



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		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.		+919874820900
Mobile no.		9836308817
Registered Email		prafullachandracollegegolpark@gmail.com
Alternate Email		pcciqac3@gmail.com
Address		23/49 Gariahat Road
City/Town		Kolkata
State/UT		West Bengal
Pincode		700029
2. Institutional Status		

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.	+919874820900
Mobile no.	9830672427
Registered Email	sonaliroy.3010@gmail.com
Alternate Email	reach2sganguly@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.prafullachandracollege.ac.in/uploads/1629796021.pdf
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4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	Yes https://calendar.google.com/calendar/u/0/r?cid=gnlvdc648vudgna4bh1qlt5n0s@group.calendar.google.com&cid=en.indian%23holiday@group.v.calendar.google.com
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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

Workshop on Quality Enhancement Activities	25-Sep-2019 4	35
Interactive Session on Mental Health Awareness	13-Sep-2019 3	45
Acharya Prafulla Chandra Ray Memorial Day Celebration organised by IQAC, Prafulla Chandra College in association with Sivanath Sastri College & Heramba Chandra College	03-Aug-2019 9	200
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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
Nil	Nil	Nil	2020 Nil	0
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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 :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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)

- Acharya Prafulla Chandra Ray Memorial Day Celebration was organised by IQAC, Prafulla Chandra College in association with Sivanath Sastri College Heramba Chandra College on 3rd August, 2019.
- An Interactive Session on Mental Health Awareness was organised on 13.9.19
- A Workshop on Quality Enhancement Activities was organised on 25.9.19
- IQAC Meetings were organised from time to time to assess and promote academic and cocurricular activities of staff and students.

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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
To initiate Mentor-Mentee programme in the Deapartments of Bengali, English and Geography	The Mentor-Mentee programme in the Deapartments of Bengali, English and Geography has started from February 2020
Creation of a Research Fund to give assistance to the teachers for participating in seminars and workshops	A research fund amounting Rs 1 lac (Rs 100000/-) has been created to assist and help teachers of the college to participate in different seminars and workshops. This has been approved by the Governing Body of the college.
To start preparation for NAAC visit due on November, 2021	Subcommittees are created with 3 to 5 members for each criterion. The teams have started working towards preparation of the SelfStudy Report.
To initiate Faculty Exchange programme with other colleges	The process of negotiation has started with Dr. Kanailal Bhattacharya College, Howrah
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

27-Sep-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

29-Jun-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The college uses SmartCollege Software which is highend, huge featurefull software to run the administrative work smoothly. The college uses the following modules: 1 SIS:

SmartCollege.NET ERP : Student Information System: It helps maintain student database and enables student profile management, student photo, signature and any additional document management, handling TC and cancellation of admission, subject and subject group, fees collection, concessions and refunds and direct posting into accounting software, generation of unique student ID, and generation of all sorts of reports relating to students that can be exported to pdf, MS Excel and MS Word.

2 AIS: SmartCollege: Account Information System: This software prepare Auditready, readytoprint accounting reports.

3 HRM: Payroll Information System: This software supplements the Govt. portal and generates reports for regular uses.

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

Being affiliated to the University of Calcutta, the college has limited scope in designing of the curriculum at both UG and PG level, however, the college takes great care in effective implementation of the course curriculum as designed by the university. It has been a constant endeavor of the college to make the process of dissemination of knowledge more interesting and enriching 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/entreprene	Skill Development
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				urship	
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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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
Nil	Nil	Nil

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	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Geography	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
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 collects feedback from the outgoing students of the final year through a specially designed questionnaire 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. Also feedback is collected from the dignitaries or representatives from either the Local Authorities or the University or the Government as and when they visit college on various purposes. The feedback collected from all

the stake-holders are then analyzed, and a report is generated and presented before the Feedback subcommittee. The committee has senior teachers as the members who 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
BA	Programme	238	386	148
BA	Hons. in Geography	47	94	38
BCom	Programme	576	821	201
BCom	Honours	1066	1787	671
BA	Hons. in Bengali	40	81	26
BA	Hons. in English	50	103	40
BSc	Programme	30	62	12
MCom	Commerce	50	Nil	23

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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
2019	1136	23	25	Nil	9

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
34	34	52	8	8	14

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Since the college has a large student-base, the mentor-mentee ratio is quite high, so, the teachers are available to the students round the clock and try to extend a helping hand to the students in need. They provide informal counseling and guidance to all students, especially the differently abled students and students from underprivileged and disadvantaged backgrounds. With CBCS curriculum, students seek guidance from the teachers regarding choice of subjects as per their capabilities, preparation of projects and for end-semester examinations. Also, the final year students are given career counseling sessions to guide them on their future

path. In addition to this, the students are encouraged to share any kind of problems they are facing, be it a mental or physical or financial or any other personal problems and seek help from the teachers. Prior to the pandemic situation, the students were free to come and meet the teachers in the staffroom whenever they needed. During the lockdown period, the teachers have made themselves available to the students through phone and whatsapp groups to ensure uninterrupted guidance and mentoring of students during these difficult times.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1136	34	1:33

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
34	34	Nil	4	11

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
Nil	Nil	Nil	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
BCom	UG	Sem 5	03/02/2020	10/07/2020
BCom	UG	Sem 3	29/01/2020	24/07/2020
BA	UG	Sem 3	11/01/2020	06/03/2020
BCom	UG	Sem 1	15/02/2020	10/09/2020
BA	UG	Sem 1	21/01/2020	23/09/2020
BCom	UG	Sem 4	26/07/2019	07/11/2019
BCom	UG	Sem 2	20/07/2019	06/11/2019
BA	UG	Sem 2	11/07/2019	30/08/2019
MCom	PG	Sem 1	31/01/2020	10/10/2020
MCom	PG	Sem 3	17/01/2020	06/08/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since introduction of CBCS and semester system for B.Com from 2017-18 and for B.A./B.Sc from 2018-19, continuous internal evaluation of students in various forms take place throughout the year. The students have to take Internal assessments and Tutorials/ Practical 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. During the Lockdown period the college has adopted online mode of internal evaluation of students in the form of MCQ type tests conducted through Google Forms, conducting Group Discussions through Google Meet Platform and so on.

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

Being affiliated to the University of Calcutta, the college 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. The academic calendar is prepared at the beginning of each academic session and is made available to the students through the college website.

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)

https://prafullachandracollege.ac.in/uploads/PO_PSO_CO_PCC.pdf

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
UG	BCom	Hons. in Accounting & Finance	581	581	100
UG	BCom	Hons. in Marketing	27	27	100
UG	BCom	Programme	115	115	100
UG	BA	Hons. in Bengali	14	14	100
UG	BA	Hons. in English	9	9	100
UG	BA	Hons. in Geography	21	21	100
UG	BA	Programme	59	59	100
PG	MCom	Nil	25	25	100

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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
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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
Nil		

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	Nil	Nil
No file uploaded.				

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	Nil
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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
English	1

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)
International	Commerce	1	4.3
National	Commerce	1	0.5
National	Commerce	1	0
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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
Political Science	1
Commerce	3
Economics	1

English	1
History	2
Bengali	1
Geography	1
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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
Implementation of NEP-2019 A Study on Effective Application of PPP Model	Sayani Sikdar	The Management Account published by the Institute of Cost Accountants of India	2020	0	Prafulla Chandra College	Nil
Effect of Strategic Marketing on Sustainable Business Performance -A Study of Pharmaceutical Industries in India	Dr. Aindrila Biswas	Indian Journal of Pharmaceutical Education and Research	2019	8	Nil	3
A nexus between environmental literacy, environmental attitude and healthy living	Dr. Aindrila Biswas	Environmental Science and Pollution Research (Springer)	2019	8	Nil	7
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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
A nexus between en	Dr. Aindrila	Environmental	2019	8	7	Nil

Environmental literacy, environmental attitude and healthy living	Biswas	Science and Pollution Research (Springer)				
Effect of Strategic Marketing on Sustainable Business Performance -A Study of Pharmaceutical Industries in India	Dr. Aindrila Biswas	Indian Journal of Pharmaceutical Education and Research	2019	8	3	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	13	8	2	6
Presented papers	8	4	1	Nil
Resource persons	1	1	2	Nil

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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

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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

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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
	Disability Activist Forum, West Bengal	Walk for International Day for the persons with Disability2	2	14
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	Nil	Nil	Nil
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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	Nil	Nil	Nil
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	Nil	Nil	Nil
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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
31.17	30.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing

Campus Area	Existing
Video Centre	Existing
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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 Software	Partially	3.18.03	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23228	2184581	284	75035	23512	2259616
Reference Books	3948	421546	14	8303	3962	429849
Journals	Nil	Nil	8	42166	8	42166
CD & Video	37	Nil	Nil	Nil	37	Nil
Others(s pecify)	202	43435	Nil	Nil	202	43435
Others(s pecify)	36	Nil	Nil	Nil	36	Nil
Digital Database	Nil	Nil	1	5900	1	5900

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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	Nil

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	35	6	1	0	0	12	13	175	4
Added	30	0	0	0	0	6	19	0	5
Total	65	6	1	0	0	18	32	175	9

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

175 MBPS/ GBPS

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	Nil

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
30	2971125	Nil	Nil

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 well-developed infrastructural facilities to students and staff. It includes spacious, airy and well-lit classrooms, a well maintained Auditorium, air-conditioned Teachers' Room, separate Common Rooms and Washrooms for boys and girls, Water coolers cum purifiers on each floor, a Playground, a Canteen offering quality food at subsidized rates, a high-power electricity Generator, a Cheap Store for students, a well-equipped Central Library, Seminar Library, and a Departmental library and 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 Accommodation 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 air-conditioned Office, a Computer Room for students, free Wi-Fi access to students, teachers and staff, eight ICT-enabled 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 in 2018. As planned, the college has subscribed to INFLIBNET for the Library, purchased books and subscribed journals to expand the scope of the library resources. Also the college has purchased ICT resources like Laptops Projectors, Printers and Scanners, a digital Display Board with this RUSA 2.0 grant to enhance its digital infrastructure.

<https://www.prafullachandracollege.ac.in/page/general-infrastructure>

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	Student Aid Fund	18	28755
Financial Support from Other Sources			
a) National	Post Matric	95	12000

	Scholarship Schemes and Central Sector Scheme of Scholarships for College and University students		
b)International	Nil	Nil	Nil
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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	Nil	Nil	Nil
No file uploaded.			

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 students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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
Nil	Nil	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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
Nil	Nil	Nil	Nil	Data not Available	Nil
No file uploaded.					

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
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	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
Freshers Welcome	College	1100
Independence Day Celebration	College	75
Republic Day Celebration	College	80
Teachers Day Celebration	College	500
Saraswati Puja Celebrations	College	150
Acharya Prafulla Chandra Ray Memorial Day Celebration Debate Competition	Inter-College	14
Acharya Prafulla Chandra Ray Memorial Day Celebration Quiz Competition	Inter-College	18
Acharya Prafulla Chandra Ray Memorial Day Celebration Essay Competition	Inter-College	20
Acharya Prafulla Chandra Ray Memorial Day Celebration Poster Competition	Inter-College	21
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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
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Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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, Admission Sub-committee and the Academic Sub-committee. The General Secretary of the Students' Union and two other girl students nominated by the Students' Union are the members of Anti-sexual 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?

Yes

The registered Alumni Association of the college helps the college morally, and conducts various social service activities and participates in various activities of the college.

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 :

3 meetings of the Alumni Association were held during the year 2019-2020.

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 administration ensures decentralized and participative mode of decision making through well-concerted functioning of various academic and administrative subcommittees, the Teachers' Council and the Internal Quality Assurance Cell of the college. Having the faculty members, students, and non-teaching staff as members of various academic, administrative and disciplinary subcommittees make the process of decision making more decentralized and participative. 2. During the last quarter of the year, when Lockdown started, the teachers were given a free hand to get in touch with the students and carry on with the process of teaching learning through various online modes as was suitable for different disciplines. So, while some departments created audio-visual lectures for their students and uploaded them in the college website, some others sought to online live classes on Google platform. As work from home became the order of the day, the college administration made perfect example of decentralization and participative management by allowing its staff to operate individually that would ensure collective service to the students during such adversities.

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

Yes

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
Industry Interaction / Collaboration	Various companies, management institutes, Industry Training Schools, professional bodies like ICMA, ICAI visit the college and interactive session with students are organised to make them aware of the job opportunities every year.
Human Resource Management	For effective human resource management, the college administration strictly abides by the Govt. norms for recruitment of full-time staff. Casual staff are also employed through the staff selection committee with university experts and govt. representative as members of interview board to ensure good quality of staff recruitment. Various councils and sub-committees are in operation to ensure smooth functioning of the college. The Grievance Redressal Cell and Anti-Sexual Harassment Cell are also in operation for effective redressal of any problem that may crop up.
Library, ICT and Physical Infrastructure / Instrumentation	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 ICT facilities. 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
Research and Development	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.
Admission of Students	The college conducts a Fully Online and strictly Merit-based 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. The online fees

payment option has also been made available to them from this session. Students from all sections of society, all genders, as well as differently-able students are represented in the college rolls. The college strictly abides by the Reservation rules and policies of the government in this regard.

Curriculum Development

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 last year and contributed to the formation of syllabus by putting forward their valuable comments there.

Teaching and Learning

With introduction of ICT based teaching, and smart classrooms being set up in the college, the process of teaching learning has become more interactive and engaging for the students. In addition to that, workshops and seminars are organised and distinguished Guest Speakers from other colleges/universities are invited for Departmental Talks. Students are also taken on educational tours and assigned projects as required by the curriculum in different departments. Since Lockdown, classes are arranged online on Google Meet platform. E-LMS facility is provided on college website where teachers upload study material, audio-visual lectures, power point presentations for the students.

Examination and Evaluation

The teachers are engaged in the University examination system as Examiners, Head Examiners, Paper-setters and Moderators. The college follows the examination routine set out by the University. Internal examinations, tutorials and end-semester examinations are held accordingly. In addition to that, teachers assess the learning outcome of the students through various internal modes. Some departments take weekly class tests either in written or on oral format. Some others arrange for intra-class debate, quiz or group discussions to assess the progress of students. On the basis of the feedback from the teachers, parent-teacher meetings are arranged to ensure improvement in student performance.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The college promotes e-governance through upgradation of all administrative tasks to digital mode. The college uses software modules to effectively manage student database, staff database and accounts database. The management and utilization of RUSA 2.0 funds has been carried out through e-tendering using Digital Signature Certificates and payments through PFMS Portal. Since Lockdown, planning and management of all regular activities has been shifted to online platform like Google Meet.</p>
<p>Administration</p>	<p>The regular administrative tasks relating to staff and students, viz. collection and payment of fees are performed online, computerized accounts are maintained, pertaining to UGC's pledge of cash-free campus, the college provides the facility of e-payment options to students. The college uses bulk sms services to serve notices and information of all kinds to its staff and students. All notifications are uploaded on the college website as well.</p>
<p>Finance and Accounts</p>	<p>The Salary and Provident Fund for the staff are operated through Government portals : wbifms.gov.in.</p>
<p>Student Admission and Support</p>	<p>The college runs fully online admission system through online admission portals. The entire process of admission starting from collection and sorting of applications, preparation and publication of provisional merit list to payment of admission fees that completes the admission process. The Student support in the form of Scholarship is provided through government portals. National Scholarship: scholarship.gov.in Swami Vivekananda Scholarship: svmcm.wbhed.gov.in Aikyashree: wbmdfcscholarship.gov.in Kanyashree : wbkanyashree.gov.in</p>
<p>Examination</p>	<p>The college avails a dedicated examination portal from the service provider Right Brains Technology. The portal is used for hosting all kinds of examination like Internal assessments, Tutorials as well as the Theory examinations conducted by the</p>

University of Calcutta. The Portal has the provision of uploading the question papers, submission of answer-scripts as well as submission of marks by the teachers. Finally score-sheets are generated in MS Excel format that is used for uploading of marks in the CU portal.

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
Nil	Nil	Nil	Nil	Nil
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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)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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
Refresher Course at UGC- HRDC Ranchi University	1	12/11/2019	25/11/2019	14
Orientation Programme Ramanujan College, University of Delhi	1	04/06/2020	01/07/2020	28
FDP ON MIGRANT WORKERS AND THE IMPACT ON THE POST COVID-19 ERA	1	23/06/2020	Nil	1
FDP at Ramanujan	1	20/04/2020	06/05/2020	17

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Cooperative Thrift Fund and Group Insurance for the whole-time teachers is available. Also, an amount is provided by the college for excursion for teachers.	The college has an effective welfare mechanism for its nonteaching staff. Financial help is provided from Cooperative Thrift Fund, Staff Benevolent Fund, One time-financial help for medical purposes is provided to casual staff. Also, Group Insurance and Gratuity to casual staff are provided by the college. Over and above this, Group Tours and excursions are funded by the college.	College Freeships: Need-cum-Merit based freeships are offered to needy and meritorious students coming from the economically weaker sections of the 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 from the list of auditors approved by the DPI and placed before the Governing Body for approval. On acceptance of the report by the governing Body, the Audit Report along with the GB Resolution is sent to DPI for approval. The college maintains updated Audit Report 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	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

2113674

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	Nil	Yes	IQAC of the College
Administrative	No	Nil	No	Nil

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)

- The college has introduced and successfully running the P.G. course in Commerce since 2017-18.
- A research fund amounting Rs 1 lac (Rs 100000/-) has been created to assist and help teachers of the college to participate in different seminars and workshops. This has been approved by the Governing Body of the college.
- The Mentor-Mentee programme in the Deapartments of Bengali, English and Geography has started from February 2020
- The e-Learning Management System (e-LMS) has been created to help the students with learning modules, study materials with question bank.

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
2019	Acharya Prafulla Chandra Ray Memorial Day Celebration was organised by IQAC, Prafulla Chandra College in association with Sivanath Sastri College Heramba Chandra College	03/08/2019	Nil	Nil	200
2019	Interactive Session on Mental	13/09/2019	Nil	Nil	45

	Health Awareness Speaker: Dr. Somdatta Bhattacharya, Associate Professor, P.D. College, Siliguri				
2019	Workshop on Quality Enhancement Activities Speaker: Dr. Anup Kr. Sikdar Academic Advisor, The Bhawanipur Gajarati Education Society	25/09/2019	Nil	Nil	35
2019	A series of Three Lectures organised by the Department of English in collaboration with IQAC	23/09/2019	23/09/2019	26/09/2019	50
2020	The World Environment Day is observed through creation and uploading of a video on Youtube by the faculty members of Prafulla Chandra College	05/06/2020	Nil	Nil	523
2020	A State level Webinar is organised by the Department of Bengali	28/06/2020	Nil	Nil	100

[View File](#)

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	Nil	Nil	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
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	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
Nil	Nil	Nil	Nil	Nil	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	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	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 no-smoking zone. The college has a clean campus

with dustbins on each floor to prevent littering. The old electrical appliances have been replaced with new, energy-efficient ones. The college promotes paperless transactions and use of the electronic media as far as possible. A well-maintained garden keeps the campus green. Campus Cleaning Drives are arranged with Calcutta Municipal Corporation at a regular interval with a dedicated effort to stop the spread of Dengue during monsoon.

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, merit-based 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. The college runs fully online admission system through a dedicated admission portal. The entire process of admission starting from collection and sorting of applications, preparation and publication of provisional merit list to payment of admission fees that completes the admission process is done through the admission portal. The online application process has the advantage of enabling students from all over India to apply for courses of their choice in the college. The online fees payment option has also been made available to them from this session. The entire admission process has become fast, efficient, student friendly and hassle free. The students do not need to show up in the college during the process of admission. The physical verification of their documents are done at the time of commencement of classes. 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: Introduction of Electronic Learning Management System (e-LMS) The college has introduced the Electronic Learning Management System at a crucial juncture in March 2020 when the pandemic led to a complete closedown of all educational institutions. With the help of this software programme, the college aims to reach out to the students with the promise of serving them with quality education even in times of crisis. This modern software facilitates an academic institution to give its students access to notes and references through the official website of the institution itself. Our eminent professors not only take online classes on a regular basis, they keep uploading relevant study materials on the e-LMS portal as well. Moreover, it has been noticed that students often fail to attend online class lectures because of disruption of internet connection. They can always access notes and reference materials from the e-LMS of the college. In addition, since new subjects under the CBCS were introduced last year, our professors took it on them to upload all the textual materials and question banks for the benefits of the students keeping the syllabus and the university question pattern in mind. This initiative taken by the college to keep academic standard intact by catering to the students through e-LMS has been largely successful.

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

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. The college aims to ignite the flames of intellectual curiosity and devotion to sound knowledge needed for serving the cause of humankind through its applications. The college has a vision of providing opportunities of higher education to the students irrespective of their socio-economic, religious and linguistic status. 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. Also, the college has its distinctiveness in terms of its working hours, location and connectivity. Located in a very fashionable part of South Kolkata, easily accessible by frequently available railway services and other modes of public transport system from all parts of the city as well as suburbs, the college provides the opportunity of pursuing higher education to the students from the weaker section of the society who can follow their dreams by attending college during the evening while supporting their families by working during the day. It must also be highlighted that being a co-educational institution, the college extends the scope of higher education among the girl students coming from economically challenged families. The college takes pride in its endeavor to make the campus safe, secured, warm and friendly for all its students especially the girl students. Thus, the college encourages life-long learning to make the students confident, to take initiative, to develop awareness for human values, to become responsible citizens and ultimately help them to accomplish their desired goals.

Provide the weblink of the institution

<https://www.prafullachandracollege.ac.in/page/college-at-a-glance>

8.Future Plans of Actions for Next Academic Year

- To introduce Solar Energy generation system to save electricity in collaboration with the Dept. of Non-Conventional and Renewable Energy Sources, Govt. of West Bengal.
- To build specially equipped toilet for differently-abled students.
- To create a sickroom for the students.
- To organize health checkup camps for staff and students.
- To conduct a webinar series to spread awareness on multi-faceted impact of covid-19 pandemic.
- To arrange for a dedicated online platform to ensure unhindered teaching learning process during the difficult time of pandemic and the resultant non-availability of physical college campus facilities.