



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		PRAFULLA CHANDRA COLLEGE
Name of the head of the Institution		Dr. Ratnakar Pani
Designation		Principal
Does the Institution function from own campus		No
Phone no/Alternate Phone no.		03324602160
Mobile no.		9836308817
Registered Email		prafullachandracollegegolpark@gmail.com
Alternate Email		pcciqac@gmailc.com
Address		23/49, Gariahat Road, Kolkata - 700 029
City/Town		Kolkata
State/UT		West Bengal
Pincode		700029
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sonali Roy
Phone no/Alternate Phone no.	03324612689
Mobile no.	9830672427
Registered Email	sonali.roy3010@gmail.com
Alternate Email	reach2sganguly@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.prafullachandracollege.ac.in/wp-content/uploads/2018/12/AQAR-2017-18.pdf">https://www.prafullachandracollege.ac.in/wp-content/uploads/2018/12/AQAR-2017-18.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<https://www.prafullachandracollege.ac.in/wp-content/uploads/2019/12/2.-Academic-calendar-2018-19.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	76.50	2007	31-Mar-2007	30-Mar-2012
2	B+	2.51	2016	05-Nov-2016	04-Nov-2021

### 6. Date of Establishment of IQAC

07-May-2014

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Seminar on Financial Technology in collaboration with Bombay Stock Exchange institut	29-Mar-2019 1	101
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Prafulla Chandra College	Infrastructure Grant for college	RUSA	2018 2	3000000
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. IQAC meetings were held at regular intervals to assess and promote academic and cocurricular activities of staff and students. 2. IQAC encouraged teacher to attend seminar/ workshops, publish in scholarly journals and get engaged in active research.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Publication of Multi disciplinary theme	A working Committee is formed.

based journal.	
To organise interdisciplinary National Seminar jointly by Dept. of. History, Pol.Sc, Bengali English	Seminar Proposal is being prepared to be placed before ICSSR.
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Body	22-Nov-2019

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
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Date of Visit	27-Sep-2016
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2019
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Date of Submission	27-Feb-2019
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<b>17. Does the Institution have Management Information System ?</b>	No
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**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is designed and the syllabus is framed by the Boards of Studies of the respective subjects under the Undergraduate Council of the University of Calcutta. However, the teachers of the college often participate in the workshops organized by the university regarding the framing of syllabi. This year the university has introduced the choice-based credit system for the B.A./B.Sc (Honours and General) course of studies. Accordingly new syllabus is designed by the respective boards of studies. Our teachers from all the departments have attended the workshops organised by various colleges for acquiring proper understanding and effective delivery of the new curricula. The college provides an excellent learning environment for the students. The Academic Council of the college designs an action plan at the beginning of the academic session, the Teachers' Council discusses and finalizes the plan that includes teaching -learning as well as periodical assessment and evaluation. Accordingly, the Academic Calendar is prepared and strictly adhered to as far as possible. The Routine committee prepares the master routine at the beginning of each semester and hands it over to the departments where the individual

faculty members are assigned classes by the Heads of the departments. Departmental meetings and academic sub-committee meetings are held at regular intervals to assess the progress of the syllabus and identify the problem areas if any. Parent-teacher meetings are held around the middle of session to inform the parents about the performance and progress of their ward. Also feedback from the parents is collected and analyzed. The college takes the Internal examinations and tutorials as applicable to various subjects as per the university scheduled dates. As for the documentation of the records, the college has the mechanism for documenting the proceedings of all the meeting in minutes books maintained by the conveners of the respective committees. The office has an integrated software system for record keeping. Students' database is maintained from the date of admission till they pass out from the college by the college office.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	30/12/2019	0	0	0

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	30/06/2019
No file uploaded.		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali, English, Geography (Honours and General)	02/07/2018
BSc	Geography (Honours and General)	02/07/2018
MCom	Commerce	02/07/2018

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	30/06/2019	Nil
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#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	NIL	Nil

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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

### Feedback Obtained

The college has a specially designed questionnaire to collect feedback from the outgoing students of the final year. The students' feedback is collected on teacher's attributes and their overall learning experience in the college. The parents' feedback is taken on their perception about the overall college environment and various other aspects. The feedback is collected in an objective manner that is later converted into tables and charts with the help of some basic statistical tools and a report is generated. The college has a Feedback subcommittee with senior teachers as the members to review the report and take necessary actions where needed.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Commerce	50	149	26
BSc	PROGRAMME	30	48	12
BA	PROGRAMME	238	343	148
BA	Hons. in Geography	47	107	38
BA	Hons. in English	50	118	40
BA	Hons. in Bengali	40	58	36
BCom	PROGRAMME	576	793	201
BCom	Commerce	1066	1491	671

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### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
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2018	1252	26	15	Nil	8
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## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
15	8	28	7	3	10
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The faculty members of the college share a good rapport with students. They provide informal counselling and guidance to all students, especially the differently able students and students from underprivileged and disadvantaged backgrounds. With the introduction of CBCS curriculum, the teachers are actively helping the students choose the subjects as per their capabilities. Teachers also guide the students with their projects and preparation for the endsemester examinations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1252	15	1:83

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	15	3	1	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Professor	NIL
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	PG	SEM1	22/01/2019	18/03/2019
BCom	UG	SEM 3	10/01/2019	21/03/2019
BCom	UG	SEM1	04/01/2019	12/03/2019
BSc	UG	SEM 1	03/01/2019	21/02/2019
BA	UG	SEM 1	03/01/2019	21/02/2019

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the college operates under the University of Calcutta, there is little scope for exercising institutional freedom in introducing reforms in Continuous Internal Evaluation System. However, with introduction of CBCS and semester system for B.Com from 201718 and for B.A./B.Sc from 201819, there is complete overhauling of the evaluation system. Now, the students have to take Internal examination and Tutorials/ Practicals as applicable to various subjects, scheduled by the University. Tutorials for the Humanities group ranges from Term Papers, group Discussions or project based on some educational trips. The college strictly follows the norms and dates set by the University for evaluating the students. In addition to this, the teachers take oral tests or class assessments in the form of quiz or debate within the class hours as a part of continuous internal assessment of students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

As the college is affiliated to the University of Calcutta, it strictly adheres to the academic calendar issued by the University regarding the dates of commencement of classes, registration of students, internal examination and tutorials and so on and so forth.

## 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 in website of the institution (to provide the weblink)

[NIL](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PG	MCom	Commerce	44	44	100
UG	BA	Arts	69	67	97.10
UG	BCom	Commerce	558	519	93.01

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[NIL](#)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	2	UGC	2.4	0.8

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Fintech Technology in Collaboration with Bombay Stock Exchange	Commerce	29/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	30/06/2019	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	30/06/2019
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	Nil	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	3
English	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	Nil

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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	Nil	Nil	NIL
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	14	2	5
Presented papers	3	5	1	Nil
Resource persons	1	Nil	2	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	Nil	Nil
No file uploaded.			

#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	Nil	Nil
No file uploaded.				

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	01/07/2018	30/06/2019	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	30/06/2019	NIL	Nil
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8	8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	3.18.03	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23205	2175552	23	9030	23228	2184582
	3946	418151	2	3396	3948	421547

Reference Books						
Journals	9	13169	Nill	Nill	9	13169
CD & Video	37	Nill	Nill	Nill	37	Nill
Others(s pecify)	202	43435	Nill	Nill	202	43435
Others(s pecify)	36	Nill	Nill	Nill	36	Nill
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	30/06/2019
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	23	2	1	0	1	10	8	120	3
Added	10	8	0	0	0	2	0	0	0
Total	33	10	1	0	1	12	8	120	3

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

120 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5	8	3	5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedure: The college provides excellent infrastructural facilities to students and staff. It includes the following spacious, airy and welllit
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classrooms, a wellmaintained Auditorium, airconditioned Teachers' Room, separate Common Rooms and Washrooms for boys and girls, Water coolerscumpurifiers on each floor, a Playground, a Canteen offering quality food at subsidized rates, a highpower electricity Generator, a Cheap Store for students, a good Central Library, Seminar Library, and a Departmental library laboratory (Geography Dept.) and a garden that provides aesthetic pleasure. As the college shares its basic infrastructure with two other sister colleges on a timesharing basis, the basic infrastructure is maintained by the Accomodation Committee comprising members from all three colleges. Few other infrastructural upgradation in past few years that have added value to the existing infrastructure are a fully computerized and airconditioned Office, a Computer Room for students, free WiFi access to students, teachers and staff, seven ICTenabled classrooms and CCTV cameras installed in strategic points for central monitoring. The college library is equipped with KOHA software and circulation, cataloguing, membership, Accessioning, Searching and Fine calculation are automated through this integrated software system. Policies: The college has received RUSA 2.0 grant of Rs 30 lacs for procurement purposes. The college plans to subscribe to INFLIBNET for the Library, purchase books and subscribe journals to expand the scope of the library resources. Also the college has plans to convert few more classrooms to smart classes, enhance its digital infrastructure through purchase of necessary software packages.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	29	53790
Financial Support from Other Sources			
a) National	Post Matric Scholarship Schemes and Central Sector Scheme of Scholarships for College and university Students.	73	12200
b) International	00	Null	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	30/06/2019	Null	NIL
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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2018	NIL0	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI Prudential, Nielsen Pvt. Ltd.	144	3	Nil	Nil	Nil
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	Nil	NIL	NIL	NIL	NIL
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Rabindra Prayan Dibas	College	150
Prafulla Chandra Day	College	525
Teachers Day Celebration	College	1000
Republic Day Celebration	College	110
Antorjatik Matrihasha Dibas	College	100
Antorjatik Matrihasha Dibas	College	105

Freshers Welcome	College	1200
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### 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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nil	Nil	0	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a students' Union which has its representation in various academic and administrative subcommittees of the college. The General Secretary of the Students' Union is a member of the Governing Body and The Academic SubCommittee. The General Secretary of the Students' Union and two other Girl students nominated by the Students' Union are the members of Antisexual Harassment Cell of the college. The student representatives are energetic and responsible enough to place the student related issues, if any before the proper bodies functioning in the college.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

25

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The College had a registered Alumni Association which has expired. We are in the process of renewal of registration of the Alumni Association.No specific activities have been conducted in the current year.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The college practices a decentralized and participative management strategy through effective and wellconcerted functioning of various academic and administrative subcommittees, the Teachers' Council and the Internal Quality Assurance Cell of the college. 2. The college management actively empowers the faculty members by including them in the various academic, administrative and disciplinary subcommittees. Participation of the nonteaching staff and students are also ensured in various subcommittees to make the process of decisionmaking more participative.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The college conducts a Fully Online and strictly Meritbased Admission process It ensures wide publicity of the entire process through its website and local newspapers. The online application process has the advantage of enabling students from all over India to apply for courses of their choice in the college. They are also allowed to pay their Admission Fees in their nearby branches of the Indian Overseas Bank. Students from all sections of society, all genders, as well as differentlyabled students are represented in the college rolls the college strictly abides by the Reservation rules and policies of the government in this regard.
Industry Interaction / Collaboration	Various companies, management institutes, Industry Training Schools, professional bodies like ICMA, ICAI visit the college and interactive sessions with students are organised to make them aware of the job opportunities. During this session ICICI Prudential Life Insurance Co., Bombay Stock Exchange, Globsyn Business School, George Telegraph Training Institute, ICA Educational skill pvt. Ltd, Neilson (India) Pvt. Ltd., Zoom Academy, Veta Spoken English Training Academy and La Martiniere SEOMP Society visited the college.
Human Resource Management	For effective human resource management, the college practices a decentralized and participative management strategy. Teachers are assigned academic and administrative duties as per their areas of interest so as to bring out their maximum potentials. The Teachers' Council ensures smooth functioning of the college by maintaining a healthy relation between college administration and its members. The Grievance Redressal Cell and AntiSexual Harassment Cell are in operation for effective Redressal of any problem that may crop up.



Research and Development	<p>Many of the faculty members of the college are engaged in active research. The IQAC of the college encourages teachers to upgrade themselves through participation in seminars, workshops and faculty development Programmes. The faculty members are also encouraged to publish research articles in journals of repute.</p>
Examination and Evaluation	<p>To ensure consistent and continuous evaluation of students and offering timely feedback the College holds Internal Examinations and tutorials as per the university guidelines. Some departments take weekly class tests either in written or on oral format. The college hosts a number of university endsemester examinations. the faculty members are engaged in the University examination system as examiners, Head Examiners, Papersetters and Moderators.</p>
Teaching and Learning	<p>The college goes beyond the Chalkandtalk method by arranging Workshops and Seminars and inviting distinguished Guest Speakers from other colleges/universities for Departmental Talks. Students are also taken on educational tours and assigned projects as required by the curriculum in some departments.</p>
Curriculum Development	<p>Being affiliated to the University of Calcutta, the college does not have much scope for curriculum development. However, the teachers attended the workshops on designing the new syllabus under the CBCS system introduced this year and contributed to the formation of syllabus by putting forward their valuable comments there.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The college provides free WiFi access to students, teachers and staff. The college library is equipped with KOHA software and the process of library automation is partially done. Seven classrooms are equipped with ICTfacilities. All the departments are provided with a laptop each to enable them best utilize the ICT facilities available in college to enhance the equality of effective teaching learning.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
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<b>Finance and Accounts</b>	The Salary and Provident Fund for the staff are operated through Government portals : <a href="http://wbifms.gov.in">wbifms.gov.in</a>
<b>Student Admission and Support</b>	The Student support in the form of Scholarship is provided through government portals. National Scholarship: <a href="http://scholarship.gov.in">scholarship.gov.in</a> Swami Vivekananda Scholarship: <a href="http://svmcm.wbhed.gov.in">svmcm.wbhed.gov.in</a> Aikyashree: <a href="http://wbmdfcscholarship.gov.in">wbmdfcscholarship.gov.in</a> Kanyashree : <a href="http://wbkanyashree.gov.in">wbkanyashree.gov.in</a>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NIL	NIL	01/07/2018	30/06/2019	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC HRDC Refresher Course on Economics	1	12/11/2018	04/12/2018	21
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Cooperative Thrift Fund and Group Insurance for the wholetime teachers is available	The college has an effective welfare mechanism for its nonteaching staff. Financial help is provided in the from of: Staff Benevolent Fund Group Insurance for all office staff Onetime financial help for medical purposes Gratuity to casual staff Group Tours and excursions funded by the college.	College Freeships: These are NeedcumMerit based freeships offered to Meritorious students from the economically weaker sections of society Students' Aid Fund: The College provides aid to needy and economically underprivileged students irrespective of merit (to pay college and CU exam fees, buy books etc)

#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial audit report is prepared by the internal auditor appointed by the college and placed before the Governing Body for approval. The college maintains updated Audit Reports every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

300000

#### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	IQAC of the College
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent -teacher meetings are held at regular intervals to collect feedback and suggestions from the parents regarding the functioning of the college and to inform them about the performance of the respective students.

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The college has submitted Building Plan to the Kolkata Municipal Corporation for sanction of new construction on 10,000 sq. ft. of available terrace space in the present building, in an attempt to solve the problem of space crunch. 2.

The college has introduced and successfully running the P.G. course in Commerce since 2017/18. 3. Quality enhancing initiatives are taken by the IQAC on a regular basis.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	NIL	30/06/2019	01/07/2018	30/06/2019	Nil
No file uploaded.					

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	01/07/2018	30/06/2019	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	30/06/2019	0	NIL	NIL	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	30/06/2019	NIL

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	01/07/2018	30/06/2019	Nil
No file uploaded.			

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college has been declared a nosmoking zone. The college has a clean campus with dustbins on each floor to prevent littering. The old electrical appliances have been replaced with new, energyefficient ones. The college promotes paperless transactions use of the electronic media as far as possible. A wellmaintained garden keeps the campus green.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Best Practice 1: Admission Procedure of the institution** The college pursues the objective of advancement of learning by providing equal access to quality education to all students irrespective of financial, cultural, gender or ethnic identity. Therefore, a transparent, meritbased admission procedure is adopted by the college according to the availability of seats and fulfilment of certain legal formalities like reservation of seats for the S.C., S.T., OBC, Physically Challenged candidates as per Govt. Rules. Starting from announcement of admission notice till the publication of merit list and generation of the Admission Form and Bank Challan for the selected candidates, the entire process is performed online. The college has adopted a decentralized fees collection system to avoid harassment of students. The admission process has become fast and efficient and errorfree. Also, it has become easier for the college office to maintain and retrieve students' records that helps further in the registration process. Since the process is dependent on third party software operator, occasionally, the college faces the problem of communication gaps or time management. However, as the fees collection system has been made fully online this year, the problem of a time gap in getting the data from the bank is resolved. Close coordination among the college office, software operator and concerned bank is required for smooth and effective management of the admission process, and the college has been successful in running this fully online admission process smoothly and efficiently in the current year.

**Best Practice 2: Teacher Quality Assurance System.** Upgrading the quality of teachinglearning process and providing the students with innovative and creative educational services has been the continuous endeavor of the college. Hence, transparent, meritbased teacher recruitment process is followed to ensure good quality teaching learning in the college. As the college is affiliated to the University of Calcutta, recognized by The University Grant Commission and funded by The Govt. of West Bengal, recruitment of Wholetime teachers is done as per the rules, regulations and directives of these three bodies. For recruitment of Wholetime teachers the W.B.C.S.C. recommends three candidates from its panel for every vacant post to be filled up. The college management arranges a Staff Selection Committee having relevant subject experts and holds a separate interview for these three candidates and selects one on merit basis and places the name for ratification before the Governing Body of the college. After ratification, the Principal sends the appointment letter to the selected candidate. For recruitment of Parttime teachers, the vacancy is advertised usually in two newspapers with wide circulation base. After preliminary screening an interview is arranged by the Staff Selection Committee with relevant subject experts as a member of the interview board. A panel of three to five candidates is prepared strictly on merit basis and appointment is given to the top ranking candidate for a period of six months or till joining of

fulltime staff whichever is earlier. Ensuring the best quality teachers for our students have proved to be beneficial for the institution as the college has become a popular and reputed centre for undergraduate studies in the city with increasing demand for taking admission to the college over the years.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[NIL](#)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college, established in memory of Acharya Prafulla Chandra Ray, the eminent academician, chemist and nationalist thinker, believes in the right to education for all. Thus, in order to bring the young minds from the weaker section of the society within the ambit of formal higher education, the college maintains a fee structure within the reach of the financially challenged students.

Provide the weblink of the institution

### 8.Future Plans of Actions for Next Academic Year

Future Plans: • To apply to NAAC for funding for organising a national level seminar on Quality Assurance by the IQAC of the college. • To organise Mental Health Awareness Programme and Gender Sensitizing Programme for the students • To further strengthen the activities of the Placement Cell and arrange for Campus Recruitment Drives at a larger Scale. • To revive the registration of the Alumni Association and take steps to boost up its activities.