SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA

PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA, 111/3, B.T. ROAD, BON-HOOGHLY
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Prasanta Chandra Mahalanobis Mahavidyalaya, established in 1965 as an evening Commerce College Bonhooghly college of commerce, affiliated to the University of Calcutta.

With special permission from the State Government, classes were held from 5.15 p.m. to 9 p.m. in the premises of Brahmananda Keshab Chandra College.

During the eighties seven permanent teaching posts were approved by the Government. No Building Grant was received from the University Grants Commission as we had less than ten permanent teaching staff. With donations from students, teachers, non-teaching staff, and the people benevolent to us, and also with the meager resources we had in the college fund, the Ground Floor of the institution comprising of three classrooms and a staircase was constructed on the land provided by RR Department. In the 90's we received grants from MPLAD. At present we have a three-storied Building. In order to offer better teaching-learning facilities we have shifted our working hours from evening to day time from 2002-2003- session.

From 2003-04, B.A. and B.Sc. courses were also started in the college. We have an up-to-date digital class rooms, virtual classroom and well equipped laboratories. Our recently constructed Women's Hostel is waiting to run with vivacity. Fully computerized library facility with a spacious reading room is provided to students having enriched collection of books, e-books journals etc.

Our main sources of fund are the State Govt. Grant-in-aid, 50% Tuition fees from students, UGC grant,

The top management of the college is the Governing Body constituted according to Statute of University.

Vision

Vision:

- To spread the light of knowledge with freedom and equality.
- To inculcate an urge for knowledge and enlightenment in the mind of our younger generation and to make them intellectually competent, morally upright, socially committed and spiritually inspired persons.
- To make them good human being by imparting holistic and personalized education.

Mission

Mission:

- 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 to the changing global environment.
- To make our beloved institution a centre of excellence.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Multi-faculty education opportunity in Arts, Science and Commerce.
- Physical facilities:

Spacious classrooms, computerized library with large number of books and journal. Online access facility. Laboratories with modern equipments, computerized office, well equipped multi-gym, medium play ground, generator facility and Women's Hostel.

- Cordial student-staff relationship. Easy communication from all sides.
- Though there is shortage of teaching staff but we have qualified faculties. More than fifty percent of teachers are Ph.D. degree holders.
- An active NSS unit.
- Canteen facility for students and staff.
- Cycle stand.
- Health care of students are under the supervision of Students' Health Home.
- Students' Aid Fund to provide financial help to needy students

Institutional Weakness

- Shortage of teaching and non-teaching staff.
- Meagre source of income.
- Limitation of infrastructural facilities.

- Weak economic background of students. Mostly first generation learners having low communication skills.

Institutional Opportunity

- More social developmental functions through NSS unit
- Recent introduction of Physics, Human Development, History Political Science as General subjects is another opportunity for the students to exercise their option for more combination.
- Internet facilities provided in different departments which will create a better connectivity among the stakeholders and will increase the academic output of the College to a great extent.
- Introduction of virtual classroom has helped the students to interact with eminent faculty of other colleges/institutions.
- The college has been conducting various professional examinations on Sundays and Holidays as a fund raising practice.

Institutional Challenge

- Attainment of a few more innovative teaching-learning techniques;
- Recruitment of more faculties and non-teaching staff in vacant posts and creation of new posts.
- Improvement of students' quality by remedial classes and short-term skill development workshops.
- More infrastructural development.
- Offering them some job oriented courses.
- Increase the communication skills of the students along with their soft skill development.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Started as evening Commerce College from 09.8.1965 to teach B.Com General course.
- From 1981-82 session B.Com Honours courses started
- From 2003-04, B.A. and B.Sc. courses started in the college.
- We have now Honours courses in B,Com, Geography, Mathematics, Economics, Food & Nutrition, Bengali, English, Philosophy, Sociology and Education.
- As General subjects we have Chemistry , Computer Science , Physics, History, Political Science, Human Development and all the other subjects in which Honours is taught.
- Affiliation shifted to West Bengal State University from the University of Calcutta from 2008
- The College facilitates innovative teaching-learning process through class room teaching based on curriculum, audio-visual mode of teaching, study tour/excursion/fieldwork/project-work
- ICT enabled class room
- Well equipped Laboratory and library
- Academic calendar is handed over to students at the commencement of the session and strictly adhered to
- Most of the teachers are with Ph.D. degree.
- The faculty members continuously strive for self betterment through research oriented activities
- The relation among teacher-student-staff demands admiration. All are dedicated to all sorts of responsibilities which resembles the beauty of togetherness.

Teaching-learning and Evaluation

- Students are the most precious wealth of the college as well as the society and the country. They are the future of the nation. We try to take all sorts of care for them and provide all kinds of facilities according to our capacity for their overall improvement.

- Students are admitted in the college according to their academic record and university norms. Curriculum pattern is formed in three parts (I, II and III) both in Honours and General courses as per rules of the affiliating University. Relaxation in age, requisite marks for admission; monetary

assistances is given to the weaker students coming from SC/ST/OBC and minority communities.

- They are supported with remedial and extra classes. Most of the teachers are NET qualified with Ph.D. degree and recruited on recommendation from the West Bengal College Service Commission.

- Syllabus is prescribed by the University. To complete the syllabus within the specified period they prepare an academic calendar and follow the same throughout the academic session. Students are assessed through internal assessment and the teachers are evaluated through self appraisal method, feedback from students.
- Teachers are given the opportunities to refresh themselves by participating in orientation programmes, refreshers courses, seminars, workshops etc. To conduct classes properly, arrangement of audio tools are made.
- Students are examined to be sent up for final/University examination. Assessments are through internal assessment and selection test.
- From the academic session 2018-19 CBCS system is being followed.

Research, Innovations and Extension

Only UG courses of study are catered by the college. 50% of the teaching faculties enriched the college with Ph.D. degree. Some are engaged in research work. They are always inspired by the college Governing Body. Governing Body sanctions required leave to teachers for pursuing Ph.D. course of studies. They are encouraged to carry out MRP funded by UGC. Some of our teaching faculties are preparing for Ph.D. degree; some are to do MRP. The faculties are always encouraged for personal enrichment through attending National seminars, workshops etc. to cope up with the changing mode of teaching and learning and at the same time to enrich the students with special academic essence. Extension activities through National Service Scheme are dealt as social and National liability and are given greater importance. NSS coordinators and students are always encouraged to perform extraordinary duties in their capacity. This programme includes community development, environmental awareness, literacy programmes, blood donation camps etc.

Infrastructure and Learning Resources

Total area of the college is 1 acre out of which constructed area stands on 3571.38 sq. mtrs. Ours is a three storied building with two wings arranged with furnished classrooms, Administrative buildings, laboratories, Computer laboratory, digital class room, well-equipped library, office, multi-gym, Women's hostel, canteen, students' union room, separate common room for boys and girls. Physics laboratory is under process. Our play ground is of medium size. In the eastern side of the building there is the cycle stand for the students and staff. Though the common rooms are inadequate in the context of increasing roll strength, arrangements for Table Tennis, Carom and Chess are there. Library is equipped with more than 17516 books, journals etc. The library reading room is adequately spacious. All the departments have separate departmental room. Our library, administrative office if fully computerized with efficient and devoted staff. Construction of an auditorium is our

future plan. Extension of college building for more classrooms is under process.

Student Support and Progression

Students support is provided to help them reach their goals. Concession in tuition fees is provided to financially weaker students. For that purpose a subcommittee is there to select those needy students. Besides, the college provides all sorts of help to the SC/ST/OBC/Minority students for availing different kinds of scholarships, stipends etc., different agencies and concession in bus and railway fares etc. The college makes arrangements for educational tours of different departments, again provides help for obtaining home-going concessions for students from outstations.Our Women's Hostel is ready and under process for use. Even within its financial limitations, the college has provided health unit, canteen, purified drinking water, hygienic lavatories, fire extinguisher, separate common rooms etc. The college has a book bank maintained by the students' union to provide additional support to the needy students in addition to the college library. Elected representatives of the students' union are involved in different activities such as academic, sports and cultural meet etc. Magazines, journal, newspaper, employment newspaper etc. are much helpful to students support and progression. Moreover, we have ongoing teacher exchange programme with three neighbouring colleges. This has created a very positive effect in teaching-learning techniques. Our students attend such classes with great interest along with the classes taken by in house teachers. The result of this effort are reflected in Student's minds and mark sheets.

Governance, Leadership and Management

The organization and management of the institution follow the University Statute. The topmost authority is the Governing Body of the college which is formed with two members nominated by the State Government, four members nominated by the affiliating University, four teacher members either by selection or election, two non-teaching members either selected or elected, General Secretary of the Students' Union represents the students' community and the local Municipal Chairperson is the ex-officio member of the Governing Body. The Principal of the college officiates as the head of the institution and the Secretary of the Governing Body. These fifteen persons of the Governing Body , in its first meeting, elects or selects one person from among the external members as the honourable President of the Governing Body. The honorable President acts as the Administrative head. Several subcommittees are formed for management. The Governing Body constitutes the Finance subcommittee all the members of which are Governing Body members. Academic subcommittee, Building subcommittee and IQAC are formed by the Governing Body. Some other subcommittees are formed by the Principal incorporating the names of teaching and non-teaching staff such as Library subcommittee, magazine subcommittee, educational tour subcommittee, service-book subcommittee, provident fund subcommittee etc. The subcommittees start functioning obtaining approval of the Governing Body. Matters relating to academy, finance and infrastructure run directly through organizational management

Institutional Values and Best Practices

An warm relation is shared between the staff and the students . Parents-teachers meetings are conducted to discuss the academic and related non-academic matters of the students.

The large family of students, teachers, non-teaching staff, alumni, guardians, external members of the Governing Body headed by the Principal share their best efforts towards realizing the vision of the College.

In the programmes of NSS local people are made aware of pollution. We make them know about the benefit of plantation, environmental cleanliness and so on.

The college authority takes constant care regarding cleanliness of the whole campus as well as developing a general environmental consciousness among those who are associated with the college. Among the best practices carried on by us, the most important we consider is our ongoing teacher exchange programme with three neighbouring colleges so as to enable our students get proper enrichment in different subjects.

All associated with the college are very much sincere about conservation of energy. Everybody is too careful of any kind of misuse. Our college campus is a smoking-free zone. At the same time, chewing materials like gutkha etc. and spitting here and there has been strictly prohibited.

Round the year, from time to time, the college campus is made free of bushes and weeds for cleanliness and proper growth of planted saplings.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA
Address	Prasanta Chandra Mahalanobis Mahavidyalaya, 111/3, B.T. Road, Bon-Hooghly
City	KOLKATA
State	West Bengal
Pin	700108
Website	https://pcmm.co.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Arnab Ghosh	033-64596644	8583916108	-	pcmm.principal@gmail.com
IQAC / CIQA coordinator	Kamala Mitra	-	9830370959	-	pcmmiqac@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	09-08-1965

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
West Bengal	West Bengal State University	No File Found

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Prasanta Chandra Mahalanobis Mahavidyalaya, 111/3, B.T. Road, Bon-Hooghly	Urban	0.9917	3571.38

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali,	36	HIGHER SECONDARY	Bengali	66	16
UG	BA,English,	36	HIGHER SECONDARY	English	28	19
UG	BA,Education,	36	HIGHER SECONDARY	English,Bengali	55	17
UG	BA,Sociology,	36	HIGHER SECONDARY	English,Bengali	39	1
UG	BA,Philosophy,	36	HIGHER SECONDARY	English,Bengali	39	3
UG	BSc,Geography,	36	HIGHER SECONDARY	English,Bengali	53	20
UG	BSc,Food And Nutrition,	36	HIGHER SECONDARY	English,Bengali	55	10
UG	BSc,Mathematics,	36	HIGHER SECONDARY	English,Bengali	28	9
UG	BCom,Commerce,	36	HIGHER SECONDARY	English,Bengali	594	60
UG	BSc,Physics,	36	HIGHER SECONDARY	English,Bengali	30	0
UG	BSc,Chemistry,	36	HIGHER SECONDARY	English,Bengali	55	12
UG	BA,History,	36	HIGHER SE	English,Beng	30	10

				CONDARY	ali		
UG	BA,Human Development ,	36		HIGHER SE CONDARY	English,Beng ali	30	10
UG	BSc,Econom ics,	36		HIGHER SE CONDARY	English,Beng ali	17	0
UG	BA,Political Science,	36		HIGHER SE CONDARY	English,Beng ali	30	15
UG	BSc,Comput er Science,	36		HIGHER SE CONDARY	English,Beng ali	30	10

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				1				17			
Recruited	1	0	0	1	1	0	0	1	4	7	0	11
Yet to Recruit	0				0				6			
Sanctioned by the Management/Soci ety or Other Authorized Bodies	0				0				1			
Recruited	0	0	0	0	0	0	0	0	0	1	0	1
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				19
Recruited	7	2	0	9
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	1	5	0	7
M.Phil.	0	0	0	1	0	0	1	0	0	2
PG	0	0	0	0	0	0	2	2	0	4
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	0	9	0	9
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	8	13	0	21

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	158	0	0	0	158
	Female	126	0	0	0	126
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	19	11	27	41
	Female	6	3	12	26
	Others	0	0	0	0
ST	Male	0	1	0	2
	Female	1	1	1	3
	Others	0	0	0	0
OBC	Male	1	4	8	10
	Female	1	3	4	8
	Others	0	0	0	0
General	Male	138	121	173	327
	Female	118	103	160	295
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		284	247	385	712

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 16

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

1.2

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	13	13	13	13

2 Students

2.1

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
602	756	1062	1545	1732

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
764	627	627	627	627

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

2.3

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
155	300	258	359	493

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	14	13	14	13

3.2

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	19	19	19	19

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 17

4.2

Number of computers

Response: 51

4.3

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
27.49	32.57	36.18	32.21	30.05

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The institution ensures effective curriculum delivery through a well planned and documented process

Response:

- The institution has been affiliated to West Bengal State University. The design of the curriculum and its revision are periodically prepared by the university and followed by the college for effective curriculum delivery. In the beginning of the academic year, lesson plans are well prepared by the faculty members for the implementation of the curriculum.
- To compete with the technological demands of the modern era, the college insists the faculty members to follow innovative pedagogy of teaching methods such as internet, e-notes and LCD projectors apart from traditional chalk and talk method.In addition to the above mentioned teaching methods, the staff members adopt ICT tools presentations, assignments, interactions, workshops, departmental seminars and computer education to enlighten the students to learn the curriculum effectively.
- On the basis of continuous assessment through periodical class tests, weaker students are identified and departmental teachers facilitate a counseling session is in which the students' problem is sorted out. The subject teacher helps to clear the concept to the student before class or during free time.
- Periodical parent –teacher meetings are arranged for conveying the students' developments.
- All the above mentioned content delivery process is carried out in a well planned and documented steps making sure to make students learn the course taught in the class.The scheduled unit wise portion completions, conduction of unit wise tests and internal tests, all are effectively monitored and verified against the subject plans and work done registers of individual staff members.

File Description	Document
Link for Additional Information	[View Document](#)

1.1.2

Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3

Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 74.63

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 25

1.2.1.1 How many new courses are introduced within the last five years

Response: 4

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)

1.2.2

Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)

1.2.3

Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

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

Response:

The above mentioned issues are applied and followed positively into the curriculum. The curriculum designed by the university include many of these aspects such as the subjects namely Environmental Studies.

1. Grievances Readdressal Cell

Grievance Redressal Cell constituted of faculty members attempts to address genuine problems and complaints of students whatever be the nature of the problem. Students use the suggestion box placed in the campus to express constructive suggestions and grievances. They also approach the members of the cell or any of their other teachers as is comfortable to them. Students are informed to make rational approach regarding complains. The college assures students that once a complaint is made, it will be treated with sensitivity and confidentiality.

2. Sexual harassment prevention and redressal cell: Formed as per "*Vishakha* Guidelines".

In our college the incidents of sexual harassment of women students and staff are nil. This cell interacts with women students at regular intervals to identify any sort of issues existing if any. On special programme on gender sensitization were organized.

3. Anti- Ragging Cell: As per the guidelines of UGC, an Anti- Ragging Committee has been constituted. The names of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing his/her identity. Complaints are dealt with top priority. No such complain is received so far.

4. Blood Donation Programmes: NSS Unit of the PCM Mahavidyalaya organises Blood Donation camp almost every year. Students along with the Faculty member and members of the Non-teaching voluntarily donate their blood during the camp. No pecuniary benefits are given to any such donor.

5. Swachh Bharath Abhiyan : Guided by the NSS unit students undertake campus cleaning activities at regular interval. Students are not allowed to chew guthkha, pan masala etc inside the campus. Our college is a non smoking zone. Areas like the canteen, toilets and students'common room are taken special care.

 6.Health Awareness Programmes: Nss units under such programmes like Dengue and Malaria awareness campaign, healthy use of potable water etc. Food and Nutrition Department organizes Nutrition awareness programmes.

7. **Tree Plantation**:The college organizes afforestation programme every year in collaboration with the NSS unit. Students and staff actively participate in it.

8. **Human Value** : Human values are emphasized in the mission of our institute. Judging the present situation of basic value degradation in the society we have organized an UGC- sponsored seminar entitled " Signifying values- A realm of Socio- Philosophical Understanding" in 2016-17. Along with the faculty members from different colleges students also actively participated in the seminar.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2

Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3

Percentage of students undertaking field projects / internships

Response: 15.28

1.3.3.1 Number of students undertaking field projects or internships

Response: 92

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Structured feedback received from

1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: E.None of the above

File Description	Document
Any additional information	View Document

1.4.2

Feedback processes of the institution may be classified as follows:

Response: D. Feedback collected

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2

Average Enrollment percentage

(Average of last five years)

Response: 31.92

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
284	247	385	712	623

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1597	1387	1387	1387	1387

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3

Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 7.75

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	23	52	90	55

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1

The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Students are admitted on the basis of merit list and criterion provided by affiliating university (WBSU). For students of Honours degree merit list is prepared on the basis of the following manner:

- Marks in the subject / related subject in the last Examination + marks in best four subjects ; and for General course marks obtained in best four subjects. Orientation programmes are conducted for the newly admitted students for coordinating and assessing their knowledge.
- After six months a compulsory Mid-term examination is arranged for all streams. Periodical class tests are conducted by the departmental teachers. Based on results, weak performers are identified so that they can be individually dealt with. Teachers personally take care of such students also. College also organizes remedial classes for them. Their guardians are also informed about it in parents-teacher meeting. Weak performers are counselled and allotted special remedial classes to bridge the gap.
- The advanced performers are identified by their results in class tests and midterm tests. Special guidance and consultations are given to them so that they can secure high percentage of marks in

university examination. The departmental faculty members constantly encourage them by arranging workshops, quiz and debate programmes time to time for enhancement of their knowledge and skill.

- Advanced learners are also motivated to participate in inter-collegiate competition and state/national level seminar.

File Description	Document
Any additional information	View Document

2.2.2

Student - Full time teacher ratio

Response: 46.31

File Description	Document
Any additional information	View Document

2.2.3

Percentage of differently abled students (Divyangjan) on rolls

Response: 0.17

2.2.3.1 Number of differently abled students on rolls

Response: 01

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response:

• Student centric methods, such as experiential learning, participative learning and problem solving methodologies are adopted to facilitate students' learning. There are support structures and systems

available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students.

• Besides traditional class lecture, arrangements for hands-on learning are made in different departments for enhancing students' experiential skill. Since there are not many students in most of the departments, the teachers personally know each and every student and this has helped in the interactive learning and development of students' skills. Students' active participation in classroom lectures and group discussions also help to facilitate students' learning.

• The institution has a central library with a large collection of books and journals which the faculty can use effectively and provide comprehensive latest information to students. The students also can use the library independently for reference books, magazines, Journals, etc., for which improves and enhances their skills and knowledge.

• Apart from this, there are departmental libraries which are easily accessible to the students. The Career Counselling programmes are periodically organized by the college to make the students aware of the various career options available to them.

• Students Participate in extra-curricular activities like sports, Music, Dance, and cultural competition. These are the unique resources and provisions to develop skills like interactive learning, collaborative learning and independent learning among students.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.3.2

Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 153.85

2.3.2.1 Number of teachers using ICT

Response: 20

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3

Ratio of students to mentor for academic and stress related issues

Response: 22.3

2.3.3.1 Number of mentors

Response: 27

File Description	Document
Any additional information	[View Document](#)

2.3.4

Innovation and creativity in teaching-learning

Response:

New technologies and facilities are adopted by the faculty for effective teaching.

- Virtual classrooms, e-learning- resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication technology, access to EPG-PATHSHALA, open educational resources, etc are made to accelerate the teaching-learning process. INFLIBNET N-LIST package is subscribed and user id and password are distributed to the faculties.
- Students participate in class seminars, workshops, group discussions, paper presentation and extension lectures by subject experts, project work and field study for the effective impact and impressive growth and development in the performance of students to achieve the academic excellence and improve their knowledge by the innovative practices.
- The faculty members also adopt new and innovative approaches like assignments, paper presentation, participation in seminars and workshops for their advancement. The remarkable achievements and growth are envisaged among students by adopting constant and continuous innovative methods by the faculty members.
- The institution encourages faculty members of all departments to adopt the latest and innovative teaching methodology with ICT tools in teaching-learning process. A virtual class room is provided with LCD projectors, CD's, Over Head Projectors, Audio- Visual facility, Computer with Internet facility to be used by all departments.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Average percentage of full time teachers against sanctioned posts during the last five years

Response: 70.53

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)

2.4.2

Average percentage of full time teachers with Ph.D. during the last five years

Response: 44.95

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	7	5	5

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3

Teaching experience per full time teacher in number of years

Response: 22.54

2.4.3.1 Total experience of full-time teachers

Response: 293

File Description	Document
Any additional information	[View Document](#)

2.4.4

Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.5

Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- The reforms in internal evaluation system is a Continuous process. Question of previous years (Mid-Term / and Selection test) are scanned and preserved digitally in the library. Students are advised to go through them. The college in the process to upload them in the website.
- The Continuous Internal assessment of students is analyzed through assignments, test, seminars and discussions. Students are encouraged to participate in curricular and Extra-curricular activities like Inter-departmental oratorical competition, cultural events and Annual sports meet.

The Winners are awarded with prize, Gifts and certificates. This kind of encouragement motivates and creates confidence among students to participate in various competitions.

- The Internal Evaluation method is assessed by the staff members by motivating the students to attend regular classes, active participation and better interactions with teachers during the class hours. Subject teachers also make arrangements for departmental class tests time to time for continuous assessment of students.
- Projects are done by different departments as per the work plan as University norms. A minimum of 15 marks for formative assessment and 30 marks for summative assessment is fixed as minimum qualifying marks in each subject.

File Description	Document
Link for Additional Information	[View Document](#)

2.5.2

Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- The college conducts internal assessment of students through written examination (both for mid-term and selection test). These examinations are conducted centrally so the system is transparent and devoid of nepotism.
- Marks are also displayed and students are shown the checked answer scripts in order to enable them to identify their mistakes. Students who fail to attend the examination on the scheduled dates either intentionally or due to circumstances beyond their control have to take supplementary test. No student is sent up without appearing at the Selection Test. Even excuses of illness are not entertained.
- Students who obtain poor marks and fail to qualify in the internal assessments are consulted with their guardians by a parent-teacher meeting. The evaluation process and methods are communicated to all students by the departmental faculties for their clear understanding in the beginning of the academic year.
- Teachers are trained to understand the evaluation process and their teaching strategies are assessed and evaluated through feedback obtained from students. The IQAC also gathers suggestions from the feedback of the students and analyses the suggestions and informs the evaluated reports to the Principal and all faculty members for rectification and correction.

File Description	Document
Any additional information	[View Document](#)

2.5.3

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

Response:

Students' grievances regarding examination are dealt with top priority.

- Students are shown checked / examined answer scripts not only to help them identify their mistakes but also to elucidate from their mind the misconception regarding under marking.
- The institution has Grievance Redress Cell consisting of staff members. The students can express their problems and grievances related to the marks in internal assessment anytime for counseling and solving of their problems.
- The college has deliberately made efforts to make the learning process more student-centric which helps to maintain a smooth integration between the students and faculty members. This is the mechanism of Tutor system which enables the students to discuss their various problems, academic performance and personal issues.
- The College Union Council members also represent the grievances, problems to the principal, HODs and the Management. The College helps the students to communicate the grievances relating to the result withheld, review of the results which is time bound and efficient.

2.5.4

The institution adheres to the academic calendar for the conduct of CIE

Response:

- Academic Calendar is adhered to properly. However if the University Examination dates are deferred due to some special reasons (like election) selection test is also deferred to accommodate more classes. The institution adheres to the academic calendar for the conduct of CIE.
- The academic year usually commences in the month of July and the academic activities of the college are planned by a committee consisting of Principal, HODs and other faculty members with the help of IQAC. The institutional Academic Calendar is prepared by the committee as per West Bengal State University(the Affiliating University) stating all the activities that should be followed throughout the year.
- The calendar states the following events such as teaching schedule for each academic year, important events of academic year, working days and holidays, details of curricular and extra-curricular activities, dates of mid- term test and selection test, and commencement of date of classes for each Year. The College Prospectus, Academic Calendar, institutional notification, notifications and circulars from the affiliating university are circulated amongst the faculty and students to aware them about evaluation process. The schedule for evaluation given in the Academic Calendar is displayed on notice boards and on the college website.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

- The college believes in all round development as an individual of its students. The Syllabus of each programme prepared by the affiliating university (West Bengal State University) is communicated to the students by the teachers. The teachers also introduce the students to the specific areas of which they are going to gain knowledge.
- The college has worked out programme outcome, programme specific outcome and course outcome for each course. The same has been posted on college website for faster and universal communication.
- Copy of programme outcome, programme specific outcome and course outcome are kept in the Library for perusal and future consultation of the students.
- The same has also been sent to all faculty members by e-mail.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2

Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The College has clearly stated the learning outcomes of students and Faculties.

- The Continuous Internal Assessment mainly reveals the learning outcomes and Academic performance of students. Students learning outcomes can also be obtained by the marks secured in the university examinations. The weaker students are given counselling to improve their learning and academic performance by the staff members.
- Remedial classes are regularly conducted for the slow learners. Discussions are made by the Principal, HODs and staff members regarding academic programmes, methods to be implemented in terms with vision and mission of the institution.
- Training is given to the faculty members to make them familiar with innovative methods like use of computers, technological resources like ICT, LCD, OHP, Projectors, Internet and virtual classes.
- The evaluation of learning process of students is assessed by class test, discussions and seminars. The marks secured by the students in the tests conducted by the institution and the results of the university examination are kept as record in the office. These marks and results are displayed in the notice board.

- The institution conducts Parents-Teachers meet which paves way for both the teachers and parents to discuss about the academic performances and development of students. Feedback is also collected and the suggestions received from the parents are implemented for the future enhancement and development.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3

Average pass percentage of Students

Response: 48.31

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 756

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1565

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 2

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	1

File Description	Document
List of project and grant details	[View Document](#)

3.1.2

Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.14

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 14

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has created a herbal garden to create an natural eco-system in the college campus. College possesses very unique combinations of natural and manmade environment. Students, teaching staff and non-teaching staff have planted some herbal and medicinal plants in a selected area in the college campus. Certain medicinal herbs have disinfectant property, which destroys disease causing germs. They also inhibit the growth of pathogenic microbes that cause communicable diseases. All planted plants are taken care of by students, NSS volunteers, teaching staff and non-teaching staff of the college. When developed, this garden will prove medically beneficial to the needy of the locality.

File Description	Document
Link for Additional Information	[View Document](#)

3.2.2

Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1

The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2

The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3

Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.4

Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 3.21

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	15	14	11	2

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1

Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The Institution promotes different social issues and holistic development in neighbourhood community by involving students through NSS unit.

- The NSS. unit has carried out different activities like blood donation, AIDS awareness programme. Special camps are organized in the slum areas of Baranagar for creating awareness on the conservation of potable water, cleanliness of the locality, etc.
- Books, exercise books, geometry boxes and dresses have been distributed among the poor students of the locality. Furthermore, Eye Check-up Camps, Tree Plantation Programmes and awareness programmes for the prevention of Dengue, Malaria etc have been organized routinely on the College Premises and in the surroundings. The students are encouraged to plant and maintain the trees to reduce pollution and to improve green ambience inside and outside the campus of the college.
- A lot of importance is being given to different social issues like gender equality, women empowerment and child literacy. So in-house seminars are organised to sensitize the members of the staff and students regarding gender issues and other current matters. Besides, the College runs an Equal Opportunity Cell as per the guidelines of the UGC. The whole-time staff of the college has taken active part in such programmes to make it a grand success but no such formal registers of attendance are maintained.

3.4.2

Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3

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 last five years

Response: 4

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	1	1

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4

Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 5.66

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	110	50	50	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1

Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 9

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document](#)
Copies of collaboration	[View Document](#)

3.5.2

Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Students are the most precious wealth of the college as well as the society and the country. They are the future of the nation. We try to take all sorts of care for them and provide all kinds of facilities according to our capacity for their overall improvement. A variety of learning models are used according to the differences in students' abilities and perceptions.

- Teachers formulate specific goals and objectives related to the course of study and then select the best methods for meeting those objectives with the students. Students are involved in the learning process through group discussions and active interactions in the class room which helps foster higher – level thinking skills in them.

- Teachers also guide the students by providing continuous updates about recent developments and modifications in the syllabus. In our college there remains stress- free environment in classrooms where both the students and teachers feel comfortable spending so much time. Active participation of the students are observed in decorating the departmental classrooms with the contemporary events which develops their creative as well as writing skills.

- Teachers make lessons for connecting the students with community, society and current events. Departmental seminars and extended lecturers by external subject experts are arranged time to time for students, enrichment. All of the above, time to time evaluations are made through class tests, mid- term tests and finally selection tests to identify the weaker students and remedial classes are undertaken for their developments.

Classrooms with ICT facilities provide a very strong teaching-learning facilities most of all the departments of the college. Some Rooms of the college have LCD projectors, audio visual systems and computers with internet facilities which provide an excellent teaching learning facility. Every department is provided with internet connection for teachers and students. College is also utilizing funds to improvise the ICT enabled teaching process in a more effective way. Virtual classroom have been constructed by the Grant of state Government

Following are the details of Classrooms, laboratories and computer laboratories available in different Departments of the College.

Location/ Department	*Number of Classrooms*	*Technology enabled learning space*	*Number of Laboratories*	*Number of Computer Laboratories*
Main Building	15	2	4	1

Laboratories: The science departments are equipped with well-furnished laboratories .There are 3 **l**aboratories for Nutrition , Physics and Chemistry. The laboratories are all equipped with basic facilities. Geography also has its own laboratory facilities with four computers with internet facilities for practicing QGIS, and also has Prismatic compass, Dumpy Level, station model etc.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.2

The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The college has a well-equipped Gymnasium where the students work out under the guidance of an instructor. There is a small ground adjacent to the main building for outdoor sport activities. The college has ample space for encouraging students to practicing outdoor games. The college has its own football teams who take part in University games and neighborhood areas.

Cultural competitions like debates, quiz, essay competitions, singing, dancing are held each year among the students of the college and also the other colleges in the same University. Separate Rooms are allotted for NSS, Ladies common room, student council. The College has an active NSS units which is engaged in organizing most of the extension activities of the college such as different awareness programmes, different types of medical camps, Swachha Bharat Abhiyan, sweep plan, AIDS awareness program, tree plantations, and blood donation camp etc . A room with seating capacity of 60 to 80 with audio visual resources are established for the conduction of cultural programmes, workshops, seminars, debates, college celebrations and various meetings.

File Description	Document
Link for Additional Information	View Document

4.1.3

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

Response: 29.41

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4

Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS)

Response:

The Prasanta Chandra Mahalanobis Mahavidyalaya's Central Library is housed in a spacious room with good atmosphere, proper ventilation system and sitting accommodation for 50 readers at a time. Care is taken to maintain the atmosphere calm and quiet inside the library. Total area of the central library is 1468 sq. ft. The stock of both text and reference books in the library has undergone considerable expansion and an exhaustive collection of more than 18,000 printed books adequately meet the varied requirement of all students and teachers. There is a regular annual addition to the stock of books. Besides, students are encouraged to read newspapers, journals, magazines, e-books and e-journals (which are regularly supplied) to keep abreast of the times. In addition, the library subscribes INFLIBNET-NLIST package of e-books and e-journals and teachers and students can access those e-resources from the library as well as beyond the library campus using user ID and password. The library maintains open access facility to the users. All the computers of the library are connected with LAN and high speed internet.

To maintain daily activities of the library, an Integrated Library Management Software (SOUL 2.0, provided by INFLIBNET) is installed. To save the time of the users the library installed barcode based issue return system. For easy access to the library resources, the library has also installed Online Public Access Catalogue (OPAC) and this is accessible through all the computers of the library. The library is under CCTV surveillance.

Besides, the library provides reference service, current awareness service, selective dissemination of information service, etc. The library also involves in encouraging the users through various user orientation and awareness programmes. Students are encouraged to use different types of reading material which are especially made to enrich their knowledge about various competitive examinations. A separate collection is also made for this purpose. The library has an advisory committee that involves in various activities, such as various administrative works, book selection, etc.

The library also provides separate reading space and separate computers for teachers and students. Ex-students are now also allowed to use the library resources through external membership. User can also get their required documents through departmental library. The library digitizes and archives previous years question papers in digital format and user can download it through website.

Years	*Name of the ILMS software*	*Nature of automation (fully or partially)*	*Version*
2017-18	**SOUL**	*Partially*	*2.0*
2016-17	**SOUL**	*Partially*	*2.0*
2015-16	**SOUL**	*Partially*	*2.0*
2014-15	**LIBWARE**	*Partially*	**Latest**
2013-14	**LIB-PLUS**	*Partially*	**Latest**

File Description	Document
Link for Additional Information	[View Document](#)

4.2.2

Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library receives requisitions for books and journals from the teachers and students throughout the year. After selection of the documents to be purchased, the library committee decides to purchase them considering fund and other issues. Purchasing of books is done throughout the year and newly added books and their cover pages are displayed for users. The library has books, journals, magazines, newspapers, books for competitive examination, employment related newspaper, etc. for the enrichment of the users.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.3

Does the institution have the following:

1. **e-journals**

2. **e-ShodhSindhu**

3. **Shodhganga Membership**

4. **e-books**

5. **Databases**

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4

Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.86

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.047	0.517	1.357	0.145	1.209

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Any additional information	View Document

4.2.5

Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6

Percentage per day usage of library by teachers and students

Response: 5.69

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 35

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has a broadband connection of 60 mbps bandwidth capacity from Alliance Broadband. The college campus is Wi-Fi enabled and the students and the teachers can avail the facility of Wi-Fi. All the laboratories, computer lab, library, office and IQAC cell of the college are connected through LAN/ Wi-Fi and high speed internet. These facilities of the college are regularly maintained and the college ensures that the benefit of the facility is available to all the students enrolled and the staff members of the college. The institution has well furnished virtual class room. All departments of the institution have internet facility and Wi-Fi connectivity inside the campus. The institution adopts ICT enabled teaching learning process through LCD and Over Head Projector. The College has a well-equipped computer lab for the needs of students and faculty members. Computerized Academic Management Processing Expert System software has been installed in the college office for office automation.

4.3.2

Student - Computer ratio

Response: 11.8

4.3.3

Available bandwidth of internet connection in the Institution (Lease line)

Response: 5-20 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4

Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 94.44

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
24.68	26.93	36.08	32.21	30.05

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

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.

Response:

The college authority always emphasizes the proper and optimal utilization of all the available infrastructures for better teaching-learning facility. The proper utilization of the infrastructures provided to the departments are monitored by the respective heads of the departments. Following are some of the important parameters by which these are ensured:

1. The classrooms are optimally used by different departments for taking under graduate classes according to the scheduled routine throughout the academic session. Teachers use modern available infrastructures such as LCD projectors, computers for taking classes.
2. Laboratories of different departments are properly used for practical classes of under-graduate

students.

3. Freshers' Welcome, Annual Social function and other programmes like Alumni Meet are arranged in the College ground. The large rooms are also used for admission purpose.

For construction of new building and renovation of existing one, the college authority apply to the Assistant Engineer (PWD) for Construction, for giving necessary plan and budget which subsequently forwarded for necessary action. The same process is followed for electrical works through the Assistant Engineer (PWD, Electrical,).

All class rooms, bath rooms and college premises and the infrastructural materials are maintained by the non teaching staff of the college.

The electricians maintain and upkeep all the electrical instruments and generators and do all other electrical works.The college has installed two generators with 82 KV and 6 KV to maintain the power supply all the time, Voltage fluctuations are avoided by uninterrupted power supply. The voltage and power supply is regularly checked by the appointed electricians.

The aqua guards are in the premises to supply purified drinking water.Sweepers regularly clean the premises and wash all bathrooms daily.

The college library consists of 18,106 books. The facilities of accessing more than 6,000 journals from INFLIBNET are available. Library is maintained by Librarian and Attendants.

Sports ground, Gymnasium and Play Ground are maintained by Attendants.

Respective Department HOD's, faculty members maintain the academic records daily.

File Description	Document
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 1.99

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
27	21	16	14	05

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2

Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 17.05

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
172	274	177	0	65

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3

Number of capability enhancement and development schemes –

   1. **For competitive examinations**

   2. **Career counselling**

   3. **Soft skill development**

   4. **Remedial coaching**

   5. **Language lab**

   6. **Bridge courses**

   7. **Yoga and meditation**

   8. **Personal Counselling**

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)

5.1.4

Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5

Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1

Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	[View Document](#)

5.2.2

Percentage of student progression to higher education (previous graduating batch)

Response: 10.97

5.2.2.1 Number of outgoing students progressing to higher education

Response: 17

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3

Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

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) year wise during last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

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File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The College has a duly elected body of students known as Students' Union. Its constitution is guided by the laws framed by the State Government and the University. Students' Union looks after the welfare of the students. The Student Council Election Sub-Committee has been constituted comprising of some

teaching faculties to conduct the election process. There are several activities of the Student Council throughout the year. They actively take part in conducting different cultural programs such as Fresher's Welcome, Annual Social, Annual Sports, Teachers Day, Independence Day Celebration, and NSS Programs. Apart from these, they also look after the matters of student discipline and student grievances. Governing body is the highest administrative body of the college who has to take crucial decisions regarding the developmental process. The General Secretary of Students' Council is one of the members of this governing body. However, the student representatives of Students' Council also participate actively during the admission process for helping the members of Admission Committee.

File Description	Document
Link for Additional Information	[View Document](#)

5.3.3

Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1

The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The College has established Alumni Association department wise. Reunion of all the departments

altogether will be done in future. The college staff and students collaborate with the Alumni Association in organizing different academic as well as cultural program. The college organizes Alumni Meets and cultural programs time to time where the former faculty members and all the alumni members are invited. Feedbacks from the alumni members are considered as valuable suggestions for betterment of curricular and co-curricular activities. Alumni association meetings are conducted in the college and it is functioning effectively. The former faculty members are always invited in college for the innovative and modernized programmes like college Seminars, annual programmes, college social, and celebration like Golden Jubilee (organized in August 2015). Beside this current departmental faculties keep in touch with them and sought their valuable suggestions as and when required by them.

File Description	Document
Link for Additional Information	[View Document](#)

5.4.2

Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3

Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The Vision and the Mission of the Institution are:

Vision

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

Mission

- The institution has completed 52 years with success in higher education by promoting betterment and empowerment of the human resources.

- The institution encourages and is involved in the enrolment of students, especially the first generation learners, from the underprivileged sections of society.

- Various extracurricular activities are organized to bring out the special talent of students.

- Students are urged to be involved in community development services and awareness campaigns entailing different social issues.

- Innovative teaching- learning takes place in an ICT enabled environment.

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- The campus is Wi-Fi enabled. Our library is an enriched one with good collections of text and reference books, magazines and journals including e-journals, INFLIBNET resources etc.

- Spacious classrooms, well-equipped departmental laboratories are made available to the students.

- Outreach programmes are organized in the Seminar Hall for students to learn to confront and tide over multifarious problems.

- The IQAC has been established by the College authorities to monitor Total Quality Management (TQM).

- Tutorial and Remedial classes are conducted for the academic improvement of weaker students.

- Learning ability and competency is strengthened for advanced learners.

- Efforts are taken to minimize failures and drop outs.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2

The institution practices decentralization and participative management

Response:

Response:

The Governing Body as the apex body in its meeting resolves different proposals, programmes and activities. Proposals are initiated in various subcommittees such as IQAC, Finance Subcommittee, Academic Subcommittee, Admission Subcommittee, Purchase Subcommittee, Building Subcommittee,

Library Subcommittee, etc. as per the requirements of the different stakeholders. The Principal as executive head ensures implementation of the activities with the assistance of the sub-committees.

The Academic wing is divided into 22 subject-wise sub-units known as departments. Each department works under the supervision of a faculty member of the department known as the Departmental Head, as per the guidelines in a decentralized mode.

The administrative wing works through the office headed by the Head Clerk who monitors office work. In case of purchase procedure the college functions through Tender and Purchase Sub Committee with the funds approved by the Finance Committee followed by the Governing Body approval depending on the requirement of the department and availability of finance. Then it is reported to the department and the departmental head in assistance with a Laboratory staff monitors the purchase process like inspection of equipment as per work/supply order issued records them in registers with proper coding. Purchases made out of surplus fund availed from University for conducting practical examinations are directly used for improvement of the respective department after a joint meeting with the departmental teaching and non-teaching staff.

The members of Faculty of respective departments prepare the academic plan through departmental meeting. Revision and necessary up gradation of the same on the basis of the Feedback of the students and the parents, as obtained from the Student Feedback analysis and Parents-Teacher Meet respectively, are made. For better access to books and reference materials of faculty each department has departmental libraries where books are transacted by the respective Heads.

- The college provides operational autonomy in all areas of academic performance, decision making and implementation of plans and polices in curricular programmes.

- The authorities provide freedom in the functioning of the departments, library, college office, etc through various committees set up with the members of different stakeholders.

- Academic activities of each department are conducted under the guidance of the HOD .The College encourages to organize competitions, invited lectures, seminars, workshops by inviting external experts and resource persons.

- The College also encourages students in organizing and participating in intercollegiate competitions and to plan budget for various activities.

- The HODs of the department perform the academic programmes with the coordination and support of faculty members and student representatives.

- The departments decide on the requirements for the whole academic year, like equipment, books and infrastructural facilities.

- Staff members are acting as coordinators to organize curricular and co- curricular programmes.

- The College promotes participative management. The participative management consists of President, Principal(Secretary), IQAC Co-ordinator, Information officer, Bursar, teacher-members and non teaching representatives of the college Governing Body and representative of the students' council.

File Description	Document
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

Perspective/Strategic plan and Deployment documents are available in the institution

Response:

- Our plans and policies are in tune with our commitment to our vision and mission. Moreover, there is a guideline of the Govt. of West Bengal and of the UGC regarding the procedure to monitor and evaluate policy and plans. Access to higher education not compromising with quality ensures that the economic, social and market needs are met in the areas of intellectual development and human resource provision.
- After carrying out discussion in the departmental faculty meeting, necessary measures are taken for improvement. All the Heads of Departments also present their observations, suggestions for improvement and resource requirement through the Academic sub-committee, IQAC and Teachers' Council Meeting. In the light of the above, policies are formulated for the upcoming year. The progress of learning is systematically monitored in the existing evaluation system and this ensures the efficiency of performance of the institution. Our system of governance and management reflects transparency and accountability and is supported by the stakeholders.
- The institution has a formally stated quality policy. The quality policy of the college is reflected in the vision and mission of the college.
- The college continuously strives hard for assuring quality in all activities and encourages the improvement and upgradation of students through quality education. It is driven by the motto to provide financial support to the needy students through students-aid fund , creating more infrastructural facilities by setting up well equipped laboratories, providing modernized library

facilities with internet connection, introducing innovative teaching and learning with ICT tools, short term workshops / training programmes for soft skill and personality development of students, continuous and comprehensive departmental evaluation. An internal academic audit committee has been recently set up to conduct regular audit of academic administration for continuous improvement of quality as a whole.

- The institution motivates for better planning, implementation and enhancing the quality in all academic and administrative activities.
- The institution constantly and continuously reviews the academic performance of students through class tests, mid-term examinations and selection tests. Students are encouraged so as to bring out their inner potential through co-curricular and extracurricular activities. The responsibility for developing and monitoring quality assurance is entrusted to the Internal Quality Assurance Cell (IQAC) of the college which maintains quality sustenance in the academic, administrative and other activities. The college has perspective plan for continuous development.

The institution adopts meaningful policies, remarkable plans to achieve its goals and mission. Efforts are always made to full fill the need as per modern-day trends and thereby suitable and necessary changes in infrastructural facilities are undertaken. For academic excellence and future growth rightful decisions are taken to include the new plans for development

File Description	Document
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

- The college's Governing Body consists of 14 members including the Principal of the college as Secretary of the Governing Body. Two members nominated by the State Government, four members from the affiliating University, Local Municipal Chairman/Chairperson as Ex-officio member, four internal elected teacher members, two internal elected Non-teaching members and the General Secretary of the Students Union. One from the external members is elected President of the Governing Body who as per statute of the University performs the role of the administrative head.
- The administrative body (Governing Body) takes decision and plans for all academic and administrative activities with the coordination of the Principal, IQAC Co-ordinator, HODs, non-teaching staff and students' representative. The Governing Body decides all the developmental activities of the college for the whole academic year.

- There is a finance committee consisting of six or eight members from among Governing Body members and one or two invitee members such as Accountant, Head Clerk etc. and the committee is formed by the Governing Body. The Finance Committee decides on matters relating to large expenditure and the same is implemented after availing approval of the Governing Body.
- There is an Academic Sub-Committee nominated by the Governing Body to look after the academic matter i.e. transacting academic programmes/ courses on the basis of curriculum set by the University i.e. framing of class routine, allotment of classes to teaching staff, setting of scheme of examination system and rules and regulations for conducting such examinations and evaluation thereof.
- There is also an IQAC formed as per the guidelines of UGC. The IQAC participates in decision making process, analyses the feedback mechanism. The IQAC with Principal as chairperson is responsible for quality enhancement, quality sustenance in all academic activities and propose recommendations for further extension   in academic administration The cell meets and interacts with students, teachers and other staff on a regular interval.

- The sub-committees are nominated by the Principal. The committees take decisions and whenever required, send them to the Governing Body for approval. The Principal takes the chair of all the sub-committees. All the major decisions of all the sub-committees are ratified in the Governing Body. The administrative body (Governing Body) takes decisions and plans for all academic and administrative activities with the coordination of the Principal, IQAC Co-ordinator, HODs, non-teaching staff and students' representative. The Governing Body decides all the developmental activities of the college for the whole academic year.
- The college has established student grievances redressal cell comprising of teacher members to address the grievances of the students regarding academic and administrative matters on top priority basis. No such major grievances have been found till now.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3

Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**

5.Examination

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4

Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

In the meeting of the Governing Body the following vital decisions were taken and implemented :

- The Women's hostel funded by UGC scheme (XI Plan) which had been under construction was completed and inaugurated.
- Among the initiatives advised by the NAAC Peer team in 2008, the Governing Body decided on the extension of the college building mainly for the construction of some more classrooms and laboratories which could not be implemented due to paucity of funds. As the fund position permits now, the Governing body has decided on the implementation of the same and the matter is in progress.
- Further, the Governing Body had obtained permission from the appropriate authorities to introduce Physics, History, Human Development and Political Science as new General subjects at the UG level to provide more options for the students to meet the requirements of CBCS to be introduced shortly. Consequently, the Governing Body had decided to set up a Physics laboratory. Presently a Physics Laboratory is in existence and students are offered Physics as a General subject from the Academic Session 2017-18 along with the other aforementioned subjects.
- The Governing Body in a recent meeting has unanimously resolved to appoint Guest Lecturers in the new departments (as per norms of the University Grants Commission) till the sanction of substantive posts.

- EPF facilities have been started for five non-teaching casual staff.
- Decision is taken to start NAAC related work for re-accreditation (2nd Cycle) and submit IIQA and Self Study Report (SSR) during May-June, 2018 to NAAC office.
- New faculty recruitment was done on recommendation of the West Bengal College Service Commission. Two the non-teaching staff were recruited and their approval is received from the Govt. of West Bengal, Dept of Higher Education.
- Library Books and Lab Equipment were purchased.
- Library is facilitated with internet, INFLIBNET resources.
- Modern computer instruments were purchased for enhancing Teaching Learning Process. A

Virtual Classroom has been set up.

- Audited accounts for the Financial Years 2016-17 were submitted for approval
- UGC sponsored three national level seminars were conducted by the Departments of Geography, Chemistry and Sociology.
- Scholarship and fees concession are offered to the students.
- Remedial classes were conducted for weaker students.
- Wall-magazines were published by the students in the departments of English, Bengali, Food and Nutrition, Geography and Education.
- Invited lecturers by Eminent Professors were arranged by some departments.
- Meeting was conducted with different stake holders, i.e. the students, their parents/guardians members of the teaching and non-teaching staff in order to improve the teaching- learning process.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

- The institution runs a registered staff welfare co-operative credit society. Almost all the members of the full time staff (both teaching and non-teaching) are the members of the society and most of them avail themselves of the benefit (low interest loan) to meet their immediate requirements.
- The college authority provides interest-free festival advance to its staff, which is recovered from monthly salary at easy terms.
- An advance subsistence pay is provided from the college fund to the newly appointed staff in the substantive post till their pay fixation memo is sanctioned from the office of the Directorate of Public Instruction, Govt. of West Bengal.
- All the Employees in substantive post are covered under General Provident Fund Scheme as per Government rules. Employees' Provident Fund (EPF) facility is provided to all casual staff. They are enlisted with the EPFO scheme of the Government of India and monthly contribution (both employee and employer's share) is directly deposit on on-line system to their respective EPF Account kept with Government of India.
- All leave facilities are provided to the staff as per the University Statute and Government rules and regulations and timely recorded in their Service Book.
- All monthly payments of casual staff are directly credited to their bank account to ensure transparency. No master-roll system of payment is encouraged.

- To enhance the efficiency, computer-based training is provided to the non-teaching staff.
- The institution encourages the faculty to pursue the Ph.D. programme and take over the minor research projects by offering various facilities to the staff members like departmental computers with high speed internet facilities, free enrolment facility to access scholastic websites (with individual id and password) which are duly subscribed by the institution.
- The institution also encourages the teaching staff to attend different training programmes, seminars, conferences and workshops and present papers there. Faculties are encouraged for the publication of research articles in enlisted journals and books.

File Description	Document
Link for Additional Information	[View Document](#)

6.3.2

Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 16.81

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	1	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3

Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4

Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 18.02

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	5	3	3

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution follows the Performance Appraisal system framed by the UGC for promotional benefit of Teaching staff. For non-teaching staff concerned Government rules are followed. The performance in teaching and learning process of teaching staff is evaluated in this process.

- The effectiveness and efficiency in the performance of appraisal system has been brought out in

the quality output of academic programmes of the institution.

- As a part of informal academic audit, feedbacks are obtained from the students regarding teaching-learning and academic administration. Such feedbacks are analyzed in the IQAC to identify the loopholes. Adequate measures are taken to improve the quality of teaching learning process and academic administration.

- The pre-requisites of promotion for teachers require fulfillment of some criterion which are performance based. Participation in orientation and refresher course /training programmers. Completion of Ph.D. / M.Phil. degrees, carrying out research projects, paper presentation in different level seminars, publications of articles in listed journals and books and participation in National and International seminars and conferences are considered as performance enhancement. Teachers are also provided with a book-let named "Appraisal Report" where they record all their allotted day to day academic and non-academic activities which are to be countersigned by the authority/Principal. This acts as a self appraisal report of faculty members. The summary of all such reports along with documentary proofs of academic achievements are preserved by the IQAC. The IQAC co-coordinator has to authenticate and countersign the appraisal summary report to be submitted during the promotional interview of the concerned teacher based on these documents.

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal and external financial audits regularly

Response:

The institution appoints auditors from the panel of auditors as specified by the office of the Directorate of Public Instruction (DPI), Government of West Bengal as external Auditor to audit the accounts of the college every year. The external Auditor verifies income and expenditures of various aspects. 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. For different UGC grants/M.P& MLA LAD Grants, accounts are audited by a registered Chartered Accountant and report along with utilization certificates are submitted to the respective authorities. 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. Internal Academic Audit Committee supervises the academic administration.

6.4.2

Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

: All funds available are properly maintained. Separate bank accounts are opened for major grants. Expenses are duly made as per the approval of the finance committee. A computerized system of maintaining financial data has helped to make the process a transparent one. Proper quotations /tenders are invited through college website keeping in view the right to information for every stake holder. Accounts are audited along with part audit for specific grants, utilization certificates are timely deposited to the funding agencies as per the guidelines. The major resources and institutional funding for the past years are obtained from students' tuition fees and various grants under the UGC schemes. The main problem is non receipt of any recurring grant except salary grant. Moreover 50% of the tuition fee collected has to be refunded to the state Government.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

- The first cell was formed on 18.09.2010. It was further reconstituted on 23.4.2014 (as per 12th plan guidelines of UGC).

- This Cell monitors the teaching, research and various departmental activities of each department. The institution understands that the IQAC must develop quality measuring mechanisms in all academic and administrative spheres and make valid and practical suggestions for improvement and efficiency.
- To this end the college has developed a quality policy which will be included in the college prospectus for the next session.
- By using the IQAC primarily in its monitoring and advisory capacity the college strives to ensure that it plays a role in the decision making process including the career advancement of teachers. This also ensures that the quality assurance process becomes integrated with the general functions and operations of the institution.
- Feedback regarding teaching, infrastructural facilities and other amenities of the College are collected from the students by this Cell.

- This Cell consults with each department time to time to verify the yearly progress of the department with regard to record documentation, academic and research activities.
- The students? feedback for each department is taken.
- The cell acts as a mentor to the departments and provides necessary support for the development in teaching –learning process.
- It also helps in smooth running of the organization by suggesting administrative reforms required for

  smooth and easy functioning of the college.

- The Cell is responsible for regular submission of Annual Quality Assurance Report (AQAR) to

  NAAC

1. IQAC meeting with various stake holders:

- IQAC organizes meetings with different stake holders at regular intervals like management, teaching staff, non teaching staff, students' alumni and parents to enhance quality assurance in all fields.

2.Enhancement in Quality Assurance, Quality Encouragement and Quality Sustenance in all Academic Activities:

Internal quality assurance Cell has contributed more in enhancing quality assurance, quality encouragement and quality sustenance in all academic performances of all departments Quality advancement in the eminence and efficiency of all faculty members.

- Overall upgradation of the students' in academic and co-curricular aspects IQAC continuously evaluates the academic quality of the institution through analyzing the feedbacks regarding academic performance (teaching –learning process) of teaching staff and students' progression (based on their results of class tests, mid -term examination and selection test).
- The cell regularly monitors the availability of proper infrastructure facilities, like procurement of required apparatus in the laboratory, purchase of sufficient reference books in the library, access to internet by the students and teachers, encouraging the teachers to present papers in seminars/, attending work-shops, publishing scholastic articles in enlisted journals and books, undertaking

minor and major research projects, arrangement of industrial visits for the students etc.

Overall quality enhancement of a student only helps to make them employable. Keeping this in mind the IQAC of the institution has made significant contribution to improve the facilities in all areas of the institution along with academics

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

The IQAC has played a very important role in the development and growth of the institution since its inception. Over the years the IQAC has suggested the opening of new subjects to meet the local demands of the students, proper utilization of college funds to enhance the number of class rooms, and the purchase of technology-driven aids to augment the teaching-learning process.

- Some technology-driven aids have already been purchased in order to augment the teaching-learning process, such as white board, projector etc.

- Some interactive smart boards will be purchased very soon, acquiring financial approval from the concerned authority.
- Some class rooms are now transformed into smart rooms with audio-visual facility to enhance the teaching learning process.

The committee also enquired about the faculty or the staff taking part in the faculty development programme such as Refresher courses, UGC–Faculty Improvement Programme, HRD programmes, Orientation programmes as well as workshops and seminars. The students attendance and the participation of the students were also in the agenda. The Committee also gave a proposal for organizing a national seminar or workshop which will help in enhancing the academic environment and the give a pushup to the young researchers.

Recommendations of IQAC are communicated to the concerned teachers and three national seminars were organized.

Members of the non-teaching staff engaged in administrative work like accounts preparation, admission procedures etc. are given in-house training or sent to different training programmes organized by the state Government for empowerment, like training for COSA, E-Pradhan ,camp for preparing Roster of Appointment etc. The IQAC follows the criteria of academic evaluation laid down by regulatory authorities like UGC, Government of West Bengal and tries to implement the recommendations of agencies like NAAC.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3

Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	2	0	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**

2. **Academic Administrative Audit (AAA) and initiation of follow up action**

3. **Participation in NIRF**

4. **ISO Certification**

5. **NBA or any other quality audit**

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5

Incremental improvements made during the preceding five years *(in case of first cycle)*

Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

- The college has always tried to give the best to its students and worked hard to upgrade itself and provide innovative and modern facilities of teaching and learning.
- The college is equipped with a virtual classroom which enables the student to learn and have interest in the topics discussed.
- The college has a free wifi service which helps the student as well as the teachers to keep track of the latest improvements and news at national and international levels.
- The college has six science subjects and well equipped laboratories in the town. These science laboratories possess new, modified equipment and instruments to help the students learn efficiently.
- The Department of Geography in the College also boasts of an impressive collection of maps and field instruments.
- The college has tried to upgrade and modernise the system to suit the effective teaching-learning process. For instance, the Central Library of the College with an impressive collection of books has started the process of digitization.
- The college is situated in a large area and it has a huge boundary. The boundary lands are now

being converted into gardens in order to give an aesthetic feel to the learning process as well

as for the beautification of the college campus.

- The IQAC has started functioning in co-ordination with staff members and students. Grievances of staff and students are resolved properly and timely. Infrastructural capacity of the institution is improving. Herbal gardens have been established.
- Some students of the College at UG levels have come on the merit panel of University

    examinations.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Number of gender equity promotion programs organized by the institution during the last five years

Response: 1

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

    1.Institution shows gender sensitivity in providing facilities such as:

        1.Safety and Security

        2.Counselling

        3.Common Room

Response:

- The College has a Gender Sensitization Committee as per the UGC guidelines, which monitors any case of sexual harassment reported by the students or the staff.
- The college actively promotes and ensures every measure taken for gender equality. All students are equally encouraged to participate in any event without any discrimination on grounds of gender. They are also advised to respect the opposite sex and to protest against any kind of unfair and gender-based discrimination, manipulation and exploitation. Making sexist comments or gestures are strictly forbidden on the campus.

- After all, the teachers of the concerned department look after the safety and security of their students.
- The institution has installed CCTV cameras at different places inside the campus.

Counseling

- If any gender-related problem arises, the concerned committee immediately addresses and tries to solve this through proper counselling.
- A general counselling is also organized by the Departmental teachers during stressful conditions of the students to discuss the psycho-sexual problems typical of teenage and early youth.

- Various awareness programmes such as Women's Day Celebration, Value Education for staff and students, are organized to help students understand their strength and weakness and to sensitize them on gender issues.The college has Sexual- harassment Prevention and Redressal Cell and this motivates the students not to involve in any such harassment inside and outside the campus and also to keep strict vigil in this matter and report to the authorities immediately if any such malpractice takes place. In the college no case of sexual harassment has been reported so far by any student.
- Staff members offer suggestions.
- Students are encouraged to learn self defence methods and promote social awareness.

Common Room

- There are two common rooms (boys & girls) where the students can meet and freely discuss any matter. A Lady attendant post is sanctioned for assisting women students. the teachers always follow their activities for safety and security purposes.
- In the Common Room all students share their varied problems through the Grievance Redressal Cell of the college.

7.1.3

Alternate Energy initiatives such as:

1.**Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 24874

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4

Percentage of annual lighting power requirements met through LED bulbs

Response: 0.36

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 88.55

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 24874

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5

Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

- The Hazardous waste from Chemistry and Food & Nutrition laboratories is disposed.
- Waste chemicals are expelled. Liquid waste is channelized through the drain constructed by the municipality. The waste is left for decomposition and then it is used as compost for trees and plants on the campus.
- Plastic awareness programmes are conducted.
- Dustbins are provided on all floors for maintaining cleanliness effectively.
- Computer science department disposes the unused computers and related accessories periodically. The electronic junks are dumped in store rooms of the departments. We try to follow waste minimization processes by sustainable product design adopting the techniques of inventory management, production-process modification, volume reduction and recovery and reuse of e-wastes in some cases like our computers, batteries, instruments, etc.
- UPS batteries are recharged and repaired.
- Unused UPS are exchanged by the suppliers.
- The electronic instruments in poor working conditions are exchanged by dealers.

- Water purifiers are installed on the college campus and covered under Annual Maintenance Contract.

7.1.6

Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting refers to accumulation and storage of rainwater for reuse on-site, rather than allowing it to drain-off. Rainwater can be collected from the roofs of the college buildings through the rain water pipe and redirected to a deep pit, a reservoir with percolation. The harvested water can also be used as potable water after purification, for use in wash rooms and for groundwater recharge. At present the college has no facility for such type of water harvesting, but the college authority is planning to setup a rain water harvesting and treatment plant in the college in the recent future

7.1.7

Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Bicycles Stand There is a bicycle stand on the campus which is well maintained. Most of the

students from local areas use bicycles.

Plastic free campus   Our College is totally plastic free zone. It reduces plastic pollution on the

college campus with a special focus on the reduction and ultimately the elimination of plastic bottles,

plastic straws and poly bags.

Paperless office Office of the college is not paperless but the staffs are trying to avoid paper as far as

possible. In   maximum cases official purposes are solved digitally.

Green landscaping with trees and plants   Every year tree plantation programme is organized under the banner of the NSS Unit of the college. The staff and the students participate in this programme with full enthusiasm. The NSS maintains and takes care of the Medicinal Plant Garden on the college premises. The college organizes various programmes to create green awareness among students on   the campus and involve them in maintaining eco-friendly environment.

7.1.8

Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

7.1.9

Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**

> **6.** Scribes for examination
> **7.** Special skill development for differently abled students
> **8.** Any other similar facility (Specify)

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11

Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13

Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14

The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15

The institution offers a course on Human Values and professional ethics

Response: No

7.1.16

The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17

Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 0

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18

Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

1. **Teachers' Day celebration**

On 5th September, Teachers' Day is celebrated in different departments in honour of Dr Sarvepalli Radhakrishnan, who was born on September 5, 1888.

2**. Independence Day Celebration**-15th August

The Independence Day was celebrated on the campus by hoisting the National Flag .

3Youth Day/ Vivekananda Jayanti is celebrated on12 th January every year.

4.**Rabindra Jayanti (9th May)** is celebrated every year with the performance of our students.

5.**International Mother Language Day (21st February)** is celebrated every year.

6.**Republic Day (26th January_)**is celebrated every year by flag hoisting in the college.

7.**Netaji Subhash Chandra Bose Birth anniversary (23rd January)**is celebrated every year.

8.**Saraswati puja (Basant Panchami)** is celebrated every year.

9.**Birthday of Prasanta Chandra Mahalanobis** is celebrated every year on 29th June.

7.1.19

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains transparency in its financial, academic, administrative and auxiliary functions. There is a proper system of expenditure and audit. All expenditure is audited by the Departmental auditor and CA. Total transparency is maintained. There is a system of academic audit in the college. An academic audit cell monitors every academic activity of the college. Auxiliary functions are conducted in a transparent way. For this purpose, decisions are taken in staff council meetings.

Academic matters.

The Academic Sub -committee is headed by Principal with HODs, Librarian and Head Clerk. This committee suggests about the subject combination, admission criteria, and internal examination system for students' evaluation. The academic calendar for the ensuing session is adopted here. Departmental Heads present the summary of the students' feedback and collective decision is taken for taking necessary action for the academic improvement of students. The Academic Audit Committee's report is also taken care of. The committee also makes constructive suggestions for quality improvement and they are forwarded to the apex body (Governing Body) through the IQAC cell for necessary implementation.

Education is a process of all round development of an individual -Physical, Intellectual, Emotional, Social, Moral and Spiritual. The teachers are the facilitators and help inculcate values amongst students and transform their inner being. The institution does not consider education as mere acquisition of information, qualifying in examinations and getting degrees. The college insists on instilling a sense of humanism, a deep concern for the well being of others and the nation. The institution adopts numbers of academic and co-curricular activities to inculcate core values of integration among the students and faculty members.

Financial Matters.

The external Auditor verifies incomes and expenditures 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's audited report is discussed in the GB and sent to the Directorate of Public Instruction, Department of Higher Education, Govt. of West Bengal. A Finance Committee is set up as per the mandatory directive of the statute of the affiliating University. This committee analyses all the financial activities. A Bursar is appointed from among the senior /experienced teachers to look after the day-to-day financial activities of the college. If any major discrepancy is found,

he/she has to bring it to the notice of the Governing Body.

Administration

Teaching-learning process can attain a high level and thereby an institution becomes a centre of excellence if the administration functions in a rational way. Transparency holds the key to the success of an administration. The college authorities function through a Governing Body established under the law having member representatives from all sections of the stake holders. To ensure transparency and accuracy the office administration works in a digital environment. Accounts, admission, examination procedure, form fill-up etc. are monitored through a well-knit computer aided system. This helps to retrieve data and prevents malpractices like defalcation of fund.

7.2 Best Practices

7.2.1

Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE I

Title of the Practice:

"NO SMOKING ZONE" (Since 2008)

Objective of the Practice

a) Goal /Aim: Goal is to make the college campus free from any type of tobacco. Even guthkha or any such addictive and harmful materials are not allowed on the campus.

b) The Context: It was found that a considerable number of staff and students are smokers. Not only is it detrimental to health but it also creates the bigger problem of passive smoking. The non-smoker staff and students used to complain against this bad practice. The college authorities became strict and with support from the Students' Union implemented the policy of 'No Smoking'.

c) The Practice: Nobody in the college or from outside can smoke inside the college campus. This practice of smoking has been eradicated totally. At the same time, chewing materials like gutkha etc. and spitting here and there have been strictly prohibited and we believe nobody enters the college with such practice. If any staff or student is found deviating from the norms he/she is taken through a process of thorough counselling. If any member of the teaching and non teaching staff tries to indulge in smoking, he/she is reprimanded by the colleagues impromptu. Outsiders are requested politely to abide by the laws. The college has put up "No Smoking" boards at strategic locations.

b)   Evidence of success: The programme has been a grand success. We are proud to declare that no one has ever broken this rule. We have been even congratulated by the honorable members of the visiting NAAC peer team in the first cycle of accreditation and assessment.

BEST PRACTICE II

1.Title of the Practice- "Teacher/Faculty Exchange Programme"

Objectives of the Practice

a) Goal /Aim : Goal is to enable our students to get the benefit of teaching by the renowned faculties

b) The Context: Our College has shortage of staff. The number of permanent teachers is only 13, out of which one teacher has been on lien. Moreover, we have only one Associate Professor. So there is a shortage of senior teachers. Some departments do not have any full time teacher in the substantive posts. In order to remove this constraint we have undertaken " Teacher Exchange Programme"

c)The Practice: We have undergone a MOU from 2016-17 with the following colleges for faculty exchange programme: B.K.C College, Hiralal Mazumdar Memorial College for Women and Bhairab Ganguly College.

d)Evidence of success: The programme has been a grand success. Our students have benefited from the teaching of senior and renowned teachers, particularly in Geography, Sociology and Computer Science, which has also been reflected in their results.

7.3 Institutional Distinctiveness

7.3.1

Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

- One of the distinctive areas of our college is 'Empowering First-Generation Learners' and also to provide opportunities to the students from the socially and economically marginalized and underprivileged sections to carry out their studies. And to fulfill this vision the Institution gives utmost priority to this.
- The Teachers of this college play a major role in supporting, engaging and empowering these students. Students' Council, pass out students and teachers encourage the pupils to enter the new world of college.
- The college offers concession and scholarship for the economically poor students to pursue their higher education in college. College guides them to choose their subjects on the basis of their merits through proper counseling prior to admission.

- The concerned department arranges for extra classes for them on a daily basis. The teachers try to identify their problem zones and address them properly. They are assessed through a monthly test. On the basis of their results and outcomes the concerned department conducts the parent-teacher meeting to solve their problems.
- This approach reduces stigma and helps students get through their undergraduate program more efficiently and effectively.
- More emphasis is given on their career through career counseling. Proper guidance is given to the pass out students to prepare them for a job. Teachers always support them as far as possible with love and smile.

5. CONCLUSION

Additional Information :

Our college has always taken a progressive step to introduce new courses and introduced new teaching techniques to attract the students. Almost a decade ago we installed sound system in large class rooms to make the lectures audible.

Most of our students are purely the first or second generation learners and are from very poor economic background. That's why they scarcely are benevolent to their study and they are too weak to take any higher responsibility through their higher knowledge. This is the real challenge the college is confronted with.

Concluding Remarks :

The fruitful suggestions provided by the NAAC Peer Team on their visit (1st cycle) in 2008 in course of examining our system have helped us to identify our weakness.

As per their suggestion we tried our level best to implement the following steps;

1. Research culture has shown an upright trend. Most of the teachers have obtained Ph. D. Two senior teachers have completed Ph.D. under FDP scheme. Teachers are engaged in different projects. They publish papers in National and International journals.
2. An equipped computer lab has been set up,
3. The college has obtained full time teachers in the substantive posts mainly in Chemistry, Food and Nutrition, Sociology and Bengali.
4. For proper mentoring of students we have introduced mid-term examination and frequent guardian's meet. Remedial classes have been introduced.
5. Collection of NAAC fee has been discontinued.
6. We have increased the span of Students' Aid Fund. Recently set up Faculty Council has decided to contribute 25% of its fund for students' welfare.
7. More titles have been added to the library. The college has subscribed in N-LIST to access e-books and e- journals.

 Inspite of our best efforts there is a declining trend in the students' admission after switch over of the college to West Bengal State University from the University of Calcutta. Students are guided by the preconceived notion of losing the 'Halo Effect" of not studying in the University of Calcutta. This has also affected in internal mobilization of financial resources

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14 | |---|---|---|---|---| | 2 | 2 | 2 | 2 | 2 | Answer After DVV Verification : | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | |---|---|---|---|---| | 2 | 2 | 2 | 2 | 2 |
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 573 Answer after DVV Verification: 92
1.4.2	Feedback processes of the institution may be classified as follows: Answer before DVV Verification : D. Feedback collected Answer After DVV Verification: D. Feedback collected Remark : Clarification response
2.1.1	Average percentage of students from other States and Countries during the last five years 2.1.1.1. Number of students from other states and countries year-wise during the last five years Answer before DVV Verification: | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | |---|---|---|---|---| | 0 | 1 | 1 | 1 | 0 | Answer After DVV Verification : | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | |---|---|---|---|---| | 0 | 0 | 0 | 0 | 0 |
3.1.1	Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

(INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	1

3.3.3	Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	7	5	8	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
23.10	23.20	24.75	28.07	26.92

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in

Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.047	0.517	1.357	0.145	1.209

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1.047	0.517	1.357	0.145	1.209

Remark : HEI clarification

4.3.4	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) Answer before DVV Verification : Yes Answer After DVV Verification: Yes

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
24.68	26.93	36.08	32.21	30.05

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
24.68	26.93	36.08	32.21	30.05

Remark : Audited statement not provided for AY 2017-18 and 2016-17.

7.1.16	The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions Answer before DVV Verification : Yes Answer After DVV Verification: Yes

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations