Rs. Lakhs | 12,793.00 | | | |

3.4 Details on research publications :

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 08 | – | – |
| Non-Peer Review Journals | 01 | 05 | 02 |
| e-Journals | – | – | – |
| Conference proceedings | – | 07 | – |

3.5 Details on impact factor of publications :

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant Sanctioned in Rs. | Received in Rs. |
|--|---------------|----------------------------|-------------------------------|-----------------|
| Major projects | | - | - | - |
| Minor Projects | 2013-15 | UGC | 12793.00 | 12793.00 |
| Interdisciplinary Projects | | - | - | - |
| Industry sponsored | | - | - | - |
| Projects sponsored by the University/ College✓ | | - | - | - |
| Students research projects <i>(other than compulsory by the University)</i> | | - | - | - |
| Any other(Specify) | | | | |
| Total | | | 12793.00 | 12793.00 |

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

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy :

3.11 No. of conferences organized by the Institution :

| Level | International | National | State | University | College |
|--------------|---------------|----------|-------|------------|---------|
| Number | - | 01 | | | |
| Funding Body | | UGC | | | |

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

3.13 No. of collaborations : International National Any other

3.14 No. of linkages created during this year :

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University / College

Total

3.16 No. of patents received this year :

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: NA

University level State level

National level International level

3.22 No. of students participated in NCC events: NA

University level State level

National level International level

3.23 No. of Awards won in NSS: NA

University level State level

National level International level

3.24 No. of Awards won in NCC: NA

University level State level

National level International level

3.25 No. of Extension activities organized NA

University forum College forum

NCC NSS Any other

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

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 :

| | Existing | | Newly added | | Total | |
|------------------|----------|---------|-------------|-------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 15155 | 1525613 | 16 | 5490 | 15171 | 1531103 |
| Reference Books | 1685 | 159019 | | | 1685 | 159019 |
| e-Books* | | | | | | |
| Journals | | | | | | – |
| e-Journals* | | | | | | – |
| Digital Database | | | | | | – |
| CD & Video | | | | | | – |
| Others (specify) | – | – | – | – | – | – |

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

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

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|--------------|-----------------|---------------|----------|------------------|------------------|----------|-------------|----------|
| Existing | 41 | 10 | 2 | – | – | 7 | 22 | 2 |
| Added | – | – | – | – | – | – | – | – |
| Total | 41 | 10 | 2 | – | – | 7 | 22 | 2 |

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

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-----------|
| i) ICT | Rs. 0.086 |
| ii) Campus Infrastructure and facilities | Rs. 0.166 |
| iii) Equipments | Rs. 0.316 |
| iv) Others | Rs. |
| Total : | Rs. 0.568 |

Criterion – V

5. Student Support and Progression

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

College offer 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 :

Identifying the slow learners through regular assessment and college test. Remedial coaching, Tutorial classes.

5.3 (a) Total Number of students : (1285+1972+2541)

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1545 | - | - | - |

(b) No. of students outside the state :

Nil

(c) No. of international students

Nil

| | | | | | |
|-----|-----|-------|-------|-----|-------|
| Men | No | % | Women | No | % |
| | 821 | 53.14 | | 724 | 46.86 |

| Last Year | | | | | | | This Year | | | | | |
|-----------|------|----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| Level | Gen. | SC | ST | OBC | Physically Challenged | Total | Gen. | SC | ST | OBC | Physically Challenged | Total |
| U.G. | 1607 | 87 | 11 | 27 | 0 | 1732 | 1363 | 129 | 12 | 41 | 0 | 1545 |

Demand ratio 1;1

Dropout 5%

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

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations :

NET 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.

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

**Exact data is not available*

5.8 Details of gender sensitization programmes :

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

5.9 Students Activities :

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

State/ University level National level International level

(9 in Kabaddi and 6 in Athletics)

No. of students participated in cultural events :

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support :

| Financial Support From | Founding Body | Amount in Rs. | No. of students |
|--------------------------------------|---|---------------|-----------------|
| Financial support from institution | - | - | - |
| Financial support from government | Govt. of Govt. of W.B. Kanyashree (14× Rs. 25000) | Rs. 3,50,000 | 14 |
| Financial support from other sources | | | |

5.11 Student organised / initiatives : Nil

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students :

* i) Blood Donation Camp

5.13 Major grievances of students (if any) redressed :

No major grievances were reported.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution :

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

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

The college has 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.

Assessment:

- Class Tests arranged by the respective dept.
- 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 Bengali 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 of students.
- College conducts Selection Test prior to the finals, for all courses.
- The class tests are taken by all departments as and when required.

6.3.4 Research and Development:

- One teacher received UGC grant for Minor Research Project.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management :

- Different committees and cells are formed viz. Students' Welfare Committee, Students' Attendance Committee, Disciplinary Committee, Grievance Redressal Cell etc. to take care of academic and social environment of the College.
- 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 :

Admission process is carried through online as per guidance of WBSU. Admission is made on basis of merit.

6.4 Welfare schemes for :

| | |
|--------------|---|
| Teaching | Group Insurance, Employees' Cooperative Credit Society, Festival Advance. |
| Non teaching | Group Insurance, Bonus and advance salary during festival, Employees' Cooperative, Staff Welfare Fund |
| Students | Students' Aid Fund, Students' Health Home, Counselling Scheme, Academic Counselling etc. |

6.5 Total corpus fund generated :

6.6 Whether annual financial audit has been done : Yes No

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | | – | – |
| Administrative | No | | No | – |

*Formal academic audit is not initiated. Academic data regarding laboratory up-gradation, Library enrichment, faculty strength and subsequent quality improvement is sent to the State Council of Higher Education for inspection.

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association :

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff :

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

Criterion – VII

7. Innovations and Best Practices

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

NA

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

NA

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

Cordial relation between Teachers and Students

7.4 Contribution to environmental awareness / protection :

- ❖ Tree Plantation
- ❖ Anti Dengue Campaigning

7.5 Whether environmental audit was conducted? : Yes No

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

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

- A 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.

8. Plans of institution for next year :

- To take initiative for organized UGC sponsored seminar
- To take initiative for organized community development programme.
- To set-up 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

Shyamal Karmakar

(Dr. Shyamal Karmakar)

Signature of the Chairperson, IQAC

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



Annexure – I

ACADEMIC CALENDAR 2014-15

| <i>Sl. No.</i> | <i>Programme</i> | <i>Tentative Schedule</i> | <i>Important Points to Note</i> |
|----------------|---|--|--|
| 1. | Admission for 1 st year students | 3 rd week of May to 3 rd week of June | <ul style="list-style-type: none">i. Details are available in the college Prospectus and the college official website www.pcomm.inii. WBSU norms are followediii. Admission is settled by the Admission Subcommitteeiv. Students will receive their Identity Card at the time of their enrolment. |
| 2. | Commencement of Part I classes | 3 rd week of July | Orientation to students are given by Head of the Departments followed by regular classes. |
| 3. | Provisional Admission for 2 nd & 3 rd year students | Within one month after completion of respective Examination(July-Aug) | Students must bring one passport size photograph and photocopy of the Admit Card. |
| 4. | Registration with West Bengal State University(for the 1 st year students) | Just after completion of admission process(3 rd wk of July to 2 nd week of September),amended as per University schedule | Students must register their names with the University to become eligible to appear in the WBSU examination. |
| 5. | Teaching-learning activity (Phase I) | July to Puja vacation | Attendance is mandatory as per WBSU directives. |
| 6. | Mid –term Examination | Not held but class tests taken after Pujas to know about students progression by respective departments | Guardians will be informed if the performances of the students are in satisfactory. |

| | | | |
|-----|---|---|--|
| 7. | Teaching-learning activity (Phase II) | Post Puja to winter recess | Guardians Meeting regarding student performance. |
| 8. | Issue of Registration | Tentatively January but as per University schedule | Registration certificates prepared by WBSU will be disbursed from college. |
| 9. | Teaching-learning activity (Phase III) | January to March | Remedial classes will be arranged. |
| 10. | Test i. Part III i. Part II ii. Part I | 1 st to 2 nd week of February 2 nd to 3 rd week of March 1 st to 2 nd week of May | 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 | 3 rd week of February 2 nd week of April to 2 nd week of May 1 st week of June to 3 rd week of June | 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 | 1 st week of May – end of May 2 nd week of June to 1 st week of July 3 rd week of July to 1 st week of August | Details of WBSU Exam Schedule will be displayed on the WBSU website |

Abbreviations:

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