YEARLY STATUS REPORT - 2022-2023

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

• 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**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.prafullachandracollege.ac.in/uploads/1692973287.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.prafullachandracollege.ac.in/page/academic-calendar

5.Accreditation Details

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**

6.Date of Establishment of IQAC	**07/05/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File]()

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• The IQAC held regular meetings and discussed implementation of various measures to encourage academic activities like seminars, webinars, Extended Lectures, Awareness Programmes etc to complement regular teaching-learning activities in the college.

• 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. Seven Faculty members availed the benefit.

• The IQAC encouraged collaborative quality initiatives by signing Memorandum of Understandings with other institutions and organised various programmes such as (a) organizing Faculty Exchange Programmes, Seminars and Workshops jointly with other colleges. (b) organising a number of career counselling programmes in collaboration with various professional organisations and (c) started an Add on Course on Yoga Training in collaboration with Bangiya Sangeet Kala Kendra, Kolkata.

• The IQAC encouraged the students to actively participate in social outreach programmes by conducting Health Awareness Programmes in the slum areas near the college.

• The college's participation in the NIRF 2023 was a result of the concerted efforts of the IQAC.

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

16-05-2024 05:51:53

Plan of Action	Achievements/Outcomes
To upgrade the Academic and Physical Infrastructure	The process of infrastructural upgradation began in early 2022 and completed by April 2023. A Digital Display board was installed in front of the main entrance to the building and interactive Flat Panels and smartboards were installed in the classrooms. Elevator installation was completed by June, 2022 Divyangan facility such as ramp and toilet have been commissioned by June 2023. A Solar Panel System is installed on the terrace.
To introduce a Certificate Course on Yoga	The Course commenced from 22.05.2023. Bangiya Sangeet Kala Kendra had taken the theory & practical examination for first year candidates on 20th December, 2023.
To organize seminars on Ethical Values and Gender related issues	A Seminar was organized on 03.05.23 on Human Values and Professional Ethics. - Speaker Dr. Joy Bhattacharya, Ramkrishna Mission, Golpark. A webinar was organized on anti-sexual harassment issues on 18.05.23 – Speaker Dr. Samata Biswas, Sanskrit University
To organize seminar and workshop on Human Rights and Constitutional Awareness	A Seminar was organized on 28.08.23 on Constitutional Values and Fundamental Rights – Speaker Prof. Suman Bandapadhyay and Prof. Maidul Islam.
To organise a seminar on implementation of NEP 2020	A One-day Seminar was organized on NEP 2020 in collaboration with Sivanath Sastri college on 11.07.23 – Speakers: Prof. Mrinal Mukherjee, Ambedkar University & Swami

	Mahaprajnanananda, Principal, Ramakrishna Mission Vidyamandir, Belur.
To organise the Acharya Prafulla Chandra Ray Memorial Lecture	Prof. Amitava Das of IISER Kolkata delivered a Lecture on 'Human Civilisation, Sustainable environment and the Present Society' on 09.09.2022
To conduct Environment audit, Quality audit, Energy Audit and Gender Audit	Environment, Quality and Energy Audits have been completed by July 2023
To promote collaborative activities with other institutions	Ten Memorandum of Understanding were signed with other affiliated colleges, Business institutes, and NGOs and several collaborative events like faculty exchange programmes, career counselling and vocational training programmes were organised during the year.
To give academic grant to the Faculty	The form was uploaded in website by March 2023. 7 Faculty members received the Academic Grant in 2022-23.
To organise community outreach programmes involving current students, alumni Association and St. John Ambulance Division of the College	(1) Health awareness campaign organized at Kakulia Rail gate slum area with the help of St. John Ambulance division and Councilor Mrs. Chatali Chattopadhyay, external member of IQAC on 09-03-2023. (2) A Medical Camp organized by the Alumni Association in collaboration with St. John Ambulance Division on 24.03.2023.
To work towards NAAC visit	IQAC supervised the Teams working on preparation of the Self Study Report. Departmental Profiles were prepared by the respective departments by June 2023. Result analysis has been

	completed by September 2023.
13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	16/03/2024

15.Multidisciplinary / interdisciplinary

The college follows a multidisciplinary curriculum as mandated by the University of Calcutta, 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 filed 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:

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 2020-21 and 2021-22 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	[View File](#)

2.Student

2.1   **3156**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **581**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **959**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **33**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **43**

Number of Sanctioned posts during the year

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	View File

2.Student

| 2.1 | **3156** |
| Number of students during the year | |

File Description	Documents
Data Template	View File

| 2.2 | **581** |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

File Description	Documents
Data Template	View File

| 2.3 | **959** |
| Number of outgoing/ final year students during the year | |

File Description	Documents
Data Template	View File

3.Academic

| 3.1 | **33** |
| Number of full time teachers during the year | |

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**43**

File Description	Documents
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**27**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**124.06**
4.3 Total number of computers on campus for academic purposes	**50**

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. After a spell of online and blended mode learning during the covid period, the academic session of 2022-23 came back to the regular offline mode of operation. At the beginning of the session the IQAC distributed the curriculum delivery plans to the respective subcommittees. The Academic Subcommittee, under the overall supervision and guidance of the IQAC, prepared the Academic Calendar for the session. The Routine Subcommittee prepared the Master Routine for the UG and PG (M.Com.) courses before the commencement of the Semester and delivered it to the departments. Departments then distributed the class load to the respective teachers as per the Master Routine, based on which teachers prepared their lesson plans. In addition to the usual offline operations, some good practices of the online mode of teaching have remained in practice. The departments

maintain Whatsapp groups to keep close contact with the students. Study materials are shared through the college e-lms portal (ESHIKSHAK) and also through the whatsapp groups. 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	[View File](#)
Link for Additional information	https://eshikshak.prafullachandracollege.ac.in/

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. In addition to the Internal and Tutorial Assessments specified by the University, the teachers take recourse to various methods continuous internal evaluation such as class tests, mock tests, essay writing, group discussion conducting quizzes to assess the learning outcome of students.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.prafullachandracollege.ac.in/page/academic-calendar

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating	**B. Any 3 of the above**

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	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

9

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

571

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

556

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 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. English Honours syllabus, for instance, has an entire Theory paper dedicated to Women's Writing that focuses extensively on women's issues. Subjects like Economics, Political Science and History, dealing with social and political questions eventually address these 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 courses 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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

7

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

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

2798

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	https://www.prafullachandracollege.ac.in/page/feedback

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

1287

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

198

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

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. Also, add on courses on various topics are conducted to enhance the soft skills of the students. Students are kept in close contact with the teachers through Whatsapp groups through which they can clarify their doubts relating to their studies, even beyond the regular working hours of the college.

File Description	Documents
Link for additional Information	https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
3156	33

File Description	Documents
Any additional information	View File

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 Department of Geography are taken to sites of geographical significance on a three to five days trip, to get hands on experience on the theories learnt. 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 as per the need of their syllabus. 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. This ensures greater environmental awareness among students through learning by doing.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1nJdo7GW5Gj0waBTe_UlMuozawpc_v3RL

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

The college has a well-developed ICT infrastructure for effective teaching learning. The class rooms have been converted to smart classes by installing flat panels and interactive smart boards. Free wi-fi connectivity is provided in the campus. The college administration has provided each teacher with a laptop to facilitate ICT enabled teaching-learning in college. Also, subscription to INFLIBNET connectivity gives easy access of digital study materials to the teachers. The college has an e-LMS portal (ESHIKSHAK) where the teachers upload study materials, PowerPoint presentations, video lectures, and Question Banks to help students with their pursuit of knowledge. The practice of ICT-enabled teaching learning proved to be extremely beneficial for providing seamless services to the students during the Covid-19 pandemic.

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

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

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

12

File Description	Documents
Any additional information	View File
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)	View File

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

438

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 modalities for internal assessment specified by the University and also, aligns the dates of such assessments with the Academic Calendar issued by the University of Calcutta. Apart from this, the departments use various modes of internal evaluation, like class tests either in the MCQ or short-answer type format, Essay writing or Term paper writing, presentation of papers, conducting quizzes or Student Talks to evaluate the learning outcome of students. During the Covid-19 pandemic MCQ tests were conducted online through Google Forms. After the pandemic the departments switched to conducting such tests using OMR sheets. With an OMR Scanner with suitable OMR reading software installed in the college, fair, impartial and time-bound assessment becomes possible. It ensures transparency in the evaluation mechanism for internal assessments. For written tests, the answer scripts are shown to the students, some departments also hold parent teacher meetings to keep the parents informed about their ward's performance.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.prafullachandracollege.ac.in//uploads/1673611733.jpg

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

The college has an Examination Sub-Committee along with the Grievance redressal cell to address the internal examination-related grievances. The Grievance Cell keeps in close contact with

the examination committee and promptly takes action on any grievance reported to them regarding internal examination Grievances relating to internal assessments from the students' end are either about inability to appear for the tests or regarding discrepancies in marks obtained. Students failing to attend internal evaluation due to various reasons. They are instructed to submit written application stating the reason of absence. The Examination sub-committee considers the merits of the cases and arranges for re-examination schedule for the students. For grievances relating to discrepancies in marks obtained, the Examination sub-committee gets the answer scripts reviewed by the concerned department and resolves the matter without any loss of time.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/drive/u/1/home

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	View File
Paste link for Additional information	https://www.prafullachandracollege.ac.in/page/pos-psos-and-cos
Upload COs for all courses (exemplars from Glossary)	View File

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. Also, the results of the end semester examinations are analysed and a report is prepared by the Result analysis sub committee to assess the performance of students. The college tries to maintain a database about the passed-out students on their progression to higher education or absorption into the job market. This also gives an idea about the learning outcome of students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	[https://drive.google.com/drive/u/3/folders/19_LzX7Pmyipc154fNckrlS9SRxMZ7WTj](#)

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

321

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	[https://www.prafullachandracollege.ac.in/uploads/1714385874.pdf](#)

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=2022-23](#)

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Not Applicable

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	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

12

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

The college extends its activities well beyond the campus in its bid to engage in social/extension activities. There is a wing of St. John Ambulance which is linked with the college. The college

gets to perform many of its outreach programmes in collaboration with St. John Ambulance Division of Prafulla Chandra College. In the academic session 2022-23, the following outreach programmes were conducted.

An awareness programme on Alzheimer's and Dementia was organized in collaboration with ARDSI, Calcutta Chapter, in the month of September, 2022.

The students of the College participated in a Health Awareness Campaign in the neighbourhood on March 9, 2023 in collaboration with the Internal Quality Assurance Cell (IQAC) of the College.

Also, a blood donation camp, an eye check-up camp and a plantation programme were organised by the college in this academic session in collaboration with the Alumni Association and the St. John Ambulance Division of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/u/0/folders/1MzIBlr214jqmHu1LvQO9h5WZA7ckZXaq
Upload any additional information	View File

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	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

8

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

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

326

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

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

10

File Description	Documents
e-copies of linkage related Document	[View File](#)
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	[View File](#)

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

2

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

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, 23 classrooms equipped with flat panels and interactive smart boards. Teachers are provided with laptops for smooth running of departmental, college-level and university examination-related activities. In the current academic session, the college has installed solar panels on its rooftop as a sustainable initiative, ensuring an energy-efficient campus. It also has a generator with capacity of 10 KW.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.prafullachandracollege.ac.in/page/general-infrastructure

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 Volley Ball, Badminton,Cricket etc. , and a well-equipped Auditorium equipped with a spacious stage, a greenroom, a 3-split projector and sound system to hostvarious cultural as well as academic events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.prafullachandracollege.ac.in/page/general-infrastructure

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1mZjAXZAORPhQEgkaYakiN5Rig3ioEq0k?usp=drive_link
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

38.31 Lakh

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 since 2016 (Version 3.18.03, currently upgraded to Version: 23.05.06.000) and circulation, cataloguing, membership, accessioning, searching and fine calculation are automated through this integrated software system. The college Library also subscribes to e-resource membership in N-LIST (INFLIBNET). Membership of this platform, a part of the e-Shodh Sindhu consortium that provides current as well as archival access to crores of peer-reviewed e-books and e-journals, significantly contributes to the college's pool of digital resources. Students and faculty members have seamless access to scholarly content and information available in open access through subject portals and gateways. The college library

also provides the user-friendly interface, OPAC (Online Public Access Catalogue), to digitally search and access resources.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.prafullachandracollege.ac.in/page/library

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	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

1.37 Lakh

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

24

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The IT Facility of the college, comprising of 69 computers, a central digital display board and 5 printers, and various dedicated software like MS Office and the Smart College ERP software, Tally-ERP software for financial tasks effectively supports a range of academic and administrative functions. Also, the GIS Professional and Remote Sensing Software is used by the department of Geography. 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. The institution places a high priority on the continuous maintenance (AMC) and enhancement of its IT facilities through comprehensive Annual Maintenance Contract with 3S Software Pvt. Ltd (Smart College Software Solution Group).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.prafullachandracollege.ac.in/page/general-infrastructure

4.3.2 - Number of Computers

69

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

85.76 Lakh

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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, 23 classrooms with flat panels and interactive smart boards and 44 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.prafullachandracollege.ac.in/page/general-infrastructure

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

1243

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

18

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

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

`C. 2 of the above`

File Description	Documents
Link to institutional website	https://drive.google.com/drive/u/0/folders/1p5ysML64DKSQLVlG9QeduuljTr3i-LAV
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

`95`

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

`95`

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

27

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

50

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

7

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

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	https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf
Upload any additional information	View File

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

9

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 extends various kinds of support to the college. With active involvement

of the current students, the Alumni Association of the college carries out various extension activities to inculcate a sense of social responsibility among the students. Blood donation camps, health check-up camps are organised by them at regular intervals.

File Description	Documents
Paste link for additional information	https://www.prafullachandracollege.ac.in/upl_oads/Prospectus_2022.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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 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 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 equipment so that students could avail the benefits of technological advancement in teaching and 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	https://www.prafullachandracollege.ac.in/sit e
Upload any additional information	View File

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	https://www.prafullachandracollege.ac.in/site
Upload any additional information	View File

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 colleges hosted in the same building on a time sharing basis, 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	View File
Paste link for additional information	https://www.prafullachandracollege.ac.in/page/strategic-and-perspective-plan
Upload any additional information	View File

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 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 in the
college. Service of the teaching and non-teaching staff of the
college is guided by the service rules and regulations of the
Government. The college also 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	https://www.prafullachandracollege.ac.in/gov erning-body
Link to Organogram of the Institution webpage	https://www.prafullachandracollege.ac.in/pag e/administrative-structure
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

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	Not Available
Upload any additional information	View File

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

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

1

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

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	https://banglaruchchashiksha.wb.gov.in/uploa ds/webmaster/1513600964.pdf
Upload any additional information	View File

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	Not Available
Upload any additional information	View File

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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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 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	https://www.prafullachandracollege.ac.in/uploads/Prospectus_2022.pdf
Upload any additional information	View File

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

- **The IQAC held regular meetings and discussed implementation of various measures to encourage academic activities like seminars, webinars, Extended Lectures, Awareness Programmes etc to complement regular teaching-learning activities in the college.**
- **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. Seven Faculty members availed the benefit.**
- **The IQAC encouraged collaborative quality initiatives by signing Memorandum of Understandings with other institutions and organised various programmes such as (a) organizing Faculty Exchange Programmes, Seminars and Workshops jointly with other colleges. (b) organising a number of career counselling programmes in collaboration with various professional organisations and (c) started an Add on Course on Yoga Training in collaboration with Bangiya Sangeet Kala Kendra, Kolkata.**
- **The IQAC encouraged the students to actively participate in social outreach programmes by conducting Health Awareness Programmes in the slum areas near the college.**
- **The college's participation in the NIRF 2023 was a result of the concerted efforts of the IQAC.**

File Description	Documents
Paste link for additional information	https://www.prafullachandracollege.ac.in/uploads/1712933623.pdf
Upload any additional information	View File

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	https://www.prafullachandracollege.ac.in/uploads/1712933623.pdf
Upload any additional information	View File

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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.prafullachandracollege.ac.in/uploads/1714385874.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 2022-23, the following measures were taken to promote gender equity in the institution:

- Students were informed about Kanyashree (Govt. of West Bengal) the ongoing scholarship programme for girl students and 55 girls availed the scholarship this year.
- Safety and security for girl students are ensured through CCTV monitoring of the campus. This year the area under CCTV coverage was enhanced. Also, in addition to the existing ones, few more female security guards were appointed this year.
- A virtual Gender-sensitization Programme in the form of a A Special Lecture was conducted on 18th May, 2023 on the topic "Women & Urban Space in India: Some Considerations". The lecture was delivered by Dr. Samata Biswas, Assistant Professor of English, Sanskrit University. The programme was well attended by the students and faculty. Also, it was live streamed on Youtube platform.

File Description	Documents
Annual gender sensitization action plan	https://www.prafullachandracollege.ac.in/pag e/anti-sexual-harassment-cell
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	https://www.prafullachandracollege.ac.in/pag e/general-infrastructure

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	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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. These wastes are segregated at source.

Non-recyclable wastes are disposed off through municipal disposal system. The cleaning staff of the college dispose off the waste at regular intervals.

The college does not use any hazardous chemicals and the liquid wastes are disposed through drainage system. The washrooms and sewerage channels are kept clean through regular cleaning by the cleaning staff of the college.

For efficient and effective waste management, the college has signed a Memorandum of Understanding with M/s. Redivivus Recyclers

Private Limited for a period of 5 years (2022 to 2027) to dispose off recyclable waste including e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Not Available
Any other relevant information	View File

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	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and

B. Any 3 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

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

`C. Any 2 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

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)	View File
Any other relevant information	View File

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. The Department of Political Science encouraged its students to participate in the Youth Parliament Competition organized by the Department of Parliamentary Affairs, Government of West Bengal held from 14th to 16th September, 2022 under various categories such as essay writing, quiz and debate competitions. Such participation enlightens their vision as how to be a responsible and socially aware citizen of the country. It plays a crucial role in determining and guiding human action as such participation and involvement are internalised hence evoking a sense of right or wrong as also a sense of priorities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code | **B. Any 3 of the above**

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

File Description	Documents
Code of ethics policy document	[View File]()
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	[View File]()
Any other relevant information	[View File]()

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. Every year, the Independence Day andRepublic Day are celebrated through Flag Hoisting followed by a brief cultural programme by the students of the college. This year, on the eve of 75 years of Independence, the college celebrated the Independence day by conducting a three day programme in collaboration with the two other sister colleges viz. Sivanath Sastri College and Heramba Chandra college. Essay Competition, Elocution competition, Poster and Photography Competitions were organised for the students on various aspects of Independence on the first two days followed by the Flag hoisting ceremony and cultural programmes on the Day of Independence on 15th August, 2022. Acharya Prafulla Chandra Ray Day is observed through invited lectures by eminent academicians from the field of science. This year, Dr. Amitava Das, Professor of Department of Chemical Sciences. IISER, Kolkata delivered a lecture on 'Human Civilization, Sustainable Environment and the present Society'. Cultural programmes are organised by the students of the college to observe Teachers' Day, Bhasha Dibas i.e. International Mother

Language Day and 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)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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. Admission is done online.
Electronic Learning Management System is adopted and the
classrooms are upgraded to smart classes. The college has
succeeded in ensuring a face-less admission system, minimizing
cash transactions in the campus, has ensured prompt supply of data
through MIS and the process of teaching learning has become more
productive. Initially there were some technical problems as well
as shakiness among students in adopting digital payments, however,
now the system runs smoothly and efficiently.

Best Practice 2

360 Degree Appraisal of Teachers

The college has initiated the process of 360 degree Teachers'
Appraisal system to get better understanding of the expectation
from and the perception of the students, management and peers
about the teacher. IQAC collects Feedback and suggestions from the
stakeholders, analyse them and communicate the findings to the

teachers individually. The system has helped reduce the communication gap between the teachers and the students. Teachers have embraced this mode of appraisal as a means of qualitative upgradation. Initially there were some technical issues and problems relating to finalysing the question set, that got sorted soon. However, the participation of students in the survey remains low as many of them are shaky to provide their opinion on the teacher's attributes.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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

Prafulla Chandra College, located at the heart of the southern part of the city, tries to eke out for itself a unique position. It is an evening college and has been successfully providing higher educational opportunities to students trying to pursue their academic careers while doing a job to support their respective families in terms of economic livelihood. The college also believes that the need of the hour is not only an academic qualification but also the holistic development of students that can create good citizens. The most distinctive effort of the college, in developing passion for social work and expertise among the students is realised through the St John Ambulance division of the college. Since 1962, the Ambulance Division's Prafulla Chandra Wing has been actively providing training and engaging students in various kinds of social services primarily in 3 ways –

- It offers hands-on training on First Aid to the students.
- It organises various social welfare programmes, like free health check-ups, blood donation camps, awareness programmes etc.
- It takes part in events like Gangasagar Mela, Puri Ratha Yatra, etc. Taking our students along, the Ambulance Wing of the college constantly offers its help in managing the big events with their constant medical support.

There are many such activities that St. John Ambulance with the students of the college associate with. The college is justifiably proud of the St John Ambulance, its work ethic, and the way it

constantly inspires the students to look beyond selfish interests and serve others.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

To expand college infrastructure:

1. **Construct new classrooms**
2. **Construct a Gymnasium**
3. **Re construct the Acharya Prafulla Chandra Library and upgrade its facility with RFID**
4. **To create a sickroom for the students.**

To upgrade all the classrooms with smartboards and other audio-visual aids

To upgrade the Library Software and digitize the Library Operations

To organise International or National level seminars, webinars, 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.

To conduct workshop on introduction of NEP 2020 from the academic session 2023-24

To introduce new subjects as per the requirement of the CCF Curriculum under NEP 2020 from the academic session 2023-24.

To foster ties with other Higher Educational Institutions and professional organisations through Memorandum of understanding and indulge in joint academic and co-curricular developmental programmes through linkages and collaborations.

To arrange for Career Counselling Programme and placement for the outgoing students

To start a Certificate Course on Vocational Training on Art and

Craft of Bengal.

To conduct community outreach programmes and awareness programmes relating to Health and Hygiene, environmental consciousness and similar other social issues.