Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**PRABHAT KUMAR COLLEGE, CONTAI**
Name of the head of the Institution	**DR. AMIT KUMAR DE**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03220288275**
Mobile no.	**9434259107**
Registered Email	**pkcollege.contai@gmail.com**
Alternate Email	**principal@pkcollegecontai.ac.in**
Address	**P.O.and P.S. Contai, Dist: Purba Medinipur**
City/Town	**Contai**
State/UT	**West Bengal**
Pincode	**721404**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. SUDIPTA CHAKRABORTY**
Phone no/Alternate Phone no.	**03220255020**
Mobile no.	**9433100058**
Registered Email	**iqac.pkc@gmail.com**
Alternate Email	**amit.pkc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://pkcollegecontai.ac.in/document/sub_page/20201224_225648.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://pkcollegecontai.ac.in/page.aspx?page_id=1022

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**B+**	**77.3**	**2007**	**31-Mar-2007**	**31-Mar-2012**
2	**B**	**2.76**	**2015**	**01-May-2015**	**30-Apr-2020**

6. Date of Establishment of IQAC

07-Jun-2007

7. Internal Quality Assurance System

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

Preparation for DST-FIST Lab	29-Sep-2018 120	16
Research Centres in Humanities Social Sciences and Natural Sciences	03-Jun-2019 1	19
Activities in five adopted villages under Unnat Bharat Abhiyan (UBA) -MHRD	19-Feb-2019 7	309
Preparation for Academic Audit	22-Jun-2019 9	109
Feedback from all Stakeholders	15-May-2019 45	3615
Green Audit	11-Mar-2019 12	14
Energy Audit	11-Mar-2019 12	11
Stress Management	16-Apr-2019 1	187
Skill Development	11-Apr-2019 1	179
Entrepreneurship Development	17-Aug-2018 30	35
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Prabhat Kumar College,Contai	CPE (F. 1 21/20 10/2015(NS/PE) dt. 27/05/2016)	MHRD	2015 5	11100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**8**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

• Introduction of Online Feedback System. • Establishment of Research Centres in "Humanities Social Sciences" and "Natural Sciences". • Initiation of the Installation of DST Lab, Success in availing several Projects from different Agencies like SERB, WBDST, etc. • Successfully organized Training Programmes on Entrepreneurship Development • To successfully continue and augment Extension Activities like Blood Donation Camp, Eye checkup Camp, Workshop on Save the Girl Child PCPNDT Act, Awareness Programme on 'Swachchh Bharat Abhiyan', 7day Winter Special Camp on Awareness on Socioenvironmental Development in one of the adopted villages, Legal Awareness Programme, Thallassamia Awareness AIDS Awareness Camps, Arsenic Awareness Camp and Arsenic Test Camp, Programme on Food habit Cancer Awareness. • Programme for the development of TLM

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

Plan of Action	Achivements/Outcomes
To develop Research Centres in Humanities &Social Sciences, and Natural Sciences.	Research Centres in Humanities & Social Sciences and Natural Sciences have been established.
To preserve and develop the Sand dunes in the form of Biodiversity Park	The Project for preserving the Sand Dunes has been initiated in collaboration with Biodiversity Management Committee, Contai Municipality with the financial assistance from the WB Biodiversity Board.
To introduce Honours Course in Aquaculture and management	We have already started the process of offering the Honours Course in Aquaculture and managementfor the session 2019-20
To introduce more Post-graduate courses, e.g., we are planning to offer post-graduate courses in Chemistry, Geography and History.	We have already started the process of offering the Post Graduate Course in Chemistry for the session 2019-20
To successfully move for the third cycle of assessment of the college by NAAC.	We are almost prepared to move for the third cycle of assessment of the college by NAAC.
To make the campus green through REUSE and REDUCE.	A number of initiatives have been taken through NSS, NCC and other internal mechanisms

To nearly complete the construction of the quarter of the hostel super.	The Hostel Super's quarter has already been completed
To nearly complete the construction of the administrative building.	The construction of the Administrative Building is at the verge of completion
To complete the Principal's quarter.	Principal's quarter is ready to be inaugurated

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	04-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**19-Aug-2018**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**18-Jan-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Management information system plays a key role in the systematic management and finally contributes in the overall development of the college. The following modules currently operational are there in: a) Online admission process b) Online fees collection c) Online fees report d) Online students record e) Online staff salary management f) Online library accession g) Online staff information h) Online Feedback**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

"We have to follow the curriculum as framed by the University Authority, and we have adopted the curriculum provided by the University. Nonetheless, depending on our resource potentiality, institutional goals and concern towards the augmentation of our students', we are committed to imparting quality education through well-planned curriculum delivery as given in the following. A. Regular Meeting of the Academic Sub-Committee: The Principal of our college convenes the meeting of the Academic Sub-Committee. All matters related to Curriculum Delivery are discussed in the meetings, and resolving the decisions all the teachers are being apprised of the road-maps through the respective heads and P.G. Co-ordinators. B. Academic Calendar: The concerned University provides the Academic Calendar, and the college follows the same academic schedule. But the plans at the department level are formed by the teachers of the respective departments. C. Departmental Committee (DC): Each department of the college has formed the departmental Committee comprising of all the teachers of the department. The Head being the convener of the committee convenes the meeting of the DC at regular interval with an object to bring discussion about the following: i. Framing Class Routine ii. Distributing the Syllabus iii. Progress of Syllabusfrom time to time iv. Fixing schedule for Internal Assessment. v. Setting the Question Papers for I.A. vi. Distributing Answer Scripts of IA and Semester End Examinations. D. Lesson Plan: The teachers of each department strictly adhere to the instructions of the University concerned, and divide their assignments in such a way that they may be finished with satisfaction of the students within the specified time leaving enough space for them to prepare before the final exams. A Lesson plan also includes the schedule for the Students' Seminar of the Post Graduate students. Teachers guide them well in preparing their papers and presenting the in the seminar. It gives an insight how the seminar classes will be handled throughout the semester. E. Interdepartmental Lecture: Principal inspires the Heads to organize interdepartmental lectures to improve the interdisciplinary skill of the students. The Department of Bengali plays a key role in this field. Besides that Science Forum also plays vital role for this with the Students and Teachers. F. Special Lecture: Some of the Departments organize Special Lecture by eminent scholars and speakers as resource persons who are invited with due honour and dignity to grace our students periodically with their illuminating deliverances. Our eminent alumni also visit the department to inspire our students. G. Memorial Lecture: Memorial Lectures play no less an important role in augmenting the students' knowledge and critical thinking, and thereby leaving a space for them to get themselves acquainted not only with the contributions of the past teachers but help them sustain and enhance their skill in learning the subject. Example: Samar Sen Memorial lecture. H. Meeting the Vision and Mission of the Concerned Department: Each department sets their own Vision and Mission in conformity with the Institutional Vision and mission."

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Preparation of Organic Fertilizer (Vermicompost)	NIL	20/08/2018	15	YES	YES
TRAINING ON TABLA	NIL	14/01/2019	15	NIL	YES

TRAINING ON FOLK SONG	NIL	14/01/2019	10	NIL	YES
TRAINING ON FABRIC ARTWORK	NIL	27/08/2018	7	YES	YES
TRAINING ON RECITATION	NIL	19/11/2018	7	NIL	YES
TRAINING TO HANDLE SP ECTROPHOTOME TER AND PL SETUP	NIL	21/06/2019	7	NIL	YES
TRAINING TO HANDLE XRD SETUP	NIL	21/06/2019	7	NIL	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BENGALI (H)	01/07/2018
BA	EDUCATION (H)	01/07/2018
BA	ENGLISH (H)	01/07/2018
BA	HISTORY (H)	01/07/2018
BA	MUSIC (H)	01/07/2018
BA	PHILOSOPHY (H)	01/07/2018
BA	POLITICAL SCIENCE (H)	01/07/2018
BA	SANSKRIT (H)	01/07/2018
BA	SOCIOLOGY (H)	01/07/2018
BA	GENERAL	01/07/2018
BSc	GENERAL	01/07/2018
BCom	ACCOUNTANCY(H)	01/07/2018
BCom	GENERAL	01/07/2018

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

	Certificate	Diploma Course
Number of Students	143	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Cerificate Course on Ancient Heritage of India	03/09/2018	18
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

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

Feedback Obtained

• Following is the details of obtaining feedback (A – Excellent, Very Good – B, Good – C, Average – D, Poor – E) from the different stakeholders and the analysis of the same: • Students' Feedback: It is reflected that 60 – 80 percent of the students are highly satisfied with the issues like routine, teachers' availability, percentage of classes held, coverage of syllabus etc. In other sectors like usage of audiovisual aids, remedial coaching, students demand more emphasis in these fields in spite of their satisfaction at a moderate level. Most of them have rated the library services as AC categories. Students have graded the office support in 'A' or 'C' category. According to student feedback the cell activities need to be improved. Most of the students have rated the Infrastructural facilities as either 'A' or 'C', while a certain number of students consider the facilities to be 'Moderate'. It is found that we must be careful of those students who are found to be not fully satisfied with the overall impression of the college. • Alumni's Feedback: Alumni Association members have given suggestion for constructing an auditorium as an urgent need. • Parents' Feedback: (Numbers are in Percentage) 1. Transparency in Admission Procedure: It is found that 25 of the guardians have rated the admission procedure A, while 55 of the guardians have voted for B. 2. Infrastructure and Lab facility: As per the Feedbacks provided by the guardians on Infrastructure and Lab Facility, 42 is for "B", while 44 for "C". But, significantly, 8 for "D". 3. Library: It is the opinion of the 5 guardians that the college has an "A" library. 34 guardians have rated the service with "B" option. And, 41 guardians have gone for "C" option. But, the opinions of the 18 and 2 guardians who have considered the service "D" and "E" respectively may not be overlooked. 4. Hostel Facility: It is a concern that 30 guardians have rated the service with "D" and "E" options. So far as the remaining criteria are concerned, a great number of guardians have rated the college in affirmative with either "A", "B" and "C" options. Only, a negligible part has moved for "D" and "E" options. • Teachers' Feedback: Teachers have stressed on need for more ICT based class rooms and other better aids for teaching and learning. •Staff Feedback: 28 of the staff members think that the work

distribution is NOT fair. 72 of the staff members think that the work load is reasonable. 73 staff members consider that the grievances of the employees are settled fairly and also 72 staff members opine that the college fails to provide opportunities and support to their family members.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	SANSKRIT (H)	137	391	115
BA	SOCIOLOGY (H)	60	36	22
BA	GENERAL	1168	2287	1168
BCA	BCA	60	269	60
BSc	ANTHROPOLOGY (H)	60	56	34
BSc	BOTANY (H)	60	322	59
BSc	CHEMISTRY (H)	60	199	41
BSc	COMPUTER SCIENCE (H)	60	142	54
BSc	ECONOMICS (H)	60	44	11
BSc	GEOGRAPHY (H)	88	343	77
BSc	MATHEMATICS (H)	116	503	116
BSc	NUTRITION (H)	34	263	34
BSc	PHYSICS (H)	60	147	37
BSc	ZOOLOGY (H)	60	688	60
BSc	GENERAL	243	946	243
BCom	ACCOUNTANCY (H)	221	238	166
BCom	GENERAL	15	67	15
BEd	BED	100	386	100
MA	BENGALI	45	110	42
MA	ENGLISH	45	190	45
MA	SANSKRIT	45	190	25
MSc	PHYSICS	25	143	25
MCom	COMMERCE	45	28	19
BA	BENGALI (H)	153	762	153
BA	EDUCATION (H)	60	59	50
BA	ENGLISH (H)	153	949	153
BA	HISTORY (H)	116	127	74
BA	MUSIC (H)	40	47	26
BA	PHILOSOPHY (H)	116	130	60

BA	POLITICAL SCIENCE (H)	116	72	34

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	6999	295	43	Nill	32

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
109	79	43	38	1	8

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

In order to cope with the day to day problems faced by the students, the IQAC has inspired Students' Mentoring Cell in the college. The mentors of the respective departments appointed by the respected Principal are assigned with 25 students whom they use to counsel once a week to reflect on the difficulties and problems the students face as an impediment to their course of study. Students' Mentoring Cell functions in the following way: • Heads as the Coordinator and other teachers as the members of the Cell of the respective departments: At the outset of each Academic Session, the heads of the respective departments along with other teachers advises the students to be disciplined, punctual and sincere. The teachers of each department regularly mentor the attendance of the students to help them become motivated towards classroom lectures. Periodic meetings are conducted by the Principal with the heads of the respective departments with an object to ensure regularity and punctuality of the students. If student is found to remain absent for a significant period of time, immediately his/her guardian is informed, the matter is notified to the respected Principal. The Parentteacher meeting is also convened to make the guardians cognizant of the progress of the students. The AntiRagging Cell of the college also plays an important role in mentoring the students so that they may not fall prey to ragging within the institution. The Mentoring Committee finds out the financially backward students, and help them with subsidised Semester Fees and learning tools. • Outcomes: 1. The mentormentee equation has wonderfully brought about a paradigm shift in Teacherstudentparent relationship. 2. Mentors and mentee develop their reciprocal relationships as they use to jointly participate in academic, social, cultural and recreational activities of the college. This has resulted in augmenting the overall environment of the college. 3. The students with vulnerable youths are brought to the due course by the mentors who emerge as the polestar of their life and career. 4. Campusbased mentoring has also resulted in developing a good citizenship among the students they are made to become more sociable than they were earlier in their life. 5. The attendance of the students has significantly increased. 6. The number of detainment has reduced also considerably.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
7294	75	65:699

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
88	75	13	5	45

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Aveek Samanta	Assistant Professor	Young Scientist Award
2019	Dr. Aveek Samanta	Assistant Professor	Outstanding Paper
2019	Dr. Aveek Samanta	Assistant Professor	Best Poster Award
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BENGALI (H)	Year	27/03/2019	04/06/2019
BA	ENGLISH (H)	Year	27/03/2019	04/06/2019
BA	HISTORY (H)	Year	27/03/2019	04/06/2019
BA	MUSIC (H)	Year	27/03/2019	04/06/2019
BA	PHILOSOPHY (H)	Year	27/03/2019	04/06/2019
BA	POLITICAL SCIENCE (H)	Year	27/03/2019	04/06/2019
BA	SANSKRIT (H)	Year	27/03/2019	04/06/2019
BSc	ANTHROPOLOGY (H)	Year	27/03/2019	04/06/2019
BSc	BOTANY (H)	Year	27/03/2019	04/06/2019
BSc	CHEMISTRY (H)	Year	27/03/2019	04/06/2019
BSc	COMPUTER SCIENCE (H)	Year	27/03/2019	04/06/2019
BSc	ECONOMICS (H)	Year	27/03/2019	04/06/2019
BSc	GEOGRAPHY (H)	Year	27/03/2019	04/06/2019
BSc	MATHEMATICS (H)	Year	27/03/2019	04/06/2019
BSc	NUTRITION (H)	Year	27/03/2019	04/06/2019
BSc	PHYSICS (H)	Year	27/03/2019	04/06/2019
BSc	ZOOLOGY (H)	Year	27/03/2019	04/06/2019

BSc	GENERAL	Year	27/03/2019	16/07/2019
BA	GENERAL	Year	27/03/2019	16/07/2019
BCom	ACCOUNTANCY (H)	Year	27/03/2019	04/06/2019
BCom	GENERAL	Year	27/03/2019	16/07/2019
BEd	BED	Semester	22/07/2019	09/09/2019
MA	BENGALI	Semester	12/06/2019	21/08/2019
MA	ENGLISH	Semester	12/06/2019	21/08/2019
MA	SANSKRIT	Semester	12/06/2019	21/08/2019
MSc	PHYSICS	Semester	12/06/2019	21/08/2019
MCom	COMMERCE	Semester	12/06/2019	21/08/2019

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

Evaluation is an established way to measure the degree of learning of the students. 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. In accordance with the very Academic Schedule, the students having Honours are required to appear at the two Internal Assessments organized by the respective departments of the college, while the students of the General Streams are required to appear at one Internal Assessment. Apart from these, the departments of the institute are allowed enough space to organize the Unit Tests at their own accord. So, following are the reformed mechanisms initiated on Continuous Internal Evaluation at the Institutional Level: • Periodic Internal Assessment Strictly in adherence to the University Academic Calendar. • Periodic Unit Tests organized by the respective departments. • Students' Seminar organized locally by each department. • Guest Lectures with a considerable span for questionanswer session. • Seminar Presentation by the Post Graduate Students, duly evaluated by the teachers of the departments. • Classroom Tests that follow the completion of an assignment. • Most importantly, of late, the university concerned has granted autonomy to the respective postgraduate departments of the college. As such, the institution has acted upon accordingly in setting up a separate Post Graduate Examination Cell. The Principal 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 Post-graduate examination system of this institution and of other institutions offering postgraduate courses.

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

As Ours is the affiliated college, we have to abide by the Academic Calendar, prepared and provided by the concerned authority of Vidyasagar University. Nevertheless, the college authority plays a crucial role in smoothly and skilfully executing the Academic Calendar. Depending on our resource potentiality, institutional goals and concern towards the augmentation of our students, we are committed to imparting quality education through wellplanned execution of the same. Prior to the commencement of an academic session, the routine subcommittee of the college is entrusted with the task of preparing the central routine. Carefully examining the allotted lecture hours devoted to the satisfactory completion of the syllabus, the classes are distributed among the

departments. After that the HoDs of the respective departments are requested by the Principal to homogeneously distribute the classes among the departmental teachers. THE CLASSES are conducted in accordance with the Academic Calendar, provided by the University. Moreover, the teachers teaching in the Post Graduate departments of the college are requested to conduct additional classes during holidays if they feel the need of more classes for the completion of the syllabus to the satisfaction of the students. PERIODIC INTERNAL ASSESSMENTS are arranged by the respective departments to evaluate and measure the progress of the students. Needless to say, Internal Assessment is an inseparable part of the University Examination System. CLASS TESTS are taken in certain departments to measure the considerable improvement of the students in their conceptual clarity in and problem solving ability.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://pkcollegecontai.ac.in/document/sub_page/20190817_132137.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

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

https://pkcollegecontai.ac.in/document/sub_page/20191120_162536.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	WBBB	1.7	1.34
Major Projects	1095	SERB, DST	18.3	6.1
Major Projects	1095	DST Biotechnology, Govt of WB	9	3.53
Major Projects	1095	DST Biotechnology, Govt of WB	4.65	3.5
Interdisciplinary Projects	1095	DST Biotechnology, Govt of WB	12.65	5.81
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Programme on Skill development	Organized by NSS Units I, II, III, IV IQAC	11/04/2019
Entrepreneurship Development Programme (EDP) for one month	Organised by Webcom Consulting (India) Ltd. Tamluk Branch in association with P .K.College, Contai	17/08/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/12/2019	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/12/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Physics	1
Bengali	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
B. Ed	2
Bengali	1
Computer Science	1
Geography	1
History	5

Philosophy	2
Physics	4
Political Science	5
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	17	6	2
Presented papers	6	10	3	Nill
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
CATC (Central Annual Camp)20 LRDCIII	Gold Medal (State level)	GOVT. OF WEST BENGAL	1
CATC (Central Annual Camp)KGP5	Silver Medal (State level)	GOVT. OF WEST BENGAL	3
Advance Leadership Camp2019	Silver Medal (State level)	GOVT. OF WEST BENGAL	1

CATC (Central Annual Camp)KGP3	Silver Medal (State level)	GOVT. OF WEST BENGAL	5
CATC (Central Annual Camp)XVI	Silver Medal (State level)	GOVT. OF WEST BENGAL	2
CATC	Silver Medal (State level)	GOVT. OF WEST BENGAL	2
TREKING1 (Uttar Pradesh Ganga Trekking2018)	Gold Medal (National level)	GOVT. OF INDIA	1
TSC (Thal Sainik Camp)Delhi	Gold Medal (National level)	GOVT. OF INDIA	2
TSC (Thal Sainik Camp)Delhi	Gold Medal (National level)	GOVT. OF INDIA	2
CATC (Central Annual Camp)VITSC	Silver Medal (State level)	GOVT. OF WEST BENGAL	1
CATC (Central Annual Camp)IGCTSC1	Group Medal (State level)	GOVT. OF WEST BENGAL	10
Inter Group Shooting Competetion	Gold Medal (National level)	GOVT. OF INDIA	1
Ek Bharat Sreshtha CAMPI	Gold Medal (National level)	GOVT. OF INDIA	4
Ek Bharat Sreshtha CAMPII	Gold Medal (National level)	GOVT. OF INDIA	1
RDC (Republic Day Camp)Kol	Gold Medal (State level)	GOVT. OF WEST BENGAL	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	Students Council and NSS (UNITI,II,III,IV)	Blood donation Camp	8	105
NIL	NSS(UNITI,II,III,IV) and NCC	Celebration of World AIDS day	8	350
NIL	NSS(UNITI,II,III,IV) and NCC	Swach Bharat Abhiyan	12	170
NIL	NSS(UNITI,II,III,IV)	Seven day Winter Special Camp (Theme: Innovative Socio Environmental Development) in UBA adopted village	15	200

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
RESEARCH COLLABORATION WITH IIT (KGP)	Dr. Bidyut Kr. Senapati	SERB, DST	1095
RESEARCH COLLABORATION WITH NARENDRAPUR RKMRC	Dr. Debsankar Das	DST Biotechnology, Govt of WB	1095
Visiting Faculty	Dr. Goutam Manna	Raiganj University	11
Visiting Faculty	Dr. Tithi Maity	Belda College	7
Visiting Faculty	Manik Lal Pati	PRABHAT KUMAR COLLEGE, CONTAI	7

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research	Excursion to Observe the higher learning and research centre	Food Technology and Biochemical Engineering Department, Jadavpur University, Kolkata	01/04/2019	01/04/2019	15
Training	Internship	KPC Medical College Hospital, Jadavpur, Kolkata	14/01/2019	14/01/2019	15
Field Trip	Educational tour and field trip to Gangtok and its adjoining area	Gangtok	02/03/2019	09/03/2019	34
On the Job training	WBCS Coaching	SDO, Contai And	28/07/2019	28/07/2019	25

Programme		P.K.College, Contai			
Hands on Experiment	Educational visit	Haldia Institute of technology, ICAR Complex, HIT Campus,Hatiberia,Purba Medinipur,721 657	01/04/2019	01/04/2019	42

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kasturi Aqua Life Products Pvt. Ltd.	26/11/2018	Aqua Culture Prawn Cultivation	32

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25000000	22197151

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Existing
Classrooms with Wi-Fi OR LAN	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBSYS	Partially	LYBSYS4	2012
KOHA	Fully	16.11.09.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	54763	1042551	566	152704	55329	1195255
Reference Books	5911	434307	232	65444	6143	499751
e-Books	164300	Nill	Nill	Nill	164300	Nill
e-Journals	6000	17700	Nill	5900	6000	23600
Journals	32	48789	Nill	Nill	32	48789
CD & Video	40	Nill	2	Nill	42	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	228	90	33	3	41	17	43	10	14
Added	20	72	57	3	72	2	3	0	4
Total	248	162	90	6	113	19	46	10	18

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
63	6965929	268	23707220

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

* With an object to properly maintain the infrastructure of the college, there is a dedicated team of electrician, plumber, carpenter, sweepers and scavengers who provide round the clock service to departments, hostels and quarters. • The college has Building Subcommittee that oversees the maintenance of buildings • Fire extinguishers are checked frequently, and their refilling is done after the expiry. • Computers and peripherals are checked, cleaned, calibrated and maintained by respective technical assistant, whenever required. • So far as the science departments are concerned, one person is assigned to oversee the laboratories and equipment etc. • Each department maintains a stock register of equipment provided to them. • Annual Maintenance Contract (AMC) is opted for most of the services and equipment and there is one person designated to maintain computers. • The AMC facility includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. • The campus is protected by surveillance cameras. • Pest control of library books and records is done every year by the Library Subcommittee. • Annual Maintenance Contract (AMC) is opted for most of the services and equipment and there is one person designated to maintain computers. • The AMC facility includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers.

https://pkcollegecontai.ac.in/default.aspx#

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Concession	203	414280
Financial Support from Other Sources			
a) National	Kanyashree (K1) Kanyashree (K2) Sitaram Jindal Foundation Post Matric Scholarship Beedi Workers Vivekananda K3 SC/ST/OBC	3352	43115000
b)International	0	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Remedial Coaching	13/11/2018	699	All Departments
Personal Counselling and Mentoring for all students	02/07/2018	699	All Departments
Language lab	02/07/2018	41	Department of English
Yoga and Meditation	03/09/2018	61	Contai PKC Alumni Association
Personal Counselling and Mentoring for female students	02/07/2018	13	Women Cell

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling And Guidance for competitive examinations	42	514	20	25

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
TCS, JIO, HDFC, ICICI, STFC	203	48	Nill	Nill	Nill

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

Year	Number of students enrolling into	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to

higher education					

No Data Entered/Not Applicable !!!

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	30
SET	5
GATE	3
Any Other	3

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Cultural Fest of College 3	College	5000
Cultural Competition 3	College	209
Outdoor Games 3	College	418
Indoor Games 3	College	167
Celebration of the Foundation Day of College 3	College	194
Nabin Baran Utsav 3	College	2000
Pre-Puja Festival Celebration 3	College	160
Cultural Programme (Saraswati Puja) 3	College	58
Cultural Competition (National Science Day) 3	College	182

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	Nill	Nill	Nill	NIL

No file uploaded.

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

Every college has a podium for the dynamic contribution of the students in a variety of academic administrative bodies including other activities. Needless to say, the participation of the students in the administration of the college empowers them in achieving leadership qualities, rules, regulations and execution skills. Prabhat Kumar College, Contai has always an enthusiastic

Students' Council to contribute to the progressive development of the overall activities of the college. Students' representative of the said council brings the common problems and impediments faced by the students to the notice of the authority concerned, and get those problems and resolved. The council represents itself in all the academic and administrative committees of the college. The Governing Body of the college coopts some of the students with managerial capacity to keep running various activities of the college. The various activities of the students are as follows. 1. Organized Blood Donation Camp in collaboration with the Alumni Association of the college. 2. Organized Free Blood Group and Thalassemia Detection Camp for the students in collaboration with the Alumni Association. 3. Organized Rakhi Bandhan Utsab with a view to spread the message of fraternity amongst the students. 4. Organized Sports and Games with special emphasis on the TeacherStudent friendly match. 5. Assisted the college authority to keep the college campus GREEN. 6. Introduced the Ecofriendly Furniture in newlyconstructed class rooms. 7. Assisted the College authority in maintaining disciplines and augmenting academic atmosphere in the campus. 8. Contributed to keeping the future GREEN through organizing and making Consciousness Programmes and Films respectively. 9. Observed the World Environment Day with the Screening short films on REDUCE, RECYCLE and REUSE.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a registered Alumni Association bearing Registration No. S/IL/12089 of 200203 under the West Bengal Society Registration Act, 1961 and having as its motto, the Bouddhik monastic utterance, "Sanghang Sharanam Gachchhami". The association came into being during the Diamond Jubilee Celebration of the college in 2002. Since its formation it has been performing various socio cultural activities with a noble view to benefit the students, and cooperate with the college authority in the overall augmentation of the Alma Matter. Not only does the association organize lectures, seminars, debates, discussions and other activities for disseminating knowledge in diverse fields of education and culture, but works relentlessly to bridging the gap between the different stakeholders of the college. The Alumni Association has motivated the teachers and students towards the practice of YOGA.

5.4.2 – No. of enrolled Alumni:

783

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Activities of the association during the Academic Session 201819 are as follows: 1. Organized Eye Camp and Cataract operation camp in association with Netra Niramay Niketan Vivekananda Mission Ashram, Chaitanyapur,Haldia on 11/11/2018. 2. Seminar on Birendra Nath Sasmal and his role in Freedom Movement in Kanaidighi Deshapran Higher Secondary School on 08.12.2018 3. Seminar on Vagini Nivedita in Battala Anadamoyee Higher Secondary School on 20.02.2019. 4. Seminar on Value Education in Tatkapur High School,Ramnagar on 31.03.2019. Resource persons: Prof. Gaurhari Giri,DR Manaranjan Maity and Prof.Subir Samanta Number of participants: 600 students. 5. Observance of World Environment Day,5th June,2019. 6. Observation of 21st June, 2019 the Summer Solstice.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Preface: Though the Governing Body is at the peak of hierarchy, it allows satisfactory space to the Principal to exercise the autonomy of the office in ensuring the practices of decentralization. Modus Operandi: To accelerate the academic as well as administrative activities, it has been a practice of the institution to evenly divide the academic and administrative responsibilities among all the staff members, depending on their skills and abilities. Ipso facto, committees have been formed at the beginning of every academic session for the several academic and co-curricular activities to be performed during the entire academic year, 2018-19. It also has been the practice of our institution, to convene the meeting with the different committees at regular intervals with an object to ensure the transparency in policy execution. Through the meetings, The Principal requests the faculty members of the responsibilities they are to comply. Practices of Participative Management: At Administrative Level: The participative decision making ensures mass participation of all the staff concerned. The office administration of the College is pyramidal structure with the Principal at the top, and under whom there are Offices of Head Clerks, Accountant, Bursar, Senior Clerks, Junior Clerks and other Class III and Class IV Staff members. The respected Principal in conference with the concerned offices coordinates with the day to day activities. He 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. At Academic Level: At the beginning of 2018-19, the Principal convenes a meeting of the Teachers' Council to unanimously s/elect the Secretary of the same council. It has been a glaring instance of our participative management system that all the teachers perform their assigned activities through their mass participation, as and when necessary. The Heads of the Departments are appointed for a period of three years. Upon the request of the Principal, at the beginning of the academic session 2018-19, the Heads of respective departments convene the Departmental meeting to evenly distribute the classes and assignments. Besides, all the departmental academic activities are discussed in the meetings held at regular interval. For the Post Graduate Courses and BCA, there are coordinators for each segment, and also a distinct designated Controller Section. The coordinators and the appointed Controller reciprocate with each other to manage and execute all the academic and administrative activities of these sections. 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. Accordingly, the practice of decentralization as well as participative management of the institution helps improve the quality of its academic and administrative environments.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
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, during 2018-19, the college has performed an affirmative role in Curriculum Development. Following are the details: (1) Some of our teachers remained engaged in in Board of Studies (both in UG and PG) of the University. (2) Some teachers participated in the workshops for revising and restructuring the curriculum conducted by the University concerned. (3 Some departments arranged for excursions with a view to gain field experience for the social science students.
Teaching and Learning	As the IQAC has deeply motivated the teachers during 2018-19, the faculty members are 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. The use of ICT has been significantly increased by the teachers in class room teaching during 2018-19. With an object to render class room teaching more interactive and student-centric, power point presentations are greatly being used,and special classes are being conducted to help the students move forward. Students' Seminar and special contact programmes 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 in consultation with their departmental teachers.
Examination and Evaluation	As ours is an affiliated college, the academic activities have strictly been monitored by the academic calendar provided by Vidyasagar University. During 2018-19, the institution nevertheless 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. During this academic session, a host of teachers remained actively engaged in the evaluation process of the University concerned through performing

	their responsibilities as Question setters, Examiners, Head examiners, and Reviewers. Most importantly, of late, the university concerned has granted autonomy to the respective postgraduate departments of the college. As such, the institution has acted upon accordingly in setting up a separate Post Graduate Examination Cell, with an appointed controller of Examinations. Some of the Post Graduate Faculty members of the institution have been performing the role of moderators in the Post -graduate examination system of this institution, and of other institutions offering postgraduate courses.
Research and Development	The Faculty members of the institution have been actively engaged in research and publication. They have been regularly publishing research papers in different national and international referred journals, which are indexed and cited. The institution has developed a DSTFIST-sponsored lab to promote advanced scientific research. The college has also developed two separate research centres in Social Sciences and Humanities, and Natural and Life Sciences, and the admission process is on the go.
Library, ICT and Physical Infrastructure / Instrumentation	This institution has an effective library for the benefit of students, faculties and researchers. As one of the age-old institutions, the central library has a large collection of books covering various branches of science, Humanities and commerce and related fields. Also the central library has an excellent collection of old books pertaining to different subjects, particularly to English, Bengali and Sanskrit literature. Library services are partially automated. Automation process has been started in the year 2012 with LIBSYS software and presently with KOHA software. The introduction of ICT has revolutionized the art of teaching and learning. Every UG department of the college and all the classrooms of the PG departments have been equipped with ICT that has rendered TL method more interesting and interactive.Evidently, ICT has not replaced the great teachers,but the teachers have sublimated and transformed the TL method with the help

	of ICT-enabled classrooms.
Human Resource Management	Human resource management is the strategic approach to the effective management of teaching and nonteaching staff along with the students for overall betterment of the College. The college authority has taken various steps for the upgradation of the existing knowledge base of the teachers by providing activities like e-resources, enriched library, well-decorated seminar-hall, research facilities, extension activities etc. Also the authority has taken several measures for the soft skill development of the non-teaching staff so that they get well acquainted with the online system of management.
Industry Interaction / Collaboration	The college authority invites the resourceful speakers with corporate experience to help the students interact with them. Such kind ofinteraction provides an opportunity to the students to get themselves acquainted with well in advance of the future scopes of their education.
Admission of Students	Online system is made operational. All merit lists and admission related information are displayed on the website for greater transparency. Single window system of application for admission and Online payment system have been introduced.

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

E-governace area	Details
Planning and Development	Our college has a distinctive committee with members from faculty, a software engineer, contractors, teachers and office staff to support with the planning and implementation of egovernance.
Administration	The website of the college displays all notices in time regarding administration related issues, and reports of recent events regularly.
Finance and Accounts	Accounts' documentation is digitally maintained
Student Admission and Support	Central public address system. Through SMS services. Through Letter correspondence. Through circulars. Through Suggestion box. Through studentfriendly admission process. Through studentsfriendly website. Through career counselling cell.

	Through the awareness of different scholarship schemes. NSS NCC.
Examination	College organizes internal assessment for the students of all years and the final examinations are organizes by the concerned university.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Debasmita Shit	Meyeder Poth chala : Unish-Bish Shataker Bangla	NIL	1000
2019	TAMAL BASU	UGC Sponsored Two â€"Day International Seminar on ICOBUS organised by Department of Commerce, Vidyasagar University	NIL	1000
2019	Mr. Lakshman Chandra Ojha	Divided Bengal: Society, Culture and Politics(1947-1971)	NIL	1000
2019	Maitreyee Jana	Self Management In Gita	NIL	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Two day Workshop on Biotech nology for Teachers	NIL	18/10/2018	19/10/2018	32	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RC	1	02/01/2019	22/01/2019	21
RC	2	06/06/2019	19/06/2019	14
OP	1	19/11/2018	18/12/2018	30
STC	5	19/03/2019	25/03/2019	7
RC	1	07/07/2018	26/07/2018	21
RC	5	08/06/2018	28/06/2018	21
OP	4	04/06/2018	30/06/2018	27
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	5	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Loan facility from ECCS	Loan facility from ECCS	Free studentship and fee waiver for selected students, Other Government and Nongovernment scholarships through college.

6.4 – Financial Management and Resource Mobilization

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

The college authority conducts Internal and External financial audits at regular interval. For internal checking besides the Accounts Department, Bursar and Principal check the Cash Book and Passbook regularly. A finance committee comprising internal and external members of the Governing Body review the financial position and its implications for various purposes in the meeting og the Finance SubCommittee. Apart from these the Statutory Auditor engaged by the Higher Education Department, Govt. of West Bengal used to visit the college and verify the accounts, bills, vouchers, resolution etc and submit the report to the College Authority and to the government of West Bengal in general. The payments made through PFMS, Cheques, RTGS mode to mitigate the misappropriation student fees are collected from the students through online system are also under the purview of Statutory Auditor. All the Funds maintain through Banks. Only petty cash payment made by the cashier after proper sanction from the Authority. Thus the college authority exercise very judicious procedure to exercise control over finance related matters.

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose

funding agencies /individuals		
Mriganka Sekhar Sahoo	200000	Development of Students in Memory of His Son Basudev Sahoo

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6.4.3 – Total corpus fund generated

7847149.65

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	COLLEGE AUTHORITY AND V.U	Yes	PRINCIPAL/ASC /DC
Administrative	Yes	DPI, GOVT. OF WEST BENGAL	Yes	PRINCIPAL AND BURSUR

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

Due to the large student strength it is very difficult to conduct a Central Parent-Teachers' Meeting by the authority. To resolve this issue, the authority has permitted each department to conduct the Parent-Teachers' Meeting separately one/twice per year. On the basis of the meetings in some departments, the administration generally takes effective initiative in the deserving issues suggested by the parents. (i) In the Department of Physics (UG PG) one of the guardians arranged everything for all the students who attended the Yearly Departmental picnic like thee last year. (ii) In the Chemistry one of the guardians being a Teacher of the other college and an expert of an important part of Chemistry helped the students a lot by taking 12 hour class. (iii) In the Department of Political Science , one guardian donates one microphone set for taking class effectively.

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

At the starting of the Academic Session, the college authority arranges a computer training mainly for the MS-Office application annually. Specially for the staff allocated for the Cash and Accounts Section, a separate training programme is annually arranged for making them more user friendly with the financial packages and the office module. Apart from those the college authority generally organises a seminar in the month of September for the teaching and non-teaching staff to facilitate their investment plans and the issues related to Income Tax. In July of each year, the librarian updates the library staff through a One-Day Orientation Programme in view of modern applications.

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

1. Initiatives taken to introduce Vocational Courses in Solar Technology, Mushroom Farming, Matstick based handicrafts, Tax practice and procedure and Automobile Engg.. 2. Research Centres in 'Humanities Social sciences' and Natural Sciences have been established. 3. We have laid the foundation of Biodiversity Educatinoal Park in association with BMC, Contai Municipality. 4. In compliance with the guidelines of the mission of UBA MHRD and also considering the social responsibility an academic institution can accomplish, we through due process have adopted five villages for participating in Unnat

Bharat Abhiyan (UBA). After a careful scrutiny and Pilot survey of the neighbouring villages that following names of five villages under the purview of this admission are selected: a. Shrirampur b. Banamalipur c. Pairachali d. Jagannathpur II e. Bankaberia

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Two day state level workshop on "Computer Programming and Applications" for Teachers Organized by Dept. of Physics IQAC, P.K.College, Contai	12/07/2018	12/07/2018	13/07/2018	55
2019	Programee on Stress Management Organized by IQAC, P. K. College, Contai in Association with "Bhalo Theko"	16/04/2019	16/04/2019	16/04/2019	182
2019	One day International conference on Computational Science, Organized by Dept. of Computer Science IQAC, P.K.College, Contai	06/03/2019	06/03/2019	06/03/2019	179
2019	Workshop on Plant Identification	26/02/2019	26/02/2019	26/02/2019	155

| 2019 | Samar Sen Smarak Lecture Organized by Dept of Bengali IQAC, P.K.College, Contai | 24/01/2019 | 24/01/2019 | 24/01/2019 | 187 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Save the Girl Child	16/08/2018	16/08/2018	103	55
Unmesh- An awareness programme on prevention of child abuse	17/08/2018	17/08/2018	75	41
Observance of the birth centenary of Asima Chatterjee	12/10/2018	12/10/2018	32	25
Discussion Meeting on " Self Defence of Woman" and the role of the institution	12/01/2019	12/01/2019	53	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
Promotion of PAKSHIRAJAN's Dream: We have mounted a good number of claypotnests for the birds in different places inside the college campus. Promotion of GO GREEN: The very cry of the modern day is mainly to build an environmental consciousness amongst all of us. When our mother – earth is awfully rendered to a plasticplanet, it is of abiding need to protect the GREENNESS of the earth by dint of a number of initiatives. Green Audit initiative is one of them. Promotion of GREEN AUDIT: As a part of green audit of college campus, we carried out the environmental monitoring of campus including Illumination,

Noise level, Ventilation and Indoor Air quality of the class room. It was observed that Illumination and Ventilation is adequate, considering natural light and air velocity. Noise level in the campus is within the limit i.e. below 50 dB at day time. Promotion of ENVIRONMENTAL AWARENESS: Considering the fact that the institution is predominantly Postgraduate college, there is significant environmental research both by faculty and students. The environmental awareness initiatives are substantial. The installation of solar panels in some places, paperless work system and vermin composting practices are noteworthy. Besides, environmental awareness programme initiated by the administration shows how the campus is going green. Few recommendations are added to curb the menace of waste management, using ecofriendly and scientific techniques. This may lead to the development of a Green Campus, free from plastic even.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	Yes	2
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nill
Rest Rooms	Yes	2
Scribes for examination	Yes	3
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

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

Title	Date of publication	Follow up(max 100 words)
Vikash	15/07/2018	Our institution uses to upholds Human values and Professional ethics code of conduct to help all the stakeholders learn the art of keeping the head in an environment of conflicts and stress both in work-fields and in

one's life. Strict adherence to some values and ethics will certainly help improve one's ability, power of judgement and refine one's behaviour and actions in performing the duty towards family, organization and society.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Conference on "Reason, culture and Morality"	08/01/2019	09/01/2019	227
Celebration of National Science day	28/02/2019	28/02/2019	182
One State level Discussion meeting on "Relevance of Professor S N Bose in Modern Perspective"	01/10/2018	01/10/2018	190
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

In order to conserve natural resources, landfill space and energy and to cut down on the amount of waste we throw away, we have promoted the 3 R'S technique—REDUCE, REUSE AND RECYCLE. We have reduced the use of paper in office through digitalization, and promoted awareness on 'Save paper, Save earth'. We have replaced the incandescent bulb and traditional fluorescent tube with LED lights

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Studentrelated Best Practice: A. From this academic session, we have introduced ONLINE FEEDBACK to be provided by the students. The amiable teachertaught relationship has ensured the regular attendance of the students. We have laid emphasis on the introduction of Vocational Courses to help the students become selfsufficient. Most significantly, in order to enhance the entrepreneurship skill of the students we have organized "Entrepreneurship Development Programme" in association with Webcon Consulting (India) Ltd., a State Government Company from 17.08.2018 to 17.09.2018. B. In addition to the existing computers, a browsing centre has been developed in the Students' Reading Room to help them find their desired books through OPAC. C. In order to sensitize the girl students who in turn would disseminate awareness amongst others, a workshop on "Save the Girl Child PCPND Act" and an awareness programme on "Child Abuse" have been organized on 16.08.2018 and 17.08.2018 respectively. 2. Regular Extension Activities: A. Unnat Bharat Abhiyan (UBA): With a view to strengthening the relationship with the community and in conformity with one of the missions of our college, which reads "To create good future citizens for the country with competence, commitment, conscience and

compassion", of late we have adopted 5 villages namely Banamalipur, Jagannathpur Part II, Bankaberia, Pairachali, and Srirampur to carefully augment villagers' quantitative and qualitative aspects. Depending on the need of the people of these respective villages, we organize some consciousness programmes in those villages to make them aware of health related and legal issues. We also have just begun to develop the skill of the villagers so that they can become cognizant of developing vermin compost mainly to build an environmental consciousness amongst the rural people. In association with the NSS Units of the college, a 7day Winter Camp on "Innovative SocioEnvironmental Development" has been organized in Pairachali, with 200 volunteers from four adopted villages together with the NSS volunteers. B. We have established Research Centres in "Humanities Social Sciences" and "Natural Sciences" to help the students of our locality reach highest rung of the ladder of Higher Education.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://pkcollegecontai.ac.in/page.aspx?page_id=1139

7.3 – Institutional Distinctiveness

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

Community Development Programme: In conformity with one of the missions of our college, which reads "To create good future citizens for the country with competence, commitment, conscience and compassion", of late we have adopted 5 villages namely Banamalipur, Jagannathpur Part II, Bankaberia, Pairachali, and Srirampur to carefully augment villagers' quantitative and qualitative aspects. We have at first made a careful survey of these villages on population, literacy, habitation, male female ratio, child labour, and on other aspects. After making the survey, and closely studying the report of the same, we regularly visit to those villages with the permission and assistance of the local self governments to bring discussion about the issues which we diagnose are the impediments to progress of their life. Depending on the need of the people of these respective villages, we organize some consciousness programmes in those villages to make them aware of healthrelated and legal issues. In association with the NSS Units of the college, a 7day Winter Camp on "Innovative SocioEnvironmental Development" has been organized in Pairachali, with 200 volunteers from four adopted villages together with the NSS volunteers.

Provide the weblink of the institution
https://pkcollegecontai.ac.in/page.aspx?page_id=1141

8.Future Plans of Actions for Next Academic Year

A. To introduce more Vocational Courses. B. To complete Principal's Quarter, Teachers' Quarter, and Administrative Block. C. To introduce U.G. Course in Aqua Management and Post Graduate Course in Chemistry. D. To run the Research Centres in full swing. E. To further development of Sand Dune BioDiversity Park. F. To develop People's Biodiversity Register. G. To construct an extended Science Block. H. To shift the administrative Block in neartofinish Administrative Block. I. To develop "BASTRA BANK" inside the College Campus to help the needy and poor.