



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>PRAFULLA CHANDRA COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Ratnakar Pani</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>No</b>	
• Phone no./Alternate phone no.	<b>+919874820900</b>	
• Mobile No:	<b>9836308817</b>	
• Registered e-mail	<b>prafullachandracollegegolpark@gmail.com</b>	
• Alternate e-mail	<b>pcciqac3@gmail.com</b>	
• Address	<b>23/49 Gariahat Road</b>	
• City/Town	<b>Kolkata</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>700029</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Urban</b>	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Sonali Roy				
• Phone No.	+919874820900				
• Alternate phone No.					
• Mobile	9830672427				
• IQAC e-mail address	pcciqac3@gmail.com				
• Alternate e-mail address	sonaliroy.3010@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.prafullachandracollege.ac.in/uploads/1676642110.pdf">https://www.prafullachandracollege.ac.in/uploads/1676642110.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.prafullachandracollege.ac.in/page/academic-calendar">https://www.prafullachandracollege.ac.in/page/academic-calendar</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.50	2007	31/03/2007	30/03/2012
Cycle 2	B+	2.51	2016	05/11/2016	04/11/2021
<b>6.Date of Establishment of IQAC</b>	07/05/2014				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of IQAC	<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. The IQAC held regular meetings and discussed implementation of various measures to encourage academic activities like seminars, webinars, talks etc to complement regular teaching-learning activities in the college. 2. The IQAC arranged academic grants for the faculty presenting papers in seminars and symposia as well as publishing research papers to foster research environment in the college. 3. The IQAC acknowledged the importance of a holistic development of students by organizing a short-term Yoga Training Session for students. 4. The IQAC encouraged collaborative quality initiatives with other institutions in the form of organizing a Faculty Exchange Programme with Kanailal Bhattacharya College, Howrah. 5. The college's participation in the NIRF was a result of the concerted efforts of the IQAC.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
1. Academic Grant to be approved for faculty members	Application format of academic grant was distributed among the faculty members. One application was considered and recommended for reimbursement.
2. To organize Staff Training Programme, related to software use and application.	A new office software training programme was organized for non-teaching staff on 27.09.2021
3. Proposal for Auditorium renovation	Auditorium in the college building was renovated
4. Reconstruction of IQAC as per latest U.G.C guidelines	IQAC was reconstructed on 5th April, 2022 in the Governing Body meeting of the College
5. Proposals for Seminars/webinars funded by external agencies/ institutions were invited	International Webinar organized by the Department of Bengali on 11th & 12th November, 2021 with financial aid from ICSSR (ERC). Also, Webinar organized by the Department of Bengali held on 25.06.2022
6. Seminars and Webinars to be organized in collaboration with IQAC	Seminar organized by the Department of Political Science held on 15.03.2022 & Seminar organized by the Department of History on 27.03.2022
7. To organize a short-term Yoga training session for Students	A six-week Yoga Session was conducted by a certified Yoga instructor from 28.05.2022 to 02.07.2022
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-2022	17/01/2023

**15. Multidisciplinary / interdisciplinary**

Being affiliated to the University of Calcutta, the college follows a multidisciplinary curriculum as mandated by the University, where the students study Core Courses (CC), Generic Electives (GE) for a combination of three subjects, along with Compulsory Language Studies and Environmental Studies under Ability Enhancement Core Courses (AECC 1 and 2) for a three-year (six-semester) graduation degree. The college has adopted a semesterized, Choice-based Credit System (CBCS) at the undergraduate level for the B. Com since 2017 and for B.A./B. Sc since 2018, as per the guidelines from Calcutta University. The course curriculum incorporates field trips, project work and writing term papers to give the students a scope for learning by doing. Also, the course curriculum includes projects on environmental issues in the second semester as a part of their AECC course to enhance environmental awareness among students. Beyond the course curriculum, the students are encouraged to participate in extension activities to develop a sense of social responsibility.

**16. Academic bank of credits (ABC):**

The college has adopted a semesterized Choice-based Credit System (CBCS) at the undergraduate level for the B. Com programme since 2017 and for B.A./B. Sc since 2018, as per the guidelines of Calcutta University. However, the institution has not registered under the Academic bank of credits till date.

**17. Skill development:**

Being an affiliated college under the University of Calcutta, the college has limited scope of offering vocational training for skill development; however, the college organises various awareness programmes, seminars and talks on constitutional rights and communal harmony to build strong human values among students. Yoga training classes as a part of life-skill development are also conducted from time to time for the students.

**18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The college offers Honours and General courses in Bengali, AECC course in Hindi and General course in History where the course

curriculum ensures imparting knowledge on Indian Language and culture. For other disciplines also, the mode of lecture delivery is primarily bilingual. Class notes and study materials are also provided in both Bengali and English.

#### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college prepares programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution and displays it in the college website for the awareness of teachers and students. The teachers take recourse to various modes of evaluation like taking concept-based short answer type assessments or MCQ assessments, or arranging for debate or essay writing or departmental students' talk or group discussions to assess attainment of programme or course outcome of individual students.

#### 20.Distance education/online education:

The college is not engaged in Distance Education Programmes. However, during the last two academic sessions, the college took recourse to online mode of teaching learning owing to the Covid 19 pandemic. Even after the re-opening of the college, the e-LMS (e-Learning Management System) portal for online delivery of notes, ppts and video lectures are still in use alongside classroom lectures.

### Extended Profile

#### 1.Programme

1.1	252
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	3259
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	932
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	1035
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	34
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	44
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	92.58
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Being affiliated to the University of Calcutta, the college has limited scope in designing of the curriculum; however, the college takes great care in effective implementation of the course curriculum as designed by the university. The academic session of 2021-22 had to be conducted through the online mode due to continuation of the pandemic situation worldwide till mid-November. Thereafter, with formal opening of all educational institutions post-pandemic, the college has gone back to the regular, offline mode of operation. Accordingly, the Routine Committee made suitable adjustments to the class routine to ensure effective classroom teaching while maintaining social distancing. However, the Whatsapp groups created during COVID times were kept active to reach out to every single student. Also, the e-Learning Management System (e-LMS) that was developed during the Covid period, for the benefit of students where the teachers uploaded lecture videos, PPT presentations and PDF copies of Study Materials, was actively used by the teachers and students. The Students' database was maintained by the college office like other years through the integrated software system for record keeping.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://eshikshak.prafullachandracollege.ac.in/">https://eshikshak.prafullachandracollege.ac.in/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Sub-Committee of the college designs an action plan keeping in line with the academic calendar published by the affiliating university at the beginning of the academic session. The Sub-Committee discusses and finalizes the plan that includes activities relating to teaching -learning, periodical assessment and evaluation of the students. Accordingly, the Academic Calendar of the college is prepared at the beginning of each session and is strictly adhered to as far as possible. The college conducts the



Internal examinations and tutorials as applicable to various subjects as per the dates scheduled by the university.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.prafullachandracollege.ac.in/page/academic-calendar">https://www.prafullachandracollege.ac.in/page/academic-calendar</a>

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

281

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

281

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The university, while designing the curriculum, takes into account the concerns and the requirements of the college-going students before they are exposed to the larger life and society where they would be taking the responsibility of their choice and action. Therefore, the curriculum of a particular subject is structured keeping in mind the cross-cutting issues of gender, environment, ethics and sustainability in mind. For Humanities, both literatures in Bengali and English, texts are chosen with due care which address women's issues and human values, even environmental concerns. Subjects like Economics, Political Science and History, dealing with

social and political questions eventually address the cross-cutting issues; in fact, the curriculum includes specific chapters on gender issues and ethics and human values. Geography, as a subject addresses matters related to environment and sustainability much more closely than other subjects. The curriculum of B.Com honours and general course includes subjects on Business ethics, Codes of professional ethics, Audit and assurance and financial Reporting inculcating the expected standards of behaviour and the need for members/professional accountants to act in the public interest over self-interest. Professional ethics extends beyond compliance with written codes and laws to also include the ethical commitment of the professional person to act in the best interests of society. The curriculum enlightens students on ethical responsibilities of a professional in a competitive international environment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2670

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.prafullachandracollege.ac.in/page/feedback">https://www.prafullachandracollege.ac.in/page/feedback</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

2067

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

274

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution has the mechanism for continuous internal evaluation process through organising short answer type tests, MCQ tests,

organising students' talks on the topics from within the curriculum etc to identify the level of learning of students. Accordingly, the special programmes like departmental talks are organised where eminent academicians and scholars are invited to deliver scholarly lectures to widen the spectrum of knowledge for the advanced learners. On the other hand, special remedial classes after the completion of syllabus are organised for the slow learners to bring them up to the basic standards. However, in the current academic session, due to continuation of the pandemic situation till 15 November 2021, and even after reopening of the college, the blended mode of learning had to be followed to maintain social distancing for the safety of the students. Students were kept in close contact with the teachers through Whatsapp groups, MCQ tests were conducted through Google forms and online remedial classes were organized for the students lagging behind alongside the classroom teaching.

File Description	Documents
Link for additional Information	<a href="https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf">https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1186	34

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The curriculum, as designed by the Calcutta University incorporates experiential learning, participative learning and problem-solving methods in the course curriculum as per the need of the subjects. The students of Geography Honours and General have Field Trips as a part of their curriculum. Students of History General also have field trips to Museums and Archives as a part of their Skill Enhancement Courses. Students of B. Com Honours and General have Accounting methodologies, Mathematics and Economics as a part of

their curriculum where they learn problem solving skills. Also, they need to prepare two projects in the Sixth Semester on 1) Computerized accounting and e-filing and 2) Project work on various issues of business, commerce and industry, where they get exposure to real life business problems and learn the research methodologies to analyse and solve them. Apart from this, students of all the streams need to prepare projects on Environmental Issues in the second semester as a part of their compulsory AECC courses. However, it must be mentioned that due to continuation of the pandemic situation and consequent closure of colleges in West Bengal till 15 November 2021, Field trips resumed only in 2022. The Dept. of Bengali organized an educational tour for its students to the Indian Museum on 05.04.22, while the Department of History organized a Field Trip for students to the Victoria Memorial Hall on 29.04.22.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/u/1/folders/1F408nSDiL1EL0NeR5IKBs0yBB1XGh7DL">https://drive.google.com/drive/u/1/folders/1F408nSDiL1EL0NeR5IKBs0yBB1XGh7DL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college administration has provided each teacher with a laptop to facilitate ICT enabled teaching-learning in college. This year it proved to be extremely useful as the entire session had to be conducted online. An e-LMS portal was introduced in the previous session and was extensively used by the teachers and students where teachers could upload study materials, power point presentations, video lectures, question banks etc to help students with their pursuit of knowledge during these difficult times. Apart from this, classes were held through the Google Meet platform and teachers sought recourse to various ICT enabled teaching tools as per the need of their subjects to deliver effective lectures to their students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>



### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

405

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has transparent and robust mechanism for Internal Assessment of students. It strictly adheres to the Academic Calendar issued by the University of Calcutta. Also, the University has specified mode of internal assessments for various subjects ranging from MCQs to short-answer type tests. The college follows the modalities of internal assessment specified by the University. The Academic Sub-Committee issues the Notice for Internal Assessment once the university specifies the dates for the same and publishes it on the college website. In the academic session 2021-22, the internal assessment was mostly taken through the online mode, though some departments conducted them in the regular mode after the reopening of colleges in the state. The Academic sub-committee decided the dates through a meeting and the dates were conveyed to the students through notices on college website. An examination portal was set up for uploading of questions, and submission of answer scripts for the online mode of assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://eshikshak.prafullachandracollege.ac.in/question-bank-view">https://eshikshak.prafullachandracollege.ac.in/question-bank-view</a>

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

The college has a Grievance Redressal Cell to address the internal examination-related grievances. As the college is conducting online examinations since the outbreak of Covid-19 pandemic, the college has set up a dedicated portal to conduct online examinations for uploading questions, answer scripts, and submission of marks. The Grievance Cell keeps in close contact with the examination committee and promptly takes action on any grievance reported to them regarding uploading of questions on time or any difficulty in submitting the answer scripts or any other technical or academic problems relating to the examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.prafullachandracollege.ac.in//uploads/1626525195.pdf">https://www.prafullachandracollege.ac.in//uploads/1626525195.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are prepared by the various departments after a detailed discussion among the concerned faculty members and the same are stated and displayed in the college website as well as printed in the College Prospectus every academic session for the awareness of teachers and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://prafullachandracollege.ac.in/uploads/PO_PSO_CO_PCC.pdf">https://prafullachandracollege.ac.in/uploads/PO_PSO_CO_PCC.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution takes recourse to various modes of evaluation like taking concept-based short answer type assessments or MCQ assessments, or arranging for debate or essay writing or departmental students' talk or group discussions to assess

attainment of programme or course outcome of individual students. In this academic session, till the college came back to normal offline mode of operation, departments arranged MCQ or short answer type tests through Google Forms, and Virtual Group Discussions were held through Google Meet, while students also wrote Term Papers on topics set by the teachers and those were assessed mostly through the online mode. Once offline mode was restored, Student Talks, Group Discussions and other mode of classroom assessments were resorted to in order to evaluate the course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/drive/u/1/folders/1OffzqhtXIfvxetMJ0xCJhDwtsxPO3Gxi">https://drive.google.com/drive/u/1/folders/1OffzqhtXIfvxetMJ0xCJhDwtsxPO3Gxi</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

969

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.prafullachandracollege.ac.in/page/result">https://www.prafullachandracollege.ac.in/page/result</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.prafullachandracollege.ac.in/naac\\_sss/administrator/final\\_report.php?session=2021-22](https://www.prafullachandracollege.ac.in/naac_sss/administrator/final_report.php?session=2021-22)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

#### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">Not Applicable</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In the current academic session of 2021-22, extension activities could not be organised at a large scale due to the prevailing covid - 19 pandemic situation till 15 November 2021. However, a virtual

Gender-sensitization Programme was conducted in collaboration with the Rahi Foundation, an NGO in New Delhi and Kolkata working towards prevention and intervention in the area of incest and child sexual abuse(CSA) on 3rd December, 2021. The awareness session was followed by screening of a film by Rahi Foundation 'The Little girls we were...and the Women We Are'. Another extension activity was conducted by the Alumni association of the college, in collaboration with an NGO called 'Baghbazar Proximity Designer Welfare Society on 16 March 2022. They conducted a 'Post Covid Precautionary and Motivational Programme' where masks and sanitizers were distributed to all present free of cost, and a sale of handicrafts by underprivileged children was organized to raise funds for the NGO. Alumni, students and teachers wholeheartedly participated in the programme.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/u/1/folders/1O0lzSk12Yz6x-87668fXzI84ENNTRFrm">https://drive.google.com/drive/u/1/folders/1O0lzSk12Yz6x-87668fXzI84ENNTRFrm</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

64

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college provides well-developed infrastructural facilities to students and staff. It includes spacious, airy and well-lit classrooms, a well-maintained Auditorium, an air-conditioned Teachers' Room, a Cheap Store for the students where they can buy text and reference books at cheaper rate, a well-equipped Central Library, Seminar Library, and a Departmental library and laboratory for the Geography Dept. Other infrastructural upgradation that has added value to the existing infrastructure are a double-storeyed, fully computerized and air-conditioned Office, an Elevator, a Computer Room for students, free WiFi access to students, teachers and staff, eight ICT- enabled classrooms to help students could avail the benefits of technological advancement in teaching learning. Teachers are provided with laptops for smooth running of departmental, college-level and university examination-related activities. The embracing of technology by all sectors of the college has been fruitful, especially during the COVID-19 pandemic when offline classes were replaced by online classes.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college maintains well-developed infrastructural facilities enabling the students to pursue various cultural and sports facilities. There are separate Common Rooms for boys and girls equipped with various indoor games facilities like Table Tennis Boards, Carrom Boards etc, a Playground for students to play outdoor games like Football, Basketball and Cricket, and a well-equipped Auditorium for various cultural programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1c2YaIzyH_XfFRYNocDpeQz-TsoAgbvkG?usp=sharing">https://drive.google.com/drive/folders/1c2YaIzyH_XfFRYNocDpeQz-TsoAgbvkG?usp=sharing</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

**Rs. 32.9 Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library is equipped with the KOHA software (Version: 3.18.03) since 2016 and circulation, cataloguing, membership, accessioning, searching and fine calculation are automated through this integrated software system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.prafullachandracollege.ac.in/page/library">https://www.prafullachandracollege.ac.in/page/library</a>

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources D. Any 1 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs. 0.00/-

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

19

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college updates its IT facilities along with Wi-Fi at regular intervals to keep the software system up to date and maintain the high speed of operations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

#### 4.3.2 - Number of Computers

66

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

Rs. 59.6 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 upgradations in past few years that have added value to the existing infrastructure are a double-storeyed, fully computerized and air-conditioned Office, a Computer Room for students, free WiFi 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. The college received RUSA 2.0 grant of Rs. 30 lacs for procurement purposes in 2018, which was used to purchase books and subscribe to journals to expand the scope of the library resources and ICT resources like Laptops, Projectors, Printers and Scanners, a digital Display Board to enhance its digital infrastructure.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

750

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**D. 1 of the above**

File Description	Documents
Link to institutional website	<a href="https://drive.google.com/drive/u/1/folders/1_JJGXf414VC0D02oXSPzf2f7fmF8NUTN">https://drive.google.com/drive/u/1/folders/1_JJGXf414VC0D02oXSPzf2f7fmF8NUTN</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**148**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**148**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

16



File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

A group of bonafied students manage the cultural and sports sub committees. The student representatives are energetic and responsible enough to place the student related issues, if any, before the proper bodies functioning in the college. Under their able management, the students actively participates in various cultural and sports events at the intercollege and university level and brings accolades for the college.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf">https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a registered Alumni Association which helps the college morally, and conducts various social service activities and

participates in various activities of the college.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf">https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year**      **E. <1Lakhs**  
(INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision:** 'Shraddhaban Lavate Gyanam'

The vision articulates the Institution's desire to impart the knowledge and skills and instil moral values among the learners irrespective of their caste, creed, linguistic status and economic conditions.

**Mission:**

- To provide quality educational service at a minimum cost.
- To strive to instil moral values as well as self-confidence among the learners.
- To promote democratic and participative organisational culture
- To help the students in achieving excellence in their field of study
- To help the teaching and non-teaching staff of the institution in promoting excellence.
- To make use the state-of-the-art technology in academic as well as administrative works of the institution.

The institution is committed to nurture the learning competencies among the learners irrespective of their socio-cultural and economic background. Financial support and concessions are provided to the

economically weaker students. Also, remedial classes are held for the needy students. The faculty members are also provided with financial and academic assistance to enrich their knowledge and skills. The college has upgraded its teaching -learning methods with present day technology through ICT enabled class rooms and associated equipments so that students could avail the benefits of technological advancement in teaching learning. Teachers are provided with laptops. The teaching-learning environment of the institution is greatly supported by a group of well-equipped and skilled non-teaching staff. The institution arranges for staff training programmes to keep them updated with latest technologies to run the college office efficiently and serve the students better.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/site">https://www.prafullachandracollege.ac.in/site</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Governing Body of the college believes in the philosophy of liberal democracy and participative style of management. Principal manages the institution in consultation with the Teachers' Council, various statutory and recognized committees and sub-committees formed periodically with authorities and responsibilities clearly outlined in consonance with the rules and regulations of Calcutta University, UGC and Govt. of West Bengal. There are representatives from the teaching faculty and non-teaching faculty of the college in the Governing Body. 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 makes the process of decision making more decentralized and participative.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/site">https://www.prafullachandracollege.ac.in/site</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has an effective mechanism of designing and implementing strategic or perspective plans. As the college shares its physical infrastructure with two other sister colleges, any infrastructural development plans first conceived at the college level is placed in the accommodation committee run by the members from the three colleges. Once approved, the implementation process is carried out jointly. Regarding academic plans, the IQAC of the college ponders over the ideas received from various departments or academic committees. Once approved by the IQAC, the departments or the academic committees carry out the activities such as organising seminars or webinars, applying for Minor or Major research projects, indulging in publication works and such other academic activities. The IQAC of the college promotes collaborative works by signing MoUs with the IQACs of other colleges.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/strategic-and-perspective-plan">https://www.prafullachandracollege.ac.in/page/strategic-and-perspective-plan</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing body is the highest decision-making body that chalks out the broad plans and policies of the college. It is formed in accordance with laws by Higher Education, Govt. of West Bengal as well as by the provisions laid down in the statute of the University of Calcutta. The Principal of the college manages the institution in consultation with the Teachers' Council, various statutory and

recognized committees and sub-committees formed periodically with authorities and responsibilities clearly outlined in consonance with the rules and regulations of Calcutta University, UGC and Govt. of West Bengal. There are representatives from the teaching faculty and non-teaching faculty of the college in the Governing Body. The Teaching and non-teaching staff of the college are recruited as per the rules and regulations of the Government. College authority strictly maintains the staff-pattern norms laid down in the Govt's rules in the event of any recruitment of the college. Service of the teaching and non-teaching staff of the college is guided by the service rules and regulations of the Government. For the effective functioning and to meet the work load, college appoints office employees outside the pay packet. Their salary is paid by the college from its fund. Rules and regulations regarding their appointment, service, leave, retirement are determined and framed by the Governing Body. The institution follows the career advancement scheme (CAS) proposed and introduced by the UGC and Higher Education Council, Government of West Bengal for the promotion of the teaching staff.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/governing-body">https://www.prafullachandracollege.ac.in/governing-body</a>
Link to Organogram of the Institution webpage	<a href="https://www.prafullachandracollege.ac.in/page/administrative-structure">https://www.prafullachandracollege.ac.in/page/administrative-structure</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The welfare measures provided by the Institution for the teaching staff are as follows. There is a Cooperative Thrift Fund and Group Insurance for the whole-time teachers. Also, an amount is provided by the college for excursion for teachers. The college has an effective welfare mechanism for its non teaching staff as well. Financial help is provided from Cooperative Thrift Fund and Staff Benevolent Fund. Also, a One time financial help for medical purposes is provided to casual staff which is repayable in 20 equal monthly instalments. Maximum limit of the loan is determined by the Governing Body of the college from time to time.

File Description	Documents
Paste link for additional information	<a href="#">Not Available</a>
Upload any additional information	<a href="#">View File</a>

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

4



File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a well-defined mechanism for appraisal of the performance of teachers. The faculty Attendance Register is designed in a way that helps in keeping daily records of the attendance of teachers, and the classes allotted to and taken by them, and seminars and workshops attended by each faculty member, in addition to their discharging of duties assigned to them by the affiliating university. Besides, the records of attendance, classes allotted and taken, seminars and workshops attended, research and publications related information and such other academic and cocurricular activities of each teacher are maintained by the IQAC of the college. The reports on performance appraisal of the teachers are prepared and submitted by the individual teachers to the IQAC of the college. After thorough verification and authentication of the report, IQAC forwards it to the Principal's office for further processing. The institution follows the career advancement scheme (CAS) proposed and introduced by the UGC and Higher Education Council, Government of West Bengal for the promotion of the teaching staff.

In case of the non-teaching staff of the college, the institution follows the career advancement scheme (CAS) benefits as per the norms of DPI, Government of West Bengal for the promotion of the concerned staff.

File Description	Documents
Paste link for additional information	<a href="https://banglaruchchashiksha.wb.gov.in/uploads/webmaster/1513600964.pdf">https://banglaruchchashiksha.wb.gov.in/uploads/webmaster/1513600964.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal Financial audit is carried out by the internal auditor appointed by the college and external financial audit is carried out by the empanelled auditors approved by the DPI and the report is 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.

File Description	Documents
Paste link for additional information	<a href="#">Not Available</a>
Upload any additional information	<a href="#">View File</a>

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

#### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Rs. 0.00/-

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

## 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution has been effectively using financial resources received from various sources namely Government, RUSA and the fees from the students. Funds raised from the students' fees are utilized for the purpose of giving aid to the students, doling out concession to the needy students and for the further improvement of the sportsmanship among the students. Stationary expenditure is also met from those collection.

Details of the teaching and non-teaching staff are entered in the Human Resource Management of System (HRMS) portal as soon as they are appointed in the respective services. Salary of the teaching and non-teaching staff of the college is being paid through the HRMS of the Govt of West Bengal.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf">https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The IQAC held regular meetings and discussed implementation of various measures to encourage academic activities like seminars, webinars, talks etc to complement regular teaching-learning activities in the college.
2. The IQAC arranged academic grants for the faculty presenting papers in seminars and symposia as well as publishing research papers to foster research environment in the college.
3. The IQAC acknowledged the importance of a holistic development of students by organizing a short-term Yoga Training Session for students.
4. The IQAC encouraged collaborative quality initiatives with other institutions in the form of organizing a Faculty Exchange Programme with Kanailal Bhattacharya College, Howrah.
5. The college's participation in the NIRF was a result of the concerted efforts of the IQAC.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/1676903752.pdf">https://www.prafullachandracollege.ac.in/uploads/1676903752.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college is set up as per the latest guidelines specified by NAAC. Meetings of IQAC are held at regular intervals to review the teaching-learning process, learning outcomes and to chalk out strategic plans for quality assurance. The academic and cocurricular activity-related records of the teachers are maintained by the IQAC. The IQAC of the college ensures effective implementation of the teaching-learning and evaluation processes as outlined by the Calcutta university. It also promotes research and academic activities beyond the prescribed syllabus through academic collaborations with other institutions. The IQAC, at regular intervals, assesses whether the academic and cocurricular activities and the infrastructural development plans are being executed as per plans, prepares the Action Taken report at the end of each academic session, and uploads it in the college website.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/1676903752.pdf">https://www.prafullachandracollege.ac.in/uploads/1676903752.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.prafullachandracollege.ac.in/uploads/1690722249.pdf">https://www.prafullachandracollege.ac.in/uploads/1690722249.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In the academic session of 2021-22, a virtual Gender-sensitization Programme was conducted in collaboration with the Rahi Foundation, an NGO in New Delhi and Kolkata working towards prevention and intervention in the area of incest and child sexual abuse(CSA) on 3rd December, 2021. The awareness session was followed by screening of a film by Rahi Foundation ' The Little girls we were...and the Women We Are' .

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.prafullachandracollege.ac.in/page/anti-sexual-harassment-cell">https://www.prafullachandracollege.ac.in/page/anti-sexual-harassment-cell</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has a well organised system of both solid and liquid waste disposal. Sufficient number of garbage bins are placed at the corridors on each floor, in the staffroom, office, canteen and at the playground to collect solid waste. The cleaning staff of the college dispose off the waste at regular intervals. The washrooms and sewerage channels are kept clean through regular cleaning by the cleaning staff of the college. Management of e-waste is also done at regular intervals. The broken and outdated electronic devices are refurbished or sold out depending on the degree of damage to the device

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://drive.google.com/drive/u/1/my-drive">https://drive.google.com/drive/u/1/my-drive</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**C. Any 2 of the above**

**5.**

**Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies of**  
**reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has always been committed to nurture cultural, regional, linguistic, communal and socioeconomic harmony among the learners of the institution. So, at the time of admission, it is ensured that students from different caste, religion, gender and financial background get admitted as per guidelines issued by the Central and State Governments. Students from all sections to are always encouraged to participate in various programmes organised by the institution to inculcate the sense of harmony and tolerance in them.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Department of Political Science often arranges for awareness programmes, seminars and talks on constitutional rights and communal harmony. Inter-college competitions like Poster competition, debate, essay writing etc. are organised from time to time as a part of the sensitization programmes



File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college observes days of international, national or regional significance through various programmes. The Independence Day or Republic Day are celebrated through Flag Hoisting followed by a brief cultural programme. Acharya Prafulla Chandra Ray Day is observed through invited lectures by eminent academicians from the field of science. Cultural programmes are organised by the students of the college to celebrate Rabindra Jayanti, the Birth Anniversary of Rabindranath Tagore.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

#### Digitization of the campus

The college has taken a drive to digitize all its activities to ensure efficient and technologically updated delivery of services. Accordingly, e-governance has been initiated. The college uses software modules to effectively manage student database, staff database and accounts database. The entire process of admission is done online. The college has succeeded in ensuring a face-less admission system, minimizing cash transactions in the campus and has ensured prompt supply of data through MIS as and when required. Though initially the college faced some technical problems, however, now the system runs smoothly and efficiently.

### Best Practice 2

#### Introduction of Electronic Learning Management System (e-LMS)

The college has introduced the Electronic Learning Management System since March 2020 to give its students easy access to notes and references through the official website of the college. Our eminent professors upload relevant study materials, video lectures and power point presentations and also question banks on the e-LMS portal. Once uploaded this becomes a part of archive as the future students can also access them in times of need. For teaching-learning conducted online during the time of Covid 19 pandemic, the study material provided through e-LMS proved extremely helpful for the students. Even after reopening of the college, the students find it very useful. Though initially the teachers and students faced some technical problems in uploading and accessing the study materials, however, now the system runs smoothly and efficiently.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college, established in memory of Acharya Prafulla Chandra Ray, the eminent Teacher, chemist, nationalist thinker and the doyen of Indian entrepreneurship 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. The college has the unique feature of running in the evening hours so that the students who need to work during the day to support their families, also get the opportunity to continue with their higher studies and pursue their dreams to become successful in future.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Being affiliated to the University of Calcutta, the college has limited scope in designing of the curriculum; however, the college takes great care in effective implementation of the course curriculum as designed by the university. The academic session of 2021-22 had to be conducted through the online mode due to continuation of the pandemic situation worldwide till mid-November. Thereafter, with formal opening of all educational institutions post-pandemic, the college has gone back to the regular, offline mode of operation. Accordingly, the Routine Committee made suitable adjustments to the class routine to ensure effective classroom teaching while maintaining social distancing. However, the Whatsapp groups created during COVID times were kept active to reach out to every single student. Also, the e-Learning Management System (e-LMS) that was developed during the Covid period, for the benefit of students where the teachers uploaded lecture videos, PPT presentations and PDF copies of Study Materials, was actively used by the teachers and students. The Students' database was maintained by the college office like other years through the integrated software system for record keeping.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://eshikshak.prafullachandracollege.ac.in/">https://eshikshak.prafullachandracollege.ac.in/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Sub-Committee of the college designs an action plan keeping in line with the academic calendar published by the affiliating university at the beginning of the academic session. The Sub-Committee discusses and finalizes the plan that includes activities relating to teaching -learning, periodical assessment and evaluation of the students. Accordingly, the Academic

Calendar of the college is prepared at the beginning of each session and is strictly adhered to as far as possible. The college conducts the Internal examinations and tutorials as applicable to various subjects as per the dates scheduled by the university.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.prafullachandracollege.ac.in/page/academic-calendar">https://www.prafullachandracollege.ac.in/page/academic-calendar</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

281

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

281

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The university, while designing the curriculum, takes into account the concerns and the requirements of the college-going

students before they are exposed to the larger life and society where they would be taking the responsibility of their choice and action. Therefore, the curriculum of a particular subject is structured keeping in mind the cross-cutting issues of gender, environment, ethics and sustainability in mind. For Humanities, both literatures in Bengali and English, texts are chosen with due care which address women's issues and human values, even environmental concerns. Subjects like Economics, Political Science and History, dealing with social and political questions eventually address the cross-cutting issues; in fact, the curriculum includes specific chapters on gender issues and ethics and human values. Geography, as a subject addresses matters related to environment and sustainability much more closely than other subjects. The curriculum of B.Com honours and general course includes subjects on Business ethics, Codes of professional ethics, Audit and assurance and financial Reporting inculcating the expected standards of behaviour and the need for members/professional accountants to act in the public interest over self-interest. Professional ethics extends beyond compliance with written codes and laws to also include the ethical commitment of the professional person to act in the best interests of society. The curriculum enlightens students on ethical responsibilities of a professional in a competitive international environment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2670

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>



File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.prafullachandracollege.ac.in/page/feedback">https://www.prafullachandracollege.ac.in/page/feedback</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

2067

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

274

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution has the mechanism for continuous internal evaluation process through organising short answer type tests, MCQ tests, organising students' talks on the topics from within the curriculum etc to identify the level of learning of students. Accordingly, the special programmes like departmental talks are organised where eminent academicians and scholars are invited to deliver scholarly lectures to widen the spectrum of knowledge for the advanced learners. On the other hand, special remedial classes after the completion of syllabus are organised for the slow learners to bring them up to the basic standards. However, in the current academic session, due to continuation of the pandemic situation till 15 November 2021, and even after reopening of the college, the blended mode of learning had to be followed to maintain social distancing for the safety of the students. Students were kept in close contact with the teachers through Whatsapp groups, MCQ tests were conducted through Google forms and online remedial classes were organized for the students lagging behind alongside the classroom teaching.

File Description	Documents
Link for additional Information	<a href="https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf">https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1186	34

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The curriculum, as designed by the Calcutta University incorporates experiential learning, participative learning and problem-solving methods in the course curriculum as per the need of the subjects. The students of Geography Honours and General have Field Trips as a part of their curriculum. Students of History General also have field trips to Museums and Archives as a part of their Skill Enhancement Courses. Students of B. Com Honours and General have Accounting methodologies, Mathematics and Economics as a part of their curriculum where they learn problem solving skills. Also, they need to prepare two projects in the Sixth Semester on 1) Computerized accounting and e-filing and 2) Project work on various issues of business, commerce and industry, where they get exposure to real life business problems and learn the research methodologies to analyse and solve them. Apart from this, students of all the streams need to prepare projects on Environmental Issues in the second semester as a part of their compulsory AECC courses. However, it must be mentioned that due to continuation of the pandemic situation and consequent closure of colleges in West Bengal till 15 November 2021, Field trips resumed only in 2022. The Dept. of Bengali organized an educational tour for its students to the Indian Museum on 05.04.22, while the Department of History organized a Field Trip for students to the Victoria Memorial Hall on 29.04.22.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/u/1/folders/1F408nSDiL1EL0NeR5IKBs0yBB1XGh7DL">https://drive.google.com/drive/u/1/folders/1F408nSDiL1EL0NeR5IKBs0yBB1XGh7DL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college administration has provided each teacher with a laptop to facilitate ICT enabled teaching-learning in college. This year it proved to be extremely useful as the entire session

had to be conducted online. An e-LMS portal was introduced in the previous session and was extensively used by the teachers and students where teachers could upload study materials, power point presentations, video lectures, question banks etc to help students with their pursuit of knowledge during these difficult times. Apart from this, classes were held through the Google Meet platform and teachers sought recourse to various ICT enabled teaching tools as per the need of their subjects to deliver effective lectures to their students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

**11**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### **2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

##### **2.4.3.1 - Total experience of full-time teachers**

**405**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has transparent and robust mechanism for Internal Assessment of students. It strictly adheres to the Academic Calendar issued by the University of Calcutta. Also, the University has specified mode of internal assessments for various subjects ranging from MCQs to short-answer type tests. The college follows the modalities of internal assessment specified by the University. The Academic Sub-Committee issues the Notice for Internal Assessment once the university specifies the dates for the same and publishes it on the college website. In the academic session 2021-22, the internal assessment was mostly taken through the online mode, though some departments conducted them in the regular mode after the reopening of colleges in the state. The Academic sub-committee decided the dates through a meeting and the dates were conveyed to the students through notices on college website. An examination portal was set up for uploading of questions, and submission of answer scripts for the online mode of assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://eshikshak.prafullachandracollege.ac.in/question-bank-view">https://eshikshak.prafullachandracollege.ac.in/question-bank-view</a>

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

The college has a Grievance Redressal Cell to address the internal examination-related grievances. As the college is conducting online examinations since the outbreak of Covid-19 pandemic, the college has set up a dedicated portal to conduct online examinations for uploading questions, answer scripts, and submission of marks. The Grievance Cell keeps in close contact with the examination committee and promptly takes action on any grievance reported to them regarding uploading of questions on time or any difficulty in submitting the answer scripts or any other technical or academic problems relating to the examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/1626525195.pdf">https://www.prafullachandracollege.ac.in/uploads/1626525195.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are prepared by the various departments after a detailed discussion among the concerned faculty members and the same are stated and displayed in the college website as well as printed in the College Prospectus every academic session for the awareness of teachers and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://prafullachandracollege.ac.in/uploads/PO_PSO_CO_PCC.pdf">https://prafullachandracollege.ac.in/uploads/PO_PSO_CO_PCC.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution takes recourse to various modes of evaluation like taking concept-based short answer type assessments or MCQ assessments, or arranging for debate or essay writing or departmental students' talk or group discussions to assess attainment of programme or course outcome of individual students. In this academic session, till the college came back to normal offline mode of operation, departments arranged MCQ or short answer type tests through Google Forms, and Virtual Group Discussions were held through Google Meet, while students also wrote Term Papers on topics set by the teachers and those were assessed mostly through the online mode. Once offline mode was restored, Student Talks, Group Discussions and other mode of classroom assessments were resorted to in order to evaluate the course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/drive/u/1/folders/1OffzqhtXIfvxetMJ0xCJhDwtsxPO3Gxi">https://drive.google.com/drive/u/1/folders/1OffzqhtXIfvxetMJ0xCJhDwtsxPO3Gxi</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

969

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.prafullachandracollege.ac.in/page/result">https://www.prafullachandracollege.ac.in/page/result</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.prafullachandracollege.ac.in/naac\\_sss/administrator/final\\_report.php?session=2021-22](https://www.prafullachandracollege.ac.in/naac_sss/administrator/final_report.php?session=2021-22)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil



File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">Not Applicable</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In the current academic session of 2021-22, extension activities could not be organised at a large scale due to the prevailing covid - 19 pandemic situation till 15 November 2021. However, a virtual Gender-sensitization Programme was conducted in collaboration with the Rahi Foundation, an NGO in New Delhi and Kolkata working towards prevention and intervention in the area of incest and child sexual abuse(CSA) on 3rd December, 2021. The awareness session was followed by screening of a film by Rahi Foundation ' The Little girls we were...and the Women We Are'. Another extension activity was conducted by the Alumni association of the college, in collaboration with an NGO called 'Baghbazar Proximity Designer Welfare Society on 16 March 2022.

They conducted a 'Post Covid Precautionary and Motivational Programme' where masks and sanitizers were distributed to all present free of cost, and a sale of handicrafts by underprivileged children was organized to raise funds for the NGO. Alumni, students and teachers wholeheartedly participated in the programme.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/u/1/folders/1001zSk12Yz6x-87668fXzI84ENNTRFrm">https://drive.google.com/drive/u/1/folders/1001zSk12Yz6x-87668fXzI84ENNTRFrm</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

64

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college provides well-developed infrastructural facilities to students and staff. It includes spacious, airy and well-lit classrooms, a well-maintained Auditorium, an air-conditioned Teachers' Room, a Cheap Store for the students where they can buy text and reference books at cheaper rate, a well-equipped Central Library, Seminar Library, and a Departmental library and laboratory for the Geography Dept. Other infrastructural upgradation that has added value to the existing infrastructure are a double-storeyed, fully computerized and air-conditioned Office, an Elevator, a Computer Room for students, free WiFi access to students, teachers and staff, eight ICT- enabled classrooms to help students could avail the benefits of technological advancement in teaching learning. Teachers are provided with laptops for smooth running of departmental, college-level and university examination-related activities. The embracing of technology by all sectors of the college has been fruitful, especially during the COVID-19 pandemic when offline classes were replaced by online classes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college maintains well-developed infrastructural facilities enabling the students to pursue various cultural and sports facilities. There are separate Common Rooms for boys and girls equipped with various indoor games facilities like Table Tennis Boards, Carrom Boards etc, a Playground for students to play outdoor games like Football, Basketball and Cricket, and a well-equipped Auditorium for various cultural programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

17

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1c2YaIzyH_XffRYNocDpeOz-TsoAgbvkG?usp=sharing">https://drive.google.com/drive/folders/1c2YaIzyH_XffRYNocDpeOz-TsoAgbvkG?usp=sharing</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****Rs. 32.9 Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college library is equipped with the KOHA software (Version: 3.18.03) since 2016 and circulation, cataloguing, membership, accessioning, searching and fine calculation are automated through this integrated software system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.prafullachandracollege.ac.in/page/library">https://www.prafullachandracollege.ac.in/page/library</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs. 0.00/-

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

19

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college updates its IT facilities along with Wi-Fi at regular intervals to keep the software system up to date and maintain the high speed of operations.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

**4.3.2 - Number of Computers**

66

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

Rs. 59.6 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 upgradations in past few years that have added value to the existing infrastructure are a double-storeyed, fully computerized and air-conditioned Office, a Computer Room for students, free WiFi 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. The college received RUSA 2.0 grant of Rs. 30 lacs for procurement purposes in 2018, which was used to purchase books and subscribe to journals to expand the scope of the library resources and ICT resources like Laptops, Projectors, Printers and Scanners, a digital Display Board to enhance its digital infrastructure.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

750

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>D. 1 of the above</b>
File Description	Documents
Link to institutional website	<a href="https://drive.google.com/drive/u/1/folders/1_JJGxf414VC0D02oXSPzf2f7fmF8NUTN">https://drive.google.com/drive/u/1/folders/1_JJGxf414VC0D02oXSPzf2f7fmF8NUTN</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>148</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>148</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**33**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **5.2.2 - Number of students progressing to higher education during the year**

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**16**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

A group of bonafied students manage the cultural and sports sub committees. The student representatives are energetic and responsible enough to place the student related issues, if any, before the proper bodies functioning in the college. Under their able management, the students actively participates in various cultural and sports events at the intercollege and university level and brings accolades for the college.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf">https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has a registered Alumni Association which helps the college morally, and conducts various social service activities

and participates in various activities of the college.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf">https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision: 'Shraddhaban Lavate Gyanam'**

The vision articulates the Institution's desire to impart the knowledge and skills and instil moral values among the learners irrespective of their caste, creed, linguistic status and economic conditions.

**Mission:**

- To provide quality educational service at a minimum cost.
- To strive to instil moral values as well as self-confidence among the learners.
- To promote democratic and participative organisational culture
- To help the students in achieving excellence in their field of study
- To help the teaching and non-teaching staff of the institution in promoting excellence.
- To make use the state-of-the-art technology in academic as well as administrative works of the institution.

The institution is committed to nurture the learning competencies among the learners irrespective of their socio-cultural and



economic background. Financial support and concessions are provided to the economically weaker students. Also, remedial classes are held for the needy students. The faculty members are also provided with financial and academic assistance to enrich their knowledge and skills. The college has upgraded its teaching-learning methods with present day technology through ICT enabled class rooms and associated equipments so that students could avail the benefits of technological advancement in teaching learning. Teachers are provided with laptops. The teaching-learning environment of the institution is greatly supported by a group of well-equipped and skilled non-teaching staff. The institution arranges for staff training programmes to keep them updated with latest technologies to run the college office efficiently and serve the students better.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/site">https://www.prafullachandracollege.ac.in/site</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Governing Body of the college believes in the philosophy of liberal democracy and participative style of management. Principal manages the institution in consultation with the Teachers' Council, various statutory and recognized committees and sub-committees formed periodically with authorities and responsibilities clearly outlined in consonance with the rules and regulations of Calcutta University, UGC and Govt. of West Bengal. There are representatives from the teaching faculty and non-teaching faculty of the college in the Governing Body. 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 makes the process of decision making more decentralized and participative.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/site">https://www.prafullachandracollege.ac.in/site</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has an effective mechanism of designing and implementing strategic or perspective plans. As the college shares its physical infrastructure with two other sister colleges, any infrastructural development plans first conceived at the college level is placed in the accommodation committee run by the members from the three colleges. Once approved, the implementation process is carried out jointly. Regarding academic plans, the IQAC of the college ponders over the ideas received from various departments or academic committees. Once approved by the IQAC, the departments or the academic committees carry out the activities such as organising seminars or webinars, applying for Minor or Major research projects, indulging in publication works and such other academic activities. The IQAC of the college promotes collaborative works by signing MoUs with the IQACs of other colleges.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/page/strategic-and-perspective-plan">https://www.prafullachandracollege.ac.in/page/strategic-and-perspective-plan</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing body is the highest decision-making body that chalks out the broad plans and policies of the college. It is formed in accordance with laws by Higher Education, Govt. of West Bengal as well as by the provisions laid down in the statute of the University of Calcutta. The Principal of the college manages

the institution in consultation with the Teachers' Council, various statutory and recognized committees and sub-committees formed periodically with authorities and responsibilities clearly outlined in consonance with the rules and regulations of Calcutta University, UGC and Govt. of West Bengal. There are representatives from the teaching faculty and non-teaching faculty of the college in the Governing Body. The Teaching and non-teaching staff of the college are recruited as per the rules and regulations of the Government. College authority strictly maintains the staff-pattern norms laid down in the Govt's rules in the event of any recruitment of the college. Service of the teaching and non-teaching staff of the college is guided by the service rules and regulations of the Government. For the effective functioning and to meet the work load, college appoints office employees outside the pay packet. Their salary is paid by the college from its fund. Rules and regulations regarding their appointment, service, leave, retirement are determined and framed by the Governing Body. The institution follows the career advancement scheme (CAS) proposed and introduced by the UGC and Higher Education Council, Government of West Bengal for the promotion of the teaching staff.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/governing-body">https://www.prafullachandracollege.ac.in/governing-body</a>
Link to Organogram of the Institution webpage	<a href="https://www.prafullachandracollege.ac.in/page/administrative-structure">https://www.prafullachandracollege.ac.in/page/administrative-structure</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
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File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The welfare measures provided by the Institution for the teaching staff are as follows. There is a Cooperative Thrift Fund and Group Insurance for the whole-time teachers. Also, an amount is provided by the college for excursion for teachers. The college has an effective welfare mechanism for its non teaching staff as well. Financial help is provided from Cooperative Thrift Fund and Staff Benevolent Fund. Also, a One time financial help for medical purposes is provided to casual staff which is repayable in 20 equal monthly instalments. Maximum limit of the loan is determined by the Governing Body of the college from time to time.

File Description	Documents
Paste link for additional information	<a href="#">Not Available</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

4

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a well-defined mechanism for appraisal of the performance of teachers. The faculty Attendance Register is designed in a way that helps in keeping daily records of the attendance of teachers, and the classes allotted to and taken by them, and seminars and workshops attended by each faculty member, in addition to their discharging of duties assigned to them by the affiliating university. Besides, the records of attendance, classes allotted and taken, seminars and workshops attended, research and publications related information and such other academic and cocurricular activities of each teacher are maintained by the IQAC of the college. The reports on performance appraisal of the teachers are prepared and submitted by the individual teachers to the IQAC of the college. After thorough verification and authentication of the report, IQAC forwards it to the Principal's office for further processing. The institution follows the career advancement scheme (CAS) proposed and introduced by the UGC and Higher Education Council, Government of West Bengal for the promotion of the teaching staff.

In case of the non-teaching staff of the college, the institution follows the career advancement scheme (CAS) benefits as per the norms of DPI, Government of West Bengal for the promotion of the concerned staff.

File Description	Documents
Paste link for additional information	<a href="https://banglaruchchashiksha.wb.gov.in/uploads/webmaster/1513600964.pdf">https://banglaruchchashiksha.wb.gov.in/uploads/webmaster/1513600964.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal Financial audit is carried out by the internal auditor appointed by the college and external financial audit is carried out by the empanelled auditors approved by the DPI and the report is 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.

File Description	Documents
Paste link for additional information	<a href="#">Not Available</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Rs. 0.00/-

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

## 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution has been effectively using financial resources received from various sources namely Government, RUSA and the fees from the students. Funds raised from the students' fees are utilized for the purpose of giving aid to the students, doling out concession to the needy students and for the further improvement of the sportsmanship among the students. Stationary expenditure is also met from those collection.

Details of the teaching and non-teaching staff are entered in the Human Resource Management of System (HRMS) portal as soon as they are appointed in the respective services. Salary of the teaching and non-teaching staff of the college is being paid through the HRMS of the Govt of West Bengal.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf">https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The IQAC held regular meetings and discussed implementation of various measures to encourage academic activities like seminars, webinars, talks etc to complement regular teaching-learning activities in the college.
2. The IQAC arranged academic grants for the faculty presenting papers in seminars and symposia as well as publishing research papers to foster research environment in the college.
3. The IQAC acknowledged the importance of a holistic development of students by organizing a short-term Yoga Training Session for students.
4. The IQAC encouraged collaborative quality initiatives with other institutions in the form of organizing a Faculty Exchange Programme with Kanailal Bhattacharya College, Howrah.
5. The college's participation in the NIRF was a result of the concerted efforts of the IQAC.



File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/1676903752.pdf">https://www.prafullachandracollege.ac.in/uploads/1676903752.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college is set up as per the latest guidelines specified by NAAC. Meetings of IQAC are held at regular intervals to review the teaching-learning process, learning outcomes and to chalk out strategic plans for quality assurance. The academic and cocurricular activity-related records of the teachers are maintained by the IQAC. The IQAC of the college ensures effective implementation of the teaching-learning and evaluation processes as outlined by the Calcutta university. It also promotes research and academic activities beyond the prescribed syllabus through academic collaborations with other institutions. The IQAC, at regular intervals, assesses whether the academic and cocurricular activities and the infrastructural development plans are being executed as per plans, prepares the Action Taken report at the end of each academic session, and uploads it in the college website.

File Description	Documents
Paste link for additional information	<a href="https://www.prafullachandracollege.ac.in/uploads/1676903752.pdf">https://www.prafullachandracollege.ac.in/uploads/1676903752.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.prafullachandracollege.ac.in/uploads/1690722249.pdf">https://www.prafullachandracollege.ac.in/uploads/1690722249.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In the academic session of 2021-22, a virtual Gender-sensitization Programme was conducted in collaboration with the Rahi Foundation, an NGO in New Delhi and Kolkata working towards prevention and intervention in the area of incest and child sexual abuse(CSA) on 3rd December, 2021. The awareness session was followed by screening of a film by Rahi Foundation ' The Little girls we were...and the Women We Are'.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.prafullachandracollege.ac.in/page/anti-sexual-harassment-cell">https://www.prafullachandracollege.ac.in/page/anti-sexual-harassment-cell</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.prafullachandracollege.ac.in/page/general-infrastructure">https://www.prafullachandracollege.ac.in/page/general-infrastructure</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> <p>The college has a well organised system of both solid and liquid waste disposal. Sufficient number of garbage bins are placed at the corridors on each floor, in the staffroom, office, canteen and at the playground to collect solid waste. The cleaning staff of the college dispose off the waste at regular intervals. The washrooms and sewerage channels are kept clean through regular cleaning by the cleaning staff of the college. Management of e-waste is also done at regular intervals. The broken and outdated electronic devices are refurbished or sold out depending on the degree of damage to the device</p>	
File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://drive.google.com/drive/u/1/my-drive">https://drive.google.com/drive/u/1/my-drive</a>
Any other relevant information	<a href="#">View File</a>
<p><b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b></p>	<p><b>D. Any 1 of the above</b></p>
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2.Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	<b>A. Any 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>
<b>File Description</b>	<b>Documents</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-</b>	<b>C. Any 2 of the above</b>

reading software, mechanized equipment  
**5. Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies**  
**of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has always been committed to nurture cultural, regional, linguistic, communal and socioeconomic harmony among the learners of the institution. So, at the time of admission, it is ensured that students from different caste, religion, gender and financial background get admitted as per guidelines issued by the Central and State Governments. Students from all sections to are always encouraged to participate in various programmes organised by the institution to inculcate the sense of harmony and tolerance in them.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Department of Political Science often arranges for awareness programmes, seminars and talks on constitutional rights and communal harmony. Inter-college competitions like Poster

competition, debate, essay writing etc. are organised from time to time as a part of the sensitization programmes

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college observes days of international, national or regional significance through various programmes. The Independence Day or Republic Day are celebrated through Flag Hoisting followed by a brief cultural programme. Acharya Prafulla Chandra Ray Day is observed through invited lectures by eminent academicians from the field of science. Cultural programmes are organised by the students of the college to celebrate Rabindra Jayanti, the Birth

**Anniversary of Rabindranath Tagore.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice 1****Digitization of the campus**

The college has taken a drive to digitize all its activities to ensure efficient and technologically updated delivery of services. Accordingly, e-governance has been initiated. The college uses software modules to effectively manage student database, staff database and accounts database. The entire process of admission is done online. The college has succeeded in ensuring a face-less admission system, minimizing cash transactions in the campus and has ensured prompt supply of data through MIS as and when required. Though initially the college faced some technical problems, however, now the system runs smoothly and efficiently.

**Best Practice 2****Introduction of Electronic Learning Management System (e-LMS)**

The college has introduced the Electronic Learning Management System since March 2020 to give its students easy access to notes and references through the official website of the college. Our eminent professors upload relevant study materials, video lectures and power point presentations and also question banks on the e-LMS portal. Once uploaded this becomes a part of archive as the future students can also access them in times of need. For teaching-learning conducted online during the time of Covid 19 pandemic, the study material provided through e-LMS proved

extremely helpful for the students. Even after reopening of the college, the students find it very useful. Though initially the teachers and students faced some technical problems in uploading and accessing the study materials, however, now the system runs smoothly and efficiently.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college, established in memory of Acharya Prafulla Chandra Ray, the eminent Teacher, chemist, nationalist thinker and the doyen of Indian entrepreneurship 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. The college has the unique feature of running in the evening hours so that the students who need to work during the day to support their families, also get the opportunity to continue with their higher studies and pursue their dreams to become successful in future.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

- To upgrade the Library Software and digitize the Library Operations
- To promote use of eco-friendly materials for various purposes in a drive to keep the campus a plastic free zone.
- To conduct Awareness Programmes on dengue, malaria and chicken pox by the students in the college neighbourhood as a part of outreach/ extension programme.
- To organise cultural events and inter-college Students' Meet among the three colleges of this building.
- 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 create a sickroom for the students.
- To upgrade all the classrooms with smartboards and other audio-visual aids
- To arrange for Career Counselling Programme and placement for the outgoing students
- To organise International or National level webinars, seminars, and workshops, preferably in collaboration with sponsoring agencies, on Gender, Human Values, Mental Health, Constitutional rights and duties of citizens, Environment and Sustainability, Intellectual Property Rights, Research Methodology etc.