

PRABHAT KUMAR COLLEGE, CONTAI

Contai, Purba Medinipur

721 401 - West Bengal, India



ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2016 – 2017

Prepared by

Internal Quality Assurance Cell

(I Q A C)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE**

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

Part – A

I. Details of the Institution

1.1 Name of the Institution

PRABHAT KUMAR COLLEGE, CONTAI

1.2 Address Line 1

POST OFFICE - CONTAI

Address Line 2

DISTRICT- PURBA MEDINIPUR

City/Town

CONTAI

State

WEST BENGAL

Pin Code

721401

Institution e-mail address

pkcollege.contai@gmail.com

Contact No.

03220-288275

Name of the Head of the Institution:

DR. AMIT KUMAR DE

Tel. No. with STD Code:

03220-288275

Mobile:

+91 9434259107

Name of the IQAC Co-ordinator:

DR. SUDIPTA CHAKRABORTY

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	77.30	2007	2012
2	2 nd Cycle	B	2.76	2015	2020
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

The latest Assessment and Accreditation was done in March, 2015.

- **AQAR 2015-16, submitted to NAAC on 11.04.2017**
- **This is the Second AQAR (2016-17), being submitted to NAAC.**

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI

TEI (Edu) Engineering Health Science Management

Others (Specify)

. NA

1.12 Name of the Affiliating University (for the Colleges)

VIDYASAGAR UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="checkbox"/>	X	
University with Potential for Excellence	<input type="checkbox"/>	X	UGC-CPE <input type="checkbox"/> YES - 2016
DST Star Scheme	<input type="checkbox"/>	X	UGC-CE <input type="checkbox"/> X
UGC-Special Assistance Programme	<input type="checkbox"/>	X	DST-FIST <input type="checkbox"/> X
UGC-Innovative PG programmes	<input type="checkbox"/>	X	Any other (<i>Specify</i>) <input type="checkbox"/> X
UGC-COP Programmes	<input type="checkbox"/>	X	

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06 + 01 (Principal as Chairman)"/>	
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>	
2.3 No. of students	<input type="text" value="00"/>	
2.4 No. of Management representatives	<input type="text" value="00"/>	
2.5 No. of Alumni	<input type="text" value="00"/>	
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>	
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>	
2.8 No. of other External Experts	<input type="text" value="01"/>	
2.9 Total No. of members	<input type="text" value="10"/>	
2.10 No. of IQAC meetings held	<input type="text" value="08"/>	
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="11"/>	Faculty <input type="text" value="04"/>

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. 'Samar Sen Memorial Lecture' in collaboration with the Department of Bengali.
2. Lecture on 'Dalit Literature' in Collaboration with the Department of English.
3. Special Lecture on 'Miracles of Quantum Mechanics'
4. Departmental Workshop on Film Screening.

2.14 Significant Activities and contributions made by IQAC

The activities for the third cycle of accreditation are progressing steadily. IQAC is motivating the faculty members to equip themselves so that they may address the threats and challenges posed by the changing academic environment and take advantage of the ever-increasing opportunities that are being offered. Ipso facto, IQAC has been ever active in—

- Motivating teachers and students to present papers at regional/state/national level seminars
- Motivating the teachers to use ICT in teaching learning process
- Conducting tutorial, remedial classes and diagnostic tests for slow learners based on that it adopts teaching strategies to improve the level of learning.
- Encouraging the advance learners to take part in research projects and presentation of papers at various levels.
- Organizing special/invited lectures by eminent scientists, prominent academicians and entrepreneurs in different fields.
- Motivating the staff and students to involve in Extension Activities, e.g., we organized "Health Is Wealth" Programme in rural areas to make the rustics aware of the basic concepts of how to maintain good health with a slight modification in life style.
- IQAC is ever active in motivating the teachers to research activities with a view to orient themselves and keep updated.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the academic year.

Plan of Action	Achievements
Periodic Visits to the Departments	Ensures the respective departments to make the best use of the opportunities they have and prepares them to face positively the challenges for the betterment of the departments.
Expansion of Infrastructural facilities with special emphasis on the completion of separate Library Building.	Extended part of Central Library Building has meanwhile been completed and inaugurated with due dignity and honour; now it is open to the students.
Horizontal expansion of Separate Post-Graduate Building for better academic environment.	The construction of four-storied PG Building with a state-of-the-art Seminar hall is completed and is now open to the PG students of the college.
Construction of Separate Canteen Building	The canteen building is nearly completion.
Construction of separate Administrative Building.	The plan of the Administrative Building has already been sanctioned and vetted. The foundation of the Building will be laid down shortly.
Having a separate space for the RUSA Monitoring Unit.	A separate room has uniquely been developed for RMU of the college.
Strengthening and rationalising the Feedback Mechanism for quality improvement	Steps taken for the same.
Extension activities be emphasised for strengthening Institution-Society/Community bond	Greater participation of students in NSS activities (one more unit created exclusively for girls)
Modernization of Teaching-Learning Method.	A Virtual Classroom has been developed with the financial assistance of the Higher Education Department of the State.
Motivating the students to e-learning.	Separate computer laboratories have been developed in the PG Building with 20 nodes and in the Department of Physics with 10 nodes respectively so that the students can access and go through the e-materials available in INFLIBNET.
Increasing the number of books and journals with recent publication in the Central Library.	A host of books have been bought and catalogued with the financial assistance of RUSA.

2.16. Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Governing Body accepted the recommendations of the IQAC for all round development of the College.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	x	x	x	x
PG	05	x	x	x
UG	25	x	x	x
PG Diploma	x	x	x	x
Advanced Diploma	x	x	x	x
Diploma	x	x	x	x
Certificate	x	x	x	x
Others	01 (B.Ed.)	x	x	x
Total	31	x	x	x
Interdisciplinary	x	x	x	x
Innovative	x	x	x	x

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	NA
Annual	21

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI/TEI)

*Please provide an analysis of the feedback in the Annexure: Refer to Annexure-I

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision of syllabus is done by the University in consultation with the teachers and PG syllabi have been revised to introduce CBCS.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
112	55	11	1	45

2.2 No. of permanent faculty with Ph.D.

40

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
29	19	NA	NA	NA	NA	NA	NA	29	19

2.4 No. of Guest and Visiting faculty and Temporary faculty

GT -30

VT - 19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	26	10
Presented papers	00	14	5
Resource Persons	00	03	03

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1.	Invited Talks & Lectures	IQAC encourages the respective departments to organize invited lectures by the eminent Professors and distinguished guests from different academic fields.
2.	Special Lecture Series	Some of the departments with Post Graduate Courses have organized Special Lectures from the legendary professors across the country.
3.	Film Screening Programmes	Learning is made more sportive through the screening of some films based on the recommended texts in the University curriculum.
4.	Publication of Students' Magazine	Departments are used to publish their Departmental Magazine letting the students bloom their versatility.
5.	ICT enabled Teaching	Use of ICT has rendered class room teaching more comprehensible to the students in all the departments.
6.	Remedial Teaching	The slow learners are provided special care and attention through the remedial coaching & tutorial classes.
7.	Excursion	Respective departments are allowed for excursions at least once in a year to add variety to the teaching-learning process.
8.	Field Study	Inductive and deductive methods are used for efficient learning.
9.	E-Books & Journals	Students are allowed to access E-Books & journals through INFLIBNET NLIST.

2.7 Total No. of actual teaching days

during this academic year 2016-17

195

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The College enjoys no liberty in related to UG University Examination System, But, all the Departments of the College conduct Internal Assessment Examination (10 marks each paper) to evaluate the Students.

In P.G. Courses, the college has autonomy in Admission and evaluation process.

2.9 No. of faculty members involved in curriculum Restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

23

23

23

2.10 Average percentage of attendance of students

82.56

2.11 Course/Programme wise distribution of pass percentage :

SL. NO.	2016			
	NAME OF SUBJECT	RESULT IN FINAL YEAR		
		Pass (%)	1ST CLASS (%)	2ND CLASS (%)
1	ANTHROPOLOGY (HONS.)	100	20	80
2	BENGALI (HONS.)	98	2.04	97.96
3	ECONOMICS (HONS.)	85.71	50	50
4	ENGLISH (HONS.)	99.06	6.67	93.33
5	GEOGRAPHY (HONS.)	97.62	2.44	97.56
6	HISTORY (HONS.)	100	0	100
7	MUSIC (HONS.)	100	11.11	88.89
8	PHILOSOPHY (HONS.)	94.44	0	100
9	POL. SC. (HONS.)	100	5	95
10	SANSKRIT (HONS.)	100	22.64	77.36
11	BOTANY (HONS.)	82.05	31.25	68.75
12	CHEMISTRY(HONS.)	68.42	7.69	92.31
13	COMPUTER SC. (HONS.)	100	40	60
14	MATHEMATICS (HONS.)	77.27	14.71	85.29
15	NUTRITION (HONS.)	95.83	43.48	56.52
16	PHYSICS (HONS.)	79.17	42.11	57.89
17	ZOOLOGY (HONS.)	72.09	12.9	87.1
18	ACCOUNTENCY (HONS.)	100	25.35	74.65
19	B.A. (GENL.)	93.24	0	100
20	B.SC. (GENL.) PURE	100	0	100
21	B.SC. (GENL.) BIO	98.15	13.21	86.79
22	B.Com (GENL.)	100	0	100
23	B.C.A.	78.26	22.22	77.78

SL. NO.	2016			
	NAME OF SUBJECT	Pass (%)	1ST CLASS (%)	2ND CLASS (%)
24	P.G. BENGALI(4th SEM.)	97.37	62.16	37.84
25	P.G. ENGLISH(4th SEM.)	100	36.84	63.16
26	P.G. SANSKRIT (4th SEM.)	94.59	28.57	71.43
27	P.G. PHYSICS (4th SEM.)	85.71	72.22	27.78
28	P.G. COMMERCE(4th SEM.)	64.29	0	100
29	B.ED	100	100	

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

1.	IQAC encourages the faculty members to keep themselves updated of the T-L method. Ipso facto, they are trained periodically to improve their soft-skill.
2.	IQAC invites and keeps records of the feedback(s) from the students on classroom teaching & individual teachers to measure the progress of the syllabus.
3.	IQAC also invites and keep records of the feedback from other stakeholders of the college.
4.	IQAC collects the data from the respective departments and analyses the same to prepare report with a view to improve the quality of teaching as well as of the departments.
5.	IQAC motivates the respective department to timely organize the class tests to keep the students aware of the subjects they read.
6.	IQAC is ever vigilant to ensure regular attendance of the students in classes conducted.
7.	IQAC encourages the faculty members to conduct special Extension Classes to render teaching-learning more conducive.
8.	IQAC inspires the respective departmental teachers to motivate the students in organizing Students' Seminar to render learning more interactive.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	02
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	09	00	05
Technical Staff	20	21	00	24

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Formation of research body; encouraging teachers to undertake sponsored research projects; Establishment of Central Nanoscience facility; and continuing subscription to INFLIBNET N-List.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	02	01	05
Outlay in Rs. Lakhs	00	00	FNR	17,47,500

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	21	X
Non-Peer Review Journals	X	02	X
e-Journals	X	01	X
Conference proceedings	X	04	X

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	No new project sanctioned			
Minor Projects				
Interdisciplinary Projects	X	X	X	X
Industry sponsored	X	X	X	X
Projects sponsored by the University/ College	X	X	X	X
Students research projects <i>(other than compulsory by the University)</i>	X	X	X	X
Any other(Specify)	X	X	X	X
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **N.A.**

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	01	04	00	00	04
Sponsoring agencies	UGC	UGC			College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent	Number	
National	Applied	X
	Granted	X
International	Applied	X
	Granted	X
Commercialised	Applied	X
	Granted	X

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
X	X	X	X	X	X	X

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

05
06

3.19 No. of Ph.D. awarded by faculty from the Institution

03

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	X	SRF	X	Project Fellows	X	Any other	X
-----	---	-----	---	-----------------	---	-----------	---

3.21 No. of students Participated in NSS events:

University level	X	State level	X
National level	X	International level	X

3.22 No. of students participated in NCC events:

University level	##	State level	85
National level	01	International level	X

There is no University Level in NCC activities

3.23 No. of Awards won in NSS:

University level	X	State level	X
National level	03	International level	X

3.24 No. of Awards won in NCC:

University level	##	State level	03
National level	01	International level	X

There is no University Level in NCC activities

3.25 No. of Extension activities organized

University forum	X	College forum	08		
NCC	06	NSS	09	Any other	02

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Thalassaemia Detection Camp
- "Swachha Bharat Abhiyan"
- Health awareness programmes
- Village adoption programmes
- Safe Drive Save Life
- AIDS Awareness Campaign
- Blood Donation Camp
- Blood Group Detection Camp

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	17.43 acres.	X	X	17.43 acres.
Class rooms	58	08	College	66
Laboratories	28	02	RUSA and college	30
Seminar Halls	02	01	RUSA	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	04	01	RUSA and college	05
Value of the equipment purchased during the year (Rs. in Lakhs)			RUSA, UGC & College	Rs.13,28,412.00
Others	Extended library and reading room		RUSA and college	Rs.1,28,62,000.00
	Staircase			
	15 new washrooms for staff ,male and female students			
	Development of play ground		UGC and college	Rs.12,67,000.00
	Indoor basket ball court		UGC and college	Rs.9,70,000.00

4.2 Computerization of administration and library

With a view to render official activities of the college hassle-free, the office has been fully computerized with internet facility. Information regarding admission, dates and time of counselling, examinations, distribution of mark sheets and certificates etc are generated through web-based mechanism.

Accounting software is used for maintaining Accounts and Tax purposes.

Library information system is monitored through OPAC and software (LIBSYS).

4.3 Library services:

	Existing		Newly added (2016-17)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	53769	1218091 (15-16)	122	51,405.00	53891	
Reference Books	5563		196		5759	
e-Books	INFLIBNET	10750	INFLIBNET	5,750.00		
e-Journals	INFLIBNET		INFLIBNET			
Digital Database	INFLIBNET		INFLIBNET			
indiastat.com		85875			-	
districtsofindia.com		11510			-	
Journals	32	48789	Nil		32	
CD & Video	22	-	08		30	
Others (specify)						

4.4 Technology up gradation (overall) 2016-17

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	195	80	22	-	39	16	27	11
Added	11	-	01	-	02	01	06	01
Total	206	80	23	-	41	17	33	12

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- **Two separate computer laboratories have been developed in the college—one in the main building for the Under-Graduate Students, and the other in the Post-Graduate Building for the Post-Graduate Students.**
- **Above mentioned Computer Labs with 40 nodes abundantly help the students for web browsing and accessing on-line resources for learning.**
- **The wi-fi enabled campus has rendered the students as well the teachers net savvy.**
- **The smart/ virtual classroom has sublimated the teaching learning process more accessible.**
- **So far as the programme for the technological up-gradation is concerned, certain language departments of the college have organized workshops on Bengali DTP.**

4.6 Amount spent on maintenance in lakhs:

i) ICT	13.84
ii) Campus Infrastructure and facilities	171.52
iii) Equipments	0.48
iv) Others	14.32
Total :	200.16

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Central public-address system**
- **Through SMS services**
- **Through Letter correspondence**
- **Through circulars**
- **Through Suggestion box**
- **Through student-friendly admission process**
- **Through students-friendly website**
- **Through career counseling cell**
- **Through the awareness of different scholarship schemes**

5.2 Efforts made by the institution for tracking the progression

- Attendance of the students is austere monitored to motivate the students towards Classroom lectures as well as to avoid the drop out and unauthorised absence of the students.
- Continuous and comprehensive evaluation system has been introduced.
- The teachers put forward psychological help to the students to render them adamant in securing their goals.
- Tutorial as well as remedial classes have long been introduced to provide help to the needy and backward students.
- PTA meetings are conducted at regular intervals with a view to convey them of their wards' progression and retreat (if any).
- Students' Grievance Cell has been established to meet the complaints of the students.
- The Physical Education Department of the college regularly monitors the students to extra-curricular activities in order to enable them to secure positions in Cultural and Sports Meets of the University and the State concerned.
- Departmental meeting is held regularly to discuss the academic activities and to map out the future plans.
- Job-oriented coaching cell has been established to promote the students appear in different competitive examinations like UGC-NET, PSC,SSC,SET etc.
- Surprise Tests have been introduced in certain departments to measure the considerable improvement of the students in their conceptual clarity in and problem solving ability.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5498	300	X	200 (B.Ed)

(b) No. of students outside the state

03

(c) No. of international students

Nil

Men	No	%	Women	No	%
	3111	51.87%		2887	48.13%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3911	718	36	647	32	5344	4251	695	43	992	17	5998

Avg. Demand Ratio 1 : 3.84

Dropout percentage 11.01 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Job oriented coaching cell
- Career Counselling Cell

No. of students beneficiaries

626

5.5 No. of students qualified in these examinations

NET	05	SET/SLET	2	GATE	02	CAT	X
IAS/IPS etc	X	State PSC	15	UPSC	05	Others	18

5.6 Details of student counselling and career guidance

Job-oriented Coaching Cell
 Career Counselling Cell
 Remedial Coaching for Backward students

No. of students benefitted

758

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	61	12	258

5.8 Details of gender sensitization programmes

01

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	598	627880.00
Financial support from government	1789	22810515.00
Financial support from other sources	55	262800.00
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

06

5.13 Major grievances of students (if any) redressed:

- **Issues, which are strictly personal.**
- **Family Problems**
- **Infrastructural issues**
- **Issues related to Routine**
- **Lack of Hygienic Lavatories.**
- **Improvement of facilities in both the hostels (Girls' & Boys')**
- **Extension of sports facilities with the establishment of Gymnasium.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

Coupled with the Upanishadic utterance mentioned in the logo, the academic vision of the college is guided by the great saying of Swami Vivekananda – “*Education is the manifestation of the perfection already in man.*” Our vision is to promote and spread that kind of education that not only offers knowledge, but also arranges for its cultivation and flowering in a natural yet orderly fashion, leading to the development of a society founded on love, mutual respect and humane understanding. And thus to reach a stage, envisaged by Gurudev:

*“Where the mind is without fear and the head is held high
Where knowledge is free
Where the world has not been broken up into fragments
By narrow domestic walls.”*

MISSION

- **To foster a cordial environment within the college where educational, cultural, societal and emotional needs are addressed through a holistic programme.**
- **To help our students make them marketable in all the spheres of life.**
- **To cater to the professional need of the students through introducing more career-oriented courses**
- **To move towards becoming a centre of excellence in Higher Education,**
- **To provide quality education to our students.**
- **To reach new peaks in teaching-learning, research and consultancy,**
- **To create good future citizens for the country with competence, commitment, conscience and compassion**

OBJECTIVES

- **To provide the students with a solid foundation**
- **To motivate the students to learning and academic excellence**
- **To render the students enable to serve the society at large.**
- **To audit the Internal Quality Assurance Mechanism for total quality management of the Institution.**
- **To monitor all activities of the institution towards enhancement of the students’ knowledge capacity and inclusive growth.**

6.2 Does the Institution has a Management Information System

The college has Management Information System in its functioning. The central focus of the Management Information System of the college has always been on the improvement of the flow of information among all the stakeholders like students, teachers, parents and guardians, office staff, alumni and others so that better service to the students in particular and to the society at large be rendered possible.

The Honourable Principal, who is the Head of the Institution, strives to ensure the smooth and steady functioning of the activities of the college in a cordial collaboration with the faculty members, students and different stakeholders of the college. His highness has always been untiring to discuss and decide on matters relating to academics and administration. Ipso facto, his good self uses to convene regular meetings with all the stakeholders of the college.

The Honourable President of the Governing Body of the college, who is the Chairman of Contai Municipality, has been gracious not to fail a single meeting, and has been co-operative and cordial enough to extend his help to resolve academic and administrative problems. Constant and passionate involvement of his good self with the all the stakeholders of the college has rendered him an apple in the eyes of the academics and administrators.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As the college is affiliated to Vidyasagar University , the academic activities are strictly harnessed by the rules and regulations of the University concerned. Still then, the college performs an affirmative role in Curriculum Development through—

Active engagement of different teachers in Board of Studies of the University.

Participation of teachers in the workshops for revising and restructuring the curriculum conducted by the University concerned.

Conduction of excursions with a view to gain field experience for the social science students.

6.3.2 Teaching and Learning

Having been motivated by the IQAC, the faculty is found to have been making every opportunity to update their knowledge through the participation in several seminars and the presentation of papers in different regional, state, national and international seminars and workshops funded by the UGC.

With a view to render class room teaching more interactive and student-centric, power point presentations are greatly being used; special classes are being conducted to help the students move forward.

Students' Seminar and special contact programme have been organized to render the students marketable.

Depending on the result of the continuous evaluation, the drawbacks and lacuna of the students are identified and they are asked to rectify them.

6.3.3 Examination and Evaluation

As ours is an affiliated college, the academic activities have strictly been monitored by the academic calendar provided by Vidyasagar University. Nevertheless, the institution plays a significant role in conducting the examinations such as Internal Assessment, Students' seminar presentation and field study as the part and parcel of continuous evaluation of the University system.

Teachers are actively engaged in evaluation process of the University concerned through performing their responsibilities as Question-setters, Examiners, Head-examiners, Reviewers, etc.

Most importantly, of late, the university concerned has granted autonomy to the respective post-graduate departments of the college. As such, the institution has acted upon accordingly in setting up a separate Post Graduate Examination Cell. One of the senior faculty members of the institution acts as the Chairman of the said cell.

Some of the Post Graduate Faculty members of the institution are performing the role of moderators in the PG examination system of this institution and of other institutions offering post-graduate courses.

6.3.4 Research and Development

The Faculty members of the institution have been actively engaged in research and publication. They are regularly publishing research papers in different national and international referred journals which are indexed and cited.

The teachers are orienting the students in such a way to research that even some papers of the post-graduate students are found of high merit to be published in reputed journals.

The institution has submitted a proposal to DST-FIST to promote Inter-disciplinary research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Purchasing more books & Journals
Automation & OPAC
Initiation for the development of more ICT rooms

6.3.6 Human Resource Management

Through the statutory bodies like the G.B., IQAC, Teachers' Council, Students' Council etc.

6.3.7 Faculty and Staff recruitment

No permanent faculty can be directly recruited by the college. The WBCSC is to recommend. Requisition for the same has been submitted. To manage the shortfall and maintaining the academic standard, Guest teachers have been appointed.
In the current session 29 Full-time faculty have been recommended by WBCSC and appointed.
03 Non-teaching employees have also been recruited by the college.

6.3.8 Industry Interaction / Collaboration

We are taking steps for such collaboration

6.3.9 Admission of Students

Online system made operational
All merit lists & admission related information displayed on the website for greater transparency.
Single-window system of application & Admission
Online payment system introduced for student's admission process

6.4 Welfare schemes for

Teaching	Employees' Co-operative
Non teaching	Employees' Co-operative
Students	Student Aid Fund, Medicare Centre, Canteen, Hostel, Drinking water etc.

6.5 Total corpus fund generated

Rs. 64,86,570.00

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	HOI, IQAC & Academic Sub-committee
Administrative	Yes	DPI team	Yes	GB, HOI & Bursar

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The BOS takes decisions for such reforms

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

The college has a very active registered Alumni Association “Contai P.K.College Alumni Association” bearing Registration No. S/IL/12089 of 2002-03 under the West Bengal Society registration Act, 1961 and having as its motto, the Bouddhik monastic utterance, “Sanghang Sharanam Gachchhami”. In the current session the Alumni Association organised two seminars. The Alumni Association also organises coaching programmes and cultural competition for the students of the college and efforts have been made to introduce YOGA for the students through the newly constructed YOGA centre.

6.12 Activities and support from the Parent – Teacher Association

Though no formal Parent-Teacher Association exists, regular interactions are held between the parents and teachers within the department in general and with management in special.

6.13 Development programmes for support staff

Training in handling the computers, Online Admission process and the use of new technology.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The NSS units have been relentlessly striving to keep the campus free from the deposition of waste materials.

The students are constantly monitored to save paper in order to save the earth; they are guided to use soft-copies of the books and journals by using Amazon Kindle Reader.

The institute has been inspiring both the teachers and students to plant trees and carefully protect them with a view to render the campus green.

The World Environment Day has been celebrated every year to inculcate ecological consciousness within the students.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Installation of the Central Virtual Classroom
- Extension of Wi-Fi facility
- Extension of Electronic Surveillance nodes.
- Extension of INFLIBNET access facility to teachers and PG students.
- Overall computerisation of the admission process
- Inviting more MNCs for campus placement of the students.
- Workshop for the soft-skill development

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	ATR / Achievements
Expansion of Infrastructural facilities with special emphasis on the completion of separate Library Building.	Extended part of Central Library Building has meanwhile been completed and inaugurated with due dignity and honour; now it is open to the students.
Horizontal expansion of Separate Post-Graduate Building for better academic environment.	The construction of four-storied PG Building with a state-of –the art Seminar hall is completed and is now open to the PG students of the college.
Construction of Separate Canteen Building	The canteen building is nearly completion.
Construction of separate Administrative Building.	The plan of the Administrative Building has already been sanctioned and vetted. The foundation of the Building will be laid down shortly.
Having a separate space for the RUSA Monitoring Unit.	A separate room has uniquely been developed for RMU of the college.
Modernization of Teaching-Learning Method.	A Virtual Classroom has been developed with the financial assistance of the Higher Education Department of the State.
Motivating the students to e-learning.	Separate computer laboratories have been developed in the PG Building with 20 nodes and in the Department of Physics with 10 nodes respectively so that the students can access and go through the e-materials available in INFLIBNET.
Enhancing the number of ICT enabled rooms	11 class rooms are oriented with ICT facilities under the financial assistance of RUSA.
Increasing the number of books and journals with recent publication in the Central Library.	A host of books have been bought and catalogued with the financial assistance of RUSA.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Establishment of the Yoga Centre in order to promote the corporeal as well as psychic health of both the staff and the students.
- Introduction of on-line payment system towards one step forward to digitalisation

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Endeavour towards maintaining the campus plastic free throughout the year.
- Strengthening awareness among employees and students to use paper judiciously (Save Paper – Save Earth slogan).
- Observance of Earth Day
- Plantation in open spaces in the campus.
- Increased activity of the Eco-club.
- Regular activity of the Science Forum with a view to inculcate scientific attitude towards Environment amongst students.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

1. Introduction of Opening of UG courses in new subjects to complement the existing ones.
2. Construction of separate Central Library building with spacious Reading Room and extended facilities of modern library system
3. To increase the number of ICT enabled class rooms and encourage the faculty to make greater use of T/L aids.
4. Greater emphasis on extension activities.
5. Efforts to improve Student-Teacher ratio through appointment of teachers.
6. To take initiative for Energy audit along with environmental audit.
7. To strengthen collaborative activities and establish linkages.
8. Taking necessary steps for adoption of a few primary schools to increase the interaction with the students from the root levels.
9. To take initiative for the construction of Administrative building, Guest house and renovations of the Ground floor.

Name **DR. SUDIPTA CHAKRABORTY**

Name **DR. AMIT KUMAR DE**



Signature of the Coordinator, IQAC

**Co-ordinator,
Internal Quality Assurance Cell
Prabhat Kumar College, Contai
Contai, Purba Medinipur, W.B.- 721401**

Signature of the Chairperson, IQAC

**Principal,
P. K. College, Contai,
Purba Medinipur.**

=0=

Prabhat Kumar College, Contai
Analysis of Feedback
Student Feedback on College (Ten-point scales: Min-01/Max.-10)

BA, 3RD Yr. & PG, 4th Sem./2016-17

Criteria↓ Departments ↑	Bengali	English	History	Philosophy	Political Science	Music	Physics/M.Sc.	English, MA	Bengali, MA	Sanskrit, MA	Commerce.M. Com.
Academic Activities	9	9	8	8	7	8	10	10	10	8	9
Library Service	8	8	8	7	8	7	10	10	10	8	8
Student Support from Office	8	8	9	8	8	7	9	9	9	9	9
Cell Activities	8	8	8	9	8	8	9	9	9	9	9
Infrastructural Facilities	9	9	8	8	9	8	10	9	10	9	9
Extra-Curricular & Extension Activities	9	9	8	7	9	8	9	10	10	9	9
Average	8.5	8.5	8	7.8	8.1	7.6	9.5	9.5	9.6	8.6	8.8

Prabhat Kumar College, Contai
Analysis of Feedback
Student Feedback on Teachers (Ten-point scales: Min-01/Max.-10)
B.Sc./3rd Yr. & MA, 4TH Sem./2016-17

Criteria ↓ Departments ↑	Anthropology	Botany	Chemistry	Computer Science	Economics	Physics	Nutrition	Mathematics	Zoology	BCA
Communication Skills	8	9	9	9	10	10	9	9	8	9
Interest Generated by the Teacher	9	9	10	8	10	10	9	10		8
Ability to Integrate course Materials with environment & other Issues	9	8	8	8	9	9	8	8	9	7
Accessibility of teachers	9	8	9	9	10	9	9	9	10	9
Provision of Timely Feedback	8	9	9	8	10	10	8	8	9	7
Knowledge Base	10	9	10	9	10	10	8	9	9	8
Sincerity	9	9	9	10	10	10	9	9	9	8
Average	8.8	8.7	9.1	8.7	9.9	9.7	8.6	8.9	9	8