



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	PRABHAT KUMAR COLLEGE, CONTAI
• Name of the Head of the institution	DR. AMIT KUMAR DE
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03220288275
• Mobile no	9434259107
• Registered e-mail	pkcollege.contai@gmail.com
• Alternate e-mail	principal@pkcollegecontai.ac.in
• Address	P.O. Karkuli , P.S. Contai, Dist: Purba Medinipur
• City/Town	Contai
• State/UT	West Bengal
• Pin Code	721404
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Vidyasagar University				
• Name of the IQAC Coordinator	DR. PRADIPTA PANCHADHYAYEE				
• Phone No.	03220288275				
• Alternate phone No.	03220255020				
• Mobile	7908190612				
• IQAC e-mail address	iqac.pkc@gmail.com				
• Alternate Email address	ppcontai@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://pkcollegecontai.ac.in/document/20211205_123932.pdf">https://pkcollegecontai.ac.in/document/20211205_123932.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://pkcollegecontai.ac.in/document/sub_page/20220113_100459.pdf">https://pkcollegecontai.ac.in/document/sub_page/20220113_100459.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.3	2007	31/03/2007	31/03/2012
Cycle 2	B++	2.76	2015	01/05/2015	30/04/2020
<b>6.Date of Establishment of IQAC</b>			07/06/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>7</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	<b>0</b>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Three Days Students Development Programme (SDP) on Introduction to Computers (17.02.2021)		
Seven Days Student Development Programme (SDP) on Inkscape (02.07.2021)		
Two Weeks National Level Faculty Development Programme (FDP) on MOODLE Empowering Educators with a Flexible, OpenSource Learning Management System (01.09.2020-15.09.2020)		
International Webinar on Exercise for Holistic Health and Wellness (02.08.2020)		
Submission of SSR for the third Cycle of Accreditation & Assessment by NAAC (11.01.2022)		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes				
Submission of SSR for the third Cycle of Accreditation & Assessment by NAAC	SSR submitted on 11.01.2022				
Ecological Sensitization	Conducted Webinars including a National Webinar on Biodiversity and Biotechnology (03.10.2020)				
Initiatives towards Faculty development during the closure of the Academic Institution	Conducted Two Weeks National Level Faculty Development Programme (FDP) on MOODLE Empowering Educators with a Flexible, OpenSource Learning Management System (01.09.2020-15.09.2020)				
Initiatives towards educating the students of LIBRE OFFICE	Organized One Week Online Training Programme on LibreOffice (24.01.2021-30.01.2021)				
Initiatives towards Students' Development Programme	Organized Three Days Students Development Programme (SDP) on Introduction to Computers (17.02.2021) and Seven Days Student Development Programme (SDP) on Inkscape (02.07.2021)				
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>29/01/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body	29/01/2022
Name	Date of meeting(s)				
Governing Body	29/01/2022				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>12/02/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2021	12/02/2022
Year	Date of Submission				
2021	12/02/2022				
<b>Extended Profile</b>					

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>967</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>5693</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>1437</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>1780</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>74</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	<b>88</b>

Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	79
4.2 Total expenditure excluding salary during the year (INR in lakhs)	284.92859
4.3 Total number of computers on campus for academic purposes	127
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Well-planned Curriculum Delivery through proper documentation has been the foundation of an Institution. Ours is the college which is affiliated to Vidyasagar University, West Bengal. Hence, we have to follow the curriculum as framed by the University, and we have adopted the curriculum overview 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 and documenting the same. Following are the variety of means through which we execute the curriculum during 2020-21:</p> <ul style="list-style-type: none"> <li>• Regular Meeting of the Academic Sub-Committee via Google Meet:</li> </ul> <p>The Honourable Principal of our college convenes the meeting of the Academic Sub-Committee that comprises of the heads of the respective departments and the P. G. Co-ordinators of those departments offering Post-Graduate courses. 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</p>	

respective heads and P.G. Co-ordinators.

- 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.

- Departmental Committee:

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 via Google Meet at regular interval with an object to bring discussion about the following:

- Framing Class Routine
- Distributing the Syllabus
- Progress of Syllabus.
- Fixing schedule for Internal Assessment.
- Setting the Question Papers for I.A.
- Distributing Answer Scripts of IA and Semester End Examinations.

#### 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, that equally divides the students through lottery allowing them to pick up their supervisors who 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.

#### Special Lecture:

Some of the Departments organize Special Online 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.

**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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

#### Academic Calendar

- The affiliating University, i.e., Vidyasagar University circulates the Academic Calendar for both UG & PG programmes at the beginning of each semester.
- Within that framework, the Academic Sub-Committee of the college prepares a more detailed academic calendar.
- The academic calendar is then circulated among the departments/wings. The academic activities of the college strictly adhere to that academic calendar.
- Student-related administrative activities like online admission, registration of newly-admitted students, form-fill up for term-end examinations and examinations are carried out in strict adherence to that academic calendar and subsequent notifications as circulated by the University from time to time.

#### Continuous Internal Evaluation

Most, importantly, we have prepared and executed the academic calendar at our best even during the closure of the academic institution owing to the several variants of Covid-19.

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.



Along with Term-end examinations, continuous internal evaluations are essential in mapping the progress of students. The following mechanism is adopted by the college for Continuous Internal Evaluation:

- The students of UG, PG and B. Ed. programmes are required to appear at regular rounds of Internal Assessments organized by the respective departments of the college.
- The schedule of Internal Assessments are prepared by respective departments in accordance with the general framework outlines at the beginning of each semester
- These written examinations are complemented by Students' Seminar organized centrally for projects on Environmental Science and Project-work & Seminar Presentation by the Post Graduate Students.
- Apart from these, the departments of the institute are allowed enough space to organize the Unit Tests at their own accord.

During 2020-21 (campus-shutdown phase),

- During the campus-shutdown phase, posting and checking assignments, and collecting feedback were conducted online via Google Meet .
- During the said phase, all written Internal Assessments were conducted online.

The internal evaluation mechanism gets updated and reformed regularly based on the feedback received from the stakeholders through formal and informal channels.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://pkcollegecontai.ac.in/document/sub_page/20220113_100459.pdf">https://pkcollegecontai.ac.in/document/sub_page/20220113_100459.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG**

**B. Any 3 of the above**

**programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.2 - Academic Flexibility**

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

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

54

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

**of students during the year**

20

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The institution has a well-defined Code of Conduct with emphasis on upholding Human values in the campus life, social life and the larger national life. The emphasis throughout is on being a good citizen along with being a knowledgeable one. (The motto of the college is the Upanishadic phrase "sa bidya ja bimuktoye" - That which liberates the mind is Education). The institutional code of conduct is clearly spelt out in the Prospectus, which is a window to the college for the newcomers.

The Code of Professional Ethics (VIKASH) to be followed by the faculty and staff is in line with the universal norms and integrated with the vision and mission of the institute. The college has a standard Code of Research Ethics (UNMESH) that is inspired by the Guidance document of the UGC -Good Academic Research Practices. The college attempts to inculcate, among its faculty and research scholars, a strong sense of research ethics to steer clear of the malpractices.

The institution owes its origin to the Founder's (the founder of the college, Late Babu Biswambhar Dinda, was an active office-bearer of the regional committee for expansion of scope of women education) dream of having a scope of higher learning for women in this south-west region of Bengal; in fact, the shocking experience of his widowed daughter-in-law being denied scope of education in institutions of the area led to the sprouting of a determined zeal in him to establish an institution where both male and female students would be accommodated without any bias. Hence, gender-equality and gender-sensitization have been at the core value of the institution. Co-incidentally, over the years, the female enrolment outnumbers the male one. In the academic session 2020-21, male-female ratio stands at 26:31.

The curricula of different programmes emphasize the issues of gender-equality and eradication of gender-bias, e.g., in the UG and PG curricula of different disciplines. To complement the curricular requirements on these issues, the Women's Forum of our college, in association with VISHAKA CELL, regularly organizes a number of events like lectures and seminars to sensitize our students of the relevant cross-cutting issues.

#### Environment and Sustainability

For quite some time the curricular requirements prompt the students towards a greater awareness of environmental issues. The present CBCS syllabus has a compulsory AECC course of 100 marks entitled 'Environmental Studies' (ENVS) offered to Second semester UG students. The topics covered are - Ecology and Ecosystems, Natural Resources, Biodiversity and Conservation, Environmental Pollution, Environmental Policies and Practices, Human Communities and Environment. An integral part of the curriculum is a Project based on Field visits. The students of the college under the mentorship of teachers are encouraged to focus on the environmental issues in their project through on-site survey of the locality.

Apart from this, several disciplines have field surveys as an integral component of Honours and General curricula. In all such field trips, emphasis is given on highlighting different issues plaguing environmental equilibrium and sustainable methods and restoring the same.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

59

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

2502

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

### 1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://pkcollegecontai.ac.in/iqac/page.aspx?page_id=384">https://pkcollegecontai.ac.in/iqac/page.aspx?page_id=384</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://pkcollegecontai.ac.in/igac/page.aspx?page_id=384">https://pkcollegecontai.ac.in/igac/page.aspx?page_id=384</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
2355	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
574	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<b>Identification of slow learners and advanced learners</b>	

The process of assessing the learning levels of the students begins with the initiation of the teaching-learning process. The teacher-taught interaction helps the teachers identify the learning levels of the students and take initiatives for identified Slow and Advanced learners as detailed below:

For Slow learners:

- Remedial class: To enhance the performance of slow learners college arranges remedial coaching classes. For remedial classes, a separate timetable is prepared, and the students are assisted in the identified problem areas.
- Tutorial Class: Special attention is paid to slow learners through tutorial classes in providing proper guidance to overcome the difficulties.
- Mentor-Mentee Programme: To augment the learning level of the slow learners, they are allotted to their respective mentors who take care for the growth of the slow learners.
- Motivational video-clips: Motivational videos are shown to the weaker students to inspire them and to make them more productive during class teaching.
- Snap oral Test: Snap oral tests are conducted on regular basis at the end of every topic/chapter especially to clear the doubts, assess the learning level, and take necessary steps.

For Advanced Learners:

Advanced learners are provided with additional inputs for better performance and goals:

- Learning Resources: Guided visits to the Rare-book section are periodically arranged for advanced learners. Moreover, the Central library extends NLIST registration to such learners to give free unlimited access to the vast reservoir of e-resources for them to utilize.
- Felicitation of College and University toppers: The College each year, on the august occasion of the foundation day, organizes a programme to felicitate the college and university toppers from the college in all disciplines. Moreover, there are some discipline-specific medals and scholarship schemes for meritorious students. Such events ignite the younger mind with a zeal for improving their academic performances.
- Participation in Programmes related to advanced studies: Advanced learners are encouraged to participate in different seminars and workshops organized by the College / other institutions. The names of some advanced learners in PG level

are forwarded for PG projects to the distinguished experts of other universities / research institution.

- **Special Lecture:** Some Departments conduct special lectures where distinguished experts are invited to deliver insightful lectures for giving them better exposure to the recent developments in diverse fields. Some inter-departmental lectures are arranged, which help the advanced learners develop their research acumen.
- **Awareness Programmes for Future Prospects:** Awareness programmes are arranged to provide the advanced learners with the scope of further studies and research in the relevant and allied disciplines.
- **Avenues of Employability:** Advanced learners can surf through a huge and varied collection of Books, Periodicals, and Magazines helpful for taking different competitive examinations. The Career Counselling Cell provides the necessary mentorship and arranges regular awareness programmes.

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

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

Number of Students	Number of Teachers
5693	74

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

The learning experience becomes more effective and enriching through interactive and participatory approaches, which the institution increasingly tries to implement, as detailed below:

**Empirical / Experiential Learning:**



- **In-House Projects:** Students are given projects and class assignments to find creative solutions to real-world problems. They are also assigned with group projects and activities which promote peer learning and team building.
- **Workshops:** Some departments organize online workshops / training programs for students by inviting subject experts and practitioners with the aim to project the linkage of theory with practice in front of the students and enable them to apply their knowledge and further to develop new skills to handle real-life situations.
- **Effective teaching aids:** The college promotes the use of modern teaching aids like charts, models, and ICT-based tools/methods like the use of power-point presentations, and audio-video resources etc.
- **School Experience Program (SEP):** SEP is a significant component of the Teacher-Training programme which gives practical experience to the trainees through practice-teaching in schools.
- **Institutional E-learning** through the DSpace in the college web portal.
- **Film/documentary shows** (especially by the Departments of English and Bengali)
- **Online Classes** through SWAYAM platform.
- **Study Visits** are regularly arranged to Digha Science Centre and Marine Aquarium, Digha, both Central Govt. Undertakings. Such visits are also arranged to similar establishments of Central, State Governments and Private enterprises.
- **Sky-watching:** Regular sessions organized by the Department of Physics with the Telescope fixed on the roof of the Science Building

#### Participative learning

- **Group Discussions**
- **Biodiversity Register Preparation:** Of the Campus and the Contai Municipality with the participation of students.
- **Raising the Medicinal Garden, Kitchen Garden, Vermi-compost, and Mushroom plants** with the students of Botany Dept. and boarders of Girls' Hostel.
- **Rallies:** Rallies are organised on all important occasions for different kinds of awareness programmes.
- **SKITs :** SKITs are performed by students on matters/issues related to their studies.

#### Problem-solving methodologies

- **Interactive sessions:**The interactive method i.e. questions and answers between the teachers and the students, is used to clear their doubts.
- **Mentor-Mentee Programme:** Mentor-mentee system of teaching-learning turns out to be immensely helpful for the students to solve their problems.
- **Value-Education Programme:** Contributes significantly to the holistic development of the student that facilitates life-long learning and core values.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The teaching fraternity of the college have adapted themselves with ICT-enabled teaching process.

- Most of the classrooms of the college core-building are ICT-enabled.
- A Virtual Classroom, A Media Room have been developed.
- The entire campus is Wi-Fi enabled (protected mode).
- All departments have been provided high-speed broadband connection.

The following ICT tools/facilities are regularly used in the pandemic-

- Desktop and laptops
- Printers/Photocopiers/Scanners
- Microphones
- DVDs and CDs
- Scanned texts of Rare and Out of Print books

An important component of ICT-enabled teaching-learning is access to a wide range of Online resources like

- Access to journals of repute and e-books through INFLIBNET-NLIST programme
- Access to National Digital Library created by IIT,KGP.
- SWAYAM-NPTEL platforms

- E-Gyankosh
- E-PGPathshala
- For research scholars, the ShodhGanga repository of INFLIBNET provides a huge reference point.

During the Pandemic and consequent closure of the campus, online academic activities with ICT tools became more and more crucial to the learning process.

- The college purchased G-suite for the departments and teachers created Google classrooms not only conducting classes but also for assignments etc.
- Along with PPTs, teachers also used Writing Pads/Pens for laptops.

There is no doubt that the Pandemic has marked a paradigm shift in teaching-learning process through increasing use of ICT tools.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

74

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

### 2.4 - Teacher Profile and Quality

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

74

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

45

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

809

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The academic activities including the mechanism of Internal Assessment are harnessed by the academic calendar of the university concerned. The internal assessment is conducted in a systematic manner for all the courses. In compliance with the Academic calendar of the University, the students are notified in advance of the dates and times of the Internal Assessment conducted by the respective departments. During the Pandemic of Covid-19, the internal assessments have been conducted online. The scripts of the Internal assessment are distributed proportionately among the teachers of the department for timely evaluation. The entire process is executed in the following way:

- Two Internal Assessments for the Core Courses of Honours and General Programmes and one Internal Assessment for the SEC/AECC(Elective) of Honours and General Programmes are held and performances are duly recorded.
- For all courses of Post Graduate Programmes Two Internals Assessments are held and performances are duly recorded.
- The scripts are evaluated in due time and preserved in the department.
- The marks are recorded and tabulated in the Marks Register of the Department.
- The students, after each round of internal assessment, are apprised of their mistakes and lapses by the evaluators.
- In the case of Online tests, the evaluation is completed online, and the soft copies of the scripts are preserved.

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

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

- **Continuous Internal Assessment:**

The institutional mechanism for redressal of grievances related to internal evaluation is as follows:

- The students, after each round of internal assessment, are apprised of their mistakes and lapses by the evaluators.
- In case of any grievance, the Principal, in consultation with the HoD and the Evaluator, resolves it within a week.

**Term-End/Semester-End Examinations (UG & TT Programme) :**

The grievance redressal mechanism related to semester-end examinations for Undergraduate and Teacher-training programmes, devised by the affiliating Vidyasagar University, is as follows:

**Post-publication review:**

- A student may apply for post-publication review of his/her answer scripts (in Theory papers only) in the prescribed form and manner and submission of requisite fees per paper within the date as per notification issued by the Controller of Examinations at the time of publication of the result.
- All such applications are forwarded by the Principal of the college concerned.
- A student may apply for re-examination/review of not more than 2 (Two) theoretical papers in each semester, provided that he/she has scored qualifying marks i.e. 20% in that semester, and also secured 35% marks in other individual papers.
- In case of variation of marks for more than 5%, an average of marks awarded by the examiner appointed for Re-examination and the original examiner is taken into account for computing result of re-examination.

**Post-publication scrutiny (Self Inspection) of answer scripts:**

- A candidate may apply for Self Inspection or RTI of his / her one or more answer scripts irrespective of marks by paying requisite fees through the Principal/TiC of the college.
- The photocopies of Evaluated answer scripts are handed over to the candidates through the college concerned within 30 days of the receipt of the applications.
- The candidate, on receipt of the photocopy(ies), shall submit an observation in the specified format after self-inspection within Ten (10) days; the observation sheet is to be verified by the HoD of the concerned Department and forwarded by the Principal/TiC of the college to the office of the CoE.
- Post-publication scrutiny does not imply reexamination or re-assessment of scripts but involves verification of scripts and records.

Post-publication Review and post-publication scrutiny of the same paper(s) in a subject are not allowed.

- **Postgraduate Term-End/Semester-End Examinations :**

Since the college conducts the Postgraduate examination, there is a set mechanism for redressal of grievances related to PG semester-end examinations:

- A candidate may apply for Review of his/her answer script within seven (07) days of the receipt of the marksheet in prescribed format with a fee of Rs. 1000/- (Rupees one thousand only) per paper.
- A candidate may apply for a maximum of Two papers in any Semester.
- The script/s is/are sent to the Reviewer, as recommended by the Board(s) of Studies, through the CoE, VU.
- The reviewer's report is submitted to the Principal and necessary modifications, if any, are done and Review results are published.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution has to follow the curricula designed by the Vidyasagar University in different programmes except the Teacher-Training Programme for which the curriculum prepared by WBUTTEPA is followed. In some cases, the POs and COs are clearly spelt out in the syllabus while in some cases they are not. The institute, on its part, within the larger framework of the University regulations and the discipline-specific LOCF of the UGC, has clearly spelt out POs and COs for all programmes offered.

Following is the mechanism to communicate the learning outcomes to the teachers and students:

- The PSOs and Cos are displayed in the departmental web pages on the college website
- Hard Copy of syllabi and Learning Outcomes are made available in the respective departments.
- Periodic stock-taking is done during teacher-student

discussions.

The Programme Outcomes of different UG, PG, Teacher-Training and Research programmes as well as the outcomes of Certificate and Diploma Courses are presented in brief here.

Students completing Undergraduate Programme of the institution are expected to-

- Garner discipline-specific domain-knowledge,
- Be able to communicate effectively,
- Be sensitized towards issues of gender, environment and sustainable development,
- Emerge as good citizens with an informed awareness of issues.

Students completing Postgraduate Programme of the institution are expected to-

- Have a profound understanding of the discipline and mastery over necessary expertise,
- Develop research aptitude to be able to carry on research in multidisciplinary domains,
- Be innovative in ideas through empirical learning as reflected in Projects, Field surveys, hands-on laboratory experimental methods,
- Be mature enough to develop and follow professional ethics,
- Imbibe a value system that would make good future citizens out of them.

Trainees completing Teacher-Training Programme of the institution are expected to-

- Have a profound knowledge of subject content and pedagogy
- Develop an understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum,
- Be adept in handling ICT in facilitating teaching-learning process and in school management

Outcomes of Inter-disciplinary Research Programmes:

'Interdisciplinary' is the buzzword in education, and an Interdisciplinary Research (IDR) has the following outcomes:

- IDR helps the scholar escape a particular study from a unitary epistemological standpoint.
- IDR opens the windows to learn a subject by means of



correlating ideas and concepts of different disciplines.

- IDR enables the scholars to prepare their own roadmaps by selecting courses of their own choices.
- IDR helps the professionals from different disciplines reciprocate each other to serve a common goal.
- IDR inspires the creative faculty of both the researchers as well as the supervisors.

#### Outcomes of Value-added Courses:

- To augment the empirical knowledge of the participants.
- To enhance the value sense of the participants.
- To render the learners to become a complete human being.

#### Outcomes of the Certificate Courses (CC):

- To help the learners augment their aptitude and prepare them to meet the demands of the non-academic sectors.
- To help the learners explore attractive job opportunities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Upanishadic phrase "sa bidya ja bimuktoye" - that which liberates the mind is Education - is the motto of the institution. Embedded in this is the tradition of increasingly opening up the young minds to domain-knowledge and cultivate the habit of blending theoretical understanding with its practical application in actual life. All the programmes offered by the institute have well-defined and stated POs, PSOs and COs. The curricular and extra-curricular activities undertaken are aimed at realizing the goals and objects of the programmes.

- Along with classroom activities, Seminars and Workshops are arranged to illumine the students about the new approaches and to ignite the spirit of inquisitiveness among the learners.
- Field surveys, study tours and industry visits to acquaint the learners with real-life situations.

- Inculcating the idea of primary level research through undertaking projects and motivating them for advanced research
- Debates and quiz programmes form an integral part of the annual cultural programmes.

It is equally important to assess and evaluate the levels of attainment of the objectives and outcomes and the institution has several formal and informal mechanisms for the same as detailed below:

- Continuous Internal Evaluation through periodical tests, assignments, paper writing.
- End Semester Examination.
- Students' Seminar.
- Keeping track of the students with regard to their progression to higher studies and/or employability after completing the programmes.

This, of course, is a continuous process. Regular stock-taking and gauging of the progression made towards attaining the goals are done in-

- Departmental Committee meetings,
- Academic Sub-committees,
- The Principal's online interaction with students,
- IQAC meetings with stakeholders,
- BoS and Research Committee meetings,
- Inputs from Student-Teacher meetings.

Thus, through diverse methods, the institution tries to monitor and evaluate the attainment of outcomes of different programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

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

1780

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[https://pkcollegecontai.ac.in/igac/page.aspx?page\\_id=384#question-6](https://pkcollegecontai.ac.in/igac/page.aspx?page_id=384#question-6)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

**32.12736**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**25**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

9

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institution provides a conducive environment for promotion of Innovation and Incubation. The institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge and the mechanism for the same is detailed below:

#### Curricular Activities

- The online teaching learning activities meet the fields of application in a number of ways like the curricular practical works in the laboratories, in-house project-works. The project-works are incorporated in the curricula of various programmes; project-work on Environmental studies is compulsory for all Second Semester undergraduate students.

#### Advanced Research Facilities

- For advanced researches, the college has set up two state-of-

the-art laboratories.

- **Central Nano-Science Laboratory:** A Central Nanoscience Laboratory has been developed in the main science building of the college, with the financial assistance of RUSA.
- **DST-FIST Laboratory:** A well-equipped laboratory integrated with the SciFinder Platform has been created out of the research grant for DST, Govt. of India under "Fund for Improvement of S&T Infrastructure (FIST)" initiative for promoting R&D activities in new and emerging areas.
- **Research Centres:** The college has developed two separate research centres in Humanities & Social Sciences, and Natural Sciences in 2019.
- **Sponsored Research Projects:** During the last five years there has been a significant increase in the number faculty engaged in different research projects sponsored by different Central and State agencies - UGC, DST, SERB, WBDST.

Transfer and exchange of knowledge.

- **Institute-Industry Liaison:** The teachers of the college are on the Advisory Boards of two prominent industrial enterprises in the neighbourhood - Kasturi Aqua and KNC Agro Ltd. And provide technical/theoretical inputs.
- The college is also undertaking activities under UBA- however, because of the pandemic, regular interactions with the target group are being interrupted/delayed.
- **Institution's Innovation Council (IIC)** has been set up as per the norms of the Innovation Cell of the MoE, Govt. of India in 2021. The institution has already appointed five Faculty Innovation Ambassadors. In the four completed quarters many activities (above 20) of varied nature - workshops, motivational sessions, field visits, seminars/webinars on Innovation policy, Intellectual Property rights, orientation sessions etc. - have been arranged/ undertaken by the IIC of the college.

Collaboration with other Institutes

- At the international level, the institution has entered into a Memorandum of Understanding with Ming Chi University of Technology, Taiwan for exchange of Faculty, Student and Research Scholars
- At the regional level, similar Memoranda of Understanding exist with Belda College, Netaji Subhas Chandra Bose Teachers' Training Institute and Digha Science Centre, a unit of BITM regarding faculty and student exchange.

- PK College Contai has been selected as SWAYAM-NPTEL ( an initiative of Govt. of India ) local chapter (LC Id4235 ,<https://nptel.ac.in/LocalChapter/details.html>). Through this drive many students are doing online courses.

All these activities in turn augment the teaching-learning environment and strengthen the innovation and incubation ecosystem of the institution.

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

26

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

38

File Description	Documents
URL to the research page on HEI website	<a href="https://pkcollegecontai.ac.in/page.aspx?page_id=1225">https://pkcollegecontai.ac.in/page.aspx?page_id=1225</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

81

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

74

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

**Service to Neighbourhood Community:**

- **NSS Extension Activities :** The college has four NSS units (one exclusively for girls) and students under the guidance of respective Programme Officers undertake various activities in the neighbourhood like awareness rallies on all issues of social and national importance. The annual Winter Camp of NSS is held in a nearby village.
- **Village Adoption :** Five villages - Banamalipur, Jagannathpur Part II, Bankaberia, Pairachali, and Srirampur - of Contai-I Block have been adopted by the college under Unnat Bharat Abhiyan (UBA).

- **RELIEF WORK:**

1. Aids distributed to the people affected by the Cyclonic Storm AMPHAN in 2020.
2. Relief items distributed to people of Ramnagar II Block after the Cyclone YAAS hit in 2021.

- **BOSTRO BANK:** Distributing used clean clothes among the needy of the locality.
- **LOCKDOWN INITIATIVES IN PANDEMIC:**

NSS & NSS volunteers of the college in collaboration with Contai Science Academy, provided Cooked Food, Medicine & arranged Medical Support Systems to Covid-positive patients in Home Isolation.

- **ENVIRONMENTAL INITIATIVES:**

1. Social Afforestation programme in association with Lions' Club of Contai.
2. Distribution of plant saplings among villagers of the villages adopted under UBA

- **SCIENCE FORUM:**

1. Science Programmes for neighbouring school students

- **ACADEMIC PROGRAMMES:**

1. Project works of different programmes addressing environmental issues and spreading awareness

Sensitizing Students to Social Issues, for their Holistic Development

The Institution has always been active in sensitizing the students



to social issues for their holistic development through the following activities:

**Celebration of days/programmes of national Importance:**

- Republic Day
- Independence Day
- Mass recitation of the National Anthem to celebrate "National Unity Day"
- International Yoga Day & Fit India Movement

**Awareness Programmes & Rallies:**

- World AIDS Day & Seminar on AIDS Awareness
- Anti-Tobacco Awareness Programme,
- Workshop on Tobacco Control,
- Foot Habit & Cancer Awareness Programme

**Sensitization Programmes:**

- Gender sensitization programmes/seminars

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

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

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

**26**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

18

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1929

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

10

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Prabhat Kumar College, Contai stands on a sprawling campus area measuring 17.43 Acres that accommodates the core Academic-Administrative campus, the Girls' and Boys' Hostels, the Principal's Quarter, the Teachers' Quarters and the Playground.

The institution, in its core Academic-Administrative campus, has adequate infrastructural and physical facilities for creating a healthy ambience for teaching-learning.

- Academic Blocks/Buildings:

The departmental classrooms and laboratories are housed in the following Blocks/Buildings:

- The Humanities & Social Sciences Block
- The Natural Sciences Block
- The Biological Sciences Block
- Jagadis Chandra Bose Bhawan
- The Vivekananda Bhawan (PG Building)
- Professor N.C. Roy Block
- Dr. Rasbehari Pal Bhawan
- Vidyasagar Bhawan (Library Annexe)

There is a central Teachers' Common Room in the ground floor of the Core Building. Apart from this, there are separate departmental Teachers'-cum-Office Rooms for every department. The departments are provided with-

- Adequate number of classrooms for UG and PG departments
- At least one ICT-enabled classroom with necessary accessories
- Laptops, Desktops, Printer
- PA system in large class rooms
- Broadband Connectivity through ASDL routers
- Necessary stationary (recurring)
- Adequate furniture in the classrooms and Teachers'-cum-Office Rooms
- Departmental Library (in most cases)

The institution has created upgraded laboratory facilities for the laboratory based departments as the following:

- Physics : 07 Laboratories
- Chemistry : 05 Laboratories
- Computer Sc & Applications and BCA : 03 Laboratories
- Zoology & Aquaculture Management : 04 Laboratories
- Botany : 04 Laboratories
- Nutrition & Physiology : 02 Laboratories
- Anthropology : 01 Laboratory
- Education : 01 Psychology Laboratory

All the laboratories are well-equipped with state-of-the-art instruments and facilities.

Apart from these department-specific Laboratories, there are the following central Laboratories for advanced research activities:

- Central Nano-Science Laboratory: A Central Nanoscience Laboratory has been developed in the main science building of the college, with the financial assistance of RUSA.
- DST-FIST Laboratory: A well-equipped laboratory has been

created out of the research grant for DST, Govt. of India under "Fund for Improvement of S&T Infrastructure(FIST)" initiative for promoting R&D activities in new and emerging areas.

- Mushroom Cultivation & Training Centre Laboratory: Created for running the Certificate Course on Mushroom production.
- Language Laboratory: The college has developed a Language Laboratory with the installation of modern software and hard drives equipment.

#### IT infrastructure/facilities

- UGC Network Resource Centre: The college has developed a UGC-Network Resource Centre to provide a central facility to the college community.
- Virtual Classroom: It is also developed with all requisites.
- A. K. Roychaudhuri Computer Facility: Located in the Department of Physics, it provides students of the science departments adequate scope to meet their academic and research needs.
- Ramanujan Computer Facility: Located in the third floor of the Vivekananda Bhawan, it provides students of the PG section of Humanities and Social Sciences, adequate scope to meet their academic and research needs.
- Library Computer Facility: Located in the Central Library, this computer facility with 10 terminals, is for the usage of students for accessing digital resources.
- Seminar Halls: The institution has developed three Seminar Halls - Deshapran Hall, Vivekananda Hall, and B. Ed. Seminar Hall.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

A healthy mind lives in a healthy body. Hence, along with academic/curricular activities, the institution takes care of all-round development of the learners by ensuring adequate infrastructural facilities for sports, games and cultural activities.

**Sports facilities:**

Indoor and outdoor Games Facility: The institution has a large playground (26325 Sq. Mtr.) all around for all sorts of outdoor games of the students. The Annual Sports Meet of the college is held in the ground. The college has also hosted District Inter-College Games and Sports Meet twice in the last eight years under the aegis of the Department of Higher Education, Govt. of West Bengal. The following facilities for outdoor games are available:

- 01 Basketball Court (28.9 x 31.48sq.m.).
- 01 Volleyball Court
- 01 Badminton Court
- 10-Lane 200 mtr. track
- Jumping Pit & Set High Jump Mattress
- All necessary equipments for Athletics
- Kits for the Football and Cricket players

The institution also provides adequate space and opportunities for indoor games. The common rooms (both Boys' and Girls') are equipped with several items for the students to get engaged in various indoor games as Carrom boards, TT Boards, Chess Boards etc..

Gymnasium: A state-of-the-art gymnasium has been developed at the ground floor of Dr. Rasbehari Pal Building with the financial assistance under RUSA scheme. It comprises of all modern fitness tools for use of teachers, non-teaching employees as well as the students of the college under the supervision of the teachers of the Physical Education Department. Gym instruments include, among others, Motorized Tread Mill, Commercial Roller Jogger, Elliptical Cross Trainer, Magnetic Bike, Grip Dynamometer, Back & Leg Dynamometer.

Yoga Centre: 'Yoga is the journey of the self, through the self, to the self.'—The Bhagavat Gita. The Yoga Centre of the college, developed with the financial assistance under RUSA, provides adequate space and facilities for the college fraternity. Along with providing necessary instruction to the college community, the department of Physical Education department runs a Yoga Training Camp/Programme every year for students. Moreover, International Yoga Day is celebrated every year with due dignity and enthusiastic participation of all.

**Facilities for Cultural Activities:**

For round the year cultural programmes carried out by different

departments and wings, the following facilities are available:

- **Manorama Achintyanath Sanskritik Mandap:**The institution has a permanent open stage inside the college campus (donated by an alumnus of the college, in memory of her parents) for the performance of cultural activities.
- **Auditorium/Seminar Hall:** The institution has developed three Seminar Halls - Deshapran Hall on the first floor of the Core Building(seating capacity of 150), Vivekananda Hall at the ground floor of the Vivekanada Bhawan (seating capacity of 200) and another on the third floor of Prof. N. C. Roy Block (seating capacity of 400). The departments throughout the year organize different cultural programmes and observance of national days apart from Seminars and Conferences.

The instruments for these cultural programmes are provided by the well-equipped Department of Music of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

54

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://pkcollegecontai.ac.in/page.aspx?page_id=1097">https://pkcollegecontai.ac.in/page.aspx?page_id=1097</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

213.2635

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

Library is the nerve-centre of any higher education institution. The central library of the college has expanded over the last five years in terms of physical space and has upgraded its services.

The present holding of the Library (as on 31.03.2021) stands at 62544 books, regular subscription of national and international journals and magazines, 3 (Three) employment related papers, 4 (four) news papers and 2 (two) local papers.

**Automation of Library Services:**

Library is automated using Integrated Library Management System (ILMS). The automation of Library services started in 2012 with Libsys software. However, in 2018, the services of the library migrated to a more advanced KOHA software. The present version of this software is 20.11.00.000. The entire data incorporated in the earlier software have been migrated and now most of the holdings are catalogued under KOHA.

The Central library has been equipped with adequate number of computers (15) for the smooth functioning of the services. Some distinctive features of automation are:

- Book issue and return are fully automated.
- Web-OPAC services are available and adequate terminals for the same have been arranged
- Since KOHA is a cloud-server based software and has been



integrated with the college website, remote access to the library holding is available. Faculty, research scholars and students can access the library collection through his/her mobile or PC from home.

- The users have a number of search modules/fields, viz., title, subject, author, publisher, call number, accession number and ISBN number etc., and can locate and even reserve the book.
- The college Dspace for digital repositories has been created. Study materials are uploaded the in this repositories in form of pdf and video files. PG question papers are also uploaded in these repositories.

During the Lockdown phase this remote access facility and DSpace proved highly useful to the college community.

#### Other E-Services:

- Being a member institute of INFLIBNET, the library provides/facilitates access to N-List E-RESOURCES 195,000+ e-books & 6,000+ e-journals Database Network Resource Centre. Student and staff avail themselves of the benefits of free internet access and facility for downloading of these e-resources. We have enrolled 2217 users in N-List programme.
- The College Library is also a registered institute of NDL, developed by IIT, Kharagpur and offers the users to have access to the vast reservoir of e-resources.

#### Miscellaneous:

For classification of books library has adopted Dewey Decimal Classification 23rd edition and the books are arranged on the shelves accordingly. For searching of books we provide one is Card Catalogue system based on AACR II. With the help of this card catalogue, readers can search for their required books by author, title and subject approach.

The library holdings include Encyclopedia Britannica, McGraw-Hill encyclopedia of Science and Technology, Chambers Encyclopedia of Indian Literature, International Encyclopedia of Science and Technology, Encyclopedia of Social Sciences and Dictionaries of language & subjects, Religion Books, Biography, Linguistic, Survey of India and Bengali Literature etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**1.34684**

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

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

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

**6**

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

### 4.3 - IT Infrastructure

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

The IT facilities in the campus are continually upgraded and expanded as reflected in the following:

- **UGC Network Resource Centre:** The college has developed a UGC-Network Resource Centre comprising of Seventeen computers with Internet connectivity to provide a central facility to the college community. Located beside the Internal Quality Assurance Cell of the college, the centre aims at providing logistic support to all.
- **Central Wi-Fi and CCTV Surveillance Unit:** Located beside the Principal's Chamber is the Central Control Unit of Wi-Fi networks. The entire campus is Wi-Fi enabled. However, keeping in mind the rampant misuse and abuse of Internet, Wi-Fi facility is extended only through secured passwords to be had on production of College Ids. The Central Server & Control Unit of CCTV are also located there.
- **Cloud Server:** The institution is increasingly moving towards a fully digital and paperless administration and conducts its major administrative activities online through a cloud server. The dynamic portal of the college is regularly updated and is invaluable for Online Admission, Fees Payment, Form Fill-up, Library Searching through KOHA, Online Examination etc..
- **A. K. Roychaudhuri Computer Facility:** Located in the Department of Physics, this facility with 10 nodes, provides students of the science departments with adequate scope to meet their academic and research needs.
- **Ramanujan Computer Facility:** Located in the third floor of the Vivekananda Bhawan, this facility with 20 nodes, provides students of the PG section of Humanities and Social Sciences, adequate scope to meet their academic and research needs.
- **Library Computer Facility:** Located in the Central Library, this computer facility with 10 terminals, is for the usage of students for accessing digital resources. Students may access resources through NLIST programme. Students preparing for competitive examinations may avail this digital unit.

- **OPAC Terminals:** The students can surf through the library holding on the OPAC terminals of the Central Library.
- **KOHA Online:** The KOHA software used by the Central Library has been integrated with the web-portal of the college. Consequently, students and teachers of the college may have remote access to the college library holdings.
- **BSNL Lease Line:** A dedicated 10 Mbps lease line connects the Principal's Office, the Web-Administrator, the General Office, the Accounts Section among others.
- **High-Speed Broadband:** A 300 Mbps sharing line provides high-speed connectivity to all departments, laboratories, libraries, computer facilities.
- **IT facility in Departments:** Along with Internet Connectivity, all the departments have been provided with basic IT infrastructure like Laptops, Desktops, Laptops, Printers, Scanners etc.. All the departments have at least one ICT-enabled classroom. All the classrooms of Vivekananda Bhawan are ICT-enabled.
- **Scifinder platform** is used by the teachers and pupils of the department of Physics. Gradually we are shifting towards open-source softwares in Linux environment. The departments use open-source and licensed softwares like Scilab, Gnuplot, Sigmaplot, Mathematica 8085 Microprocessor simulator, Ubuntu, Turbo C++, Java, Visual Studio, Oracle, Matlab, Python, Lingo, Wamp server.

These facilities and services provide IT support to the college community.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

127

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

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>C.10 - 30MBPS</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
<b>71.66509</b>	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>The institution aims at optimizing its resources and in this respect maintainance of the campus and infrastructural facilities are of vital importance. The Governing Body of the college constitutes a Building Sub-Committee which makes necessary plans regarding campus, hostels, quarters and playground maintainance. The proposals of the Building Committee are placed before the Finance Sub-Committee for concurrence regarding financial implication and finally the same are placed before the Governing Body for approval. On receiving the approval, the Building and Purchase Committee is entrusted with the execution of the said work.</p> <p>The works taken up are of diverse nature and procedures for the execution of those are detailed below:</p>	

- Cleaning and sanitizing the campus and other establishments
- There is a dedicated team of 'Karmabandhus' (sweepers and cleaners) who take care of campus cleaning (sweeping the classrooms, office rooms, laboratories, library and cleaning the washrooms on daily basis.
- Before reopening of the college, the entire campus was sanitized thrice by the personnel of Contai office, Department of Fire and Emergency Services, Govt. of West Bengal.
- In the post-lockdown phase, after the reopening of the college, the entire campus is sanitized every Saturday in collaboration with Contai Municipality.
- A team of teachers and non-teaching employees headed by the Secretary, Teacher's Council oversees the entire process.
- Additionally, campus-cleaning drives are regularly undertaken by the NSS- volunteers and NCC Cadets under the supervision of the Programme Officers and designated ANO, respectively.
- Civil works for maintenance of physical infrastructure
- The Diploma Engineer, appointed by the college on contractual basis, regularly checks the buildings of the college and in case of any need of repairing/maintenance, brings the same to the notice of the authority.
- Additionally, if there are requirements placed by any Department/section the same are also considered by the Building Committee.
- The Building Sub-Committee prepares a plan by engaging registered Civil Engineer/Architect and on approval of the GB, takes care of tender-related procedural requirements.
- The Diploma Engineer and the members of the Building Sub-Committee monitors the progress of the repairing/renovation/maintenance work.
- Fire extinguishers are checked frequently, and refilling is done after the expiry.
- Electrical works
- The college has two permanent posts for maintaining electrical works - one Electrician-cum-Caretaker and one Gas, Pump and Generator Operator. The regular checking, monitoring of electrical wiring/fittings are done by them. The procedure followed here is the same as in case of Civil works. In case of any major repair/maintenance work, technicians are hired from outside.
- The major electrical equipment/gadget like Generators, Air Conditioners, CCTV cameras and Water Purifiers are covered under AMC opted for by the college.

- The maintenance of the Lift is done by the supplier on need basis.
- Carpentry
- Need-based Carpentry related maintenance work is carried out by hiring services from outside. Such works are supervised by the caretaker.
- PlumbingThe college has a contractual plumber on roll to look after the issues related to water-supply in the academic buildings and hostels. The regular maintenance of lines and overhead water tanks are done by the plumber.
- Laboratory Equipment Maintenance: All major Laboratory equipment/gadgets (priced 8Lakh and above) are covered under AMC facility. In case of other equipment, the respective HoD/Coordinator places the requirements of maintenance to the Principal and takes necessary measures with the approval of the Principal. Minor adjustments, repairing and maintenance are done by the technician at the Instrumentation Centre or respective skilled Laboratory Attendant.
- Computer Maintenance: The college has a large network of computers and related peripherals. Computers and peripherals are checked, cleaned, calibrated and maintained by the technician appointed by the college in the IT maintenance Unit. There is a contract with a local agency for e-waste disposal.
- Sports Complex: The Playground and the Gymnasium of the college are regularly monitored by the Physical Education Department and need-based maintenance works such as soil-filling, grass-cutting, pitch-preparing, watering, rolling etc are regularly carried out.
- Library :Pest control of library books and records is done every year under the supervision of the Library Subcommittee. The updation of library software is done regularly.
- Garden :The college has developed a garden around the Statue of Swami Vivekananda at the entrance. A small garden is also there in front of the Central Library Annexe and there is also a Medicinal Plant Garden. A gardener has been appointed to look after the gardens and the trees in the campus. A Kitchen Garden has been developed by the inmates of the Girls' Hostel. This garden is maintained by the boarders of the hostel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2289

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

5438

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



<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>1396</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>1396</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

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

## 5.2 - Student Progression

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

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

5

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

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

952

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

19

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

18

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

Every college has a podium for the dynamic contribution of the students in a variety of academic and 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, and comprehending 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 resolved. The council represents itself in all the academic and administrative committees of the college. The Governing Body of the college co-opts some of the students with managerial capacity to keep running various activities of the college. Generally, 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 Teacher-Student friendly match.
5. Assisted the college authority to keep the college campus GREEN.
6. Assisted the College authority in maintaining disciplines and augmenting academic atmosphere in the campus.
7. Contributed to keeping the future GREEN through organizing and making Consciousness Programmes and Films respectively.
8. Organized the Annual Freshers' Welcome and the Annual Cultural Fest in a sophisticated manner.

Due to pandemic (at the lock-down phase March 21, 2020 - November 14, 2021) the abovesaid programmes could not be organised. During the whole period of pandemic students participated and performed in many webinars, online cultural programmes organised for celebration of many national and international days/events, commemoration of reputed personalities acclaimed over the country and as well as the globe.

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

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

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

9

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

The college has a registered Alumni Association 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.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision and mission of the institution are reflected in its governance which has as its core element:

- Accountability
- Service to the society and nation
- Transparency
- Impartiality
- Inclusive development
- Preservation of ethnic and cultural diversity
- Sensitization about Gender-equality and Empowerment of Women
- Empowerment of the Backward classes
- Participative management
- Ensuring preservation of Biodiversity in the campus and the neighbourhood

In the proper delivery of these, the participation of the stakeholders, especially the teachers, in various policy-making and executive bodies have been ensured through different Government and Statutory provisions and institutional mechanism as detailed below:

#### Administrative Bodies:

- Governing Body - It is the apex policy-making body of the college and as per the latest regulation of the Govt of West Bengal, it accommodates Three (03) Teachers' Representatives

to be elected from among the full-time teachers.

The different sub-committees formed by the GB have a significant presence of the teachers.

- Finance Sub-Committee
- Building Sub-Committee
- Purchase Sub-Committee
- PF Sub-Committee
- Internal Quality Assurance Cell
- NAAC Core Committee
- RUSA Projects Monitoring Unit
- CPE Monitoring Committee
- DST-FIST Project Implementation Group

The Bursar and the Superintendents of Hostels are appointed by the Governing Body from among the Full-time teachers.

Academic Bodies under the aegis of the Governing Body:

- The Academic Sub-committee: It comprises of the Heads of all the Departments of the College & PG Coordinators apart from the Secretary, Teachers' Council and other members with the Principal as its Chairman. All academic and extra academic activities of the departments are governed by the policies framed by the Academic sub-committee.
- Departmental Committees : The DCs comprise of all the teachers of the Department
- Boards of Studies in PG Departments : For each PG Department, BoS, chaired by the Principal, comprises of external experts and three teachers of the department (HoD, PG Coordinator and a Senior Faculty member)
- PG Examination Cell : With the Controller of Examinations at the helm, the HoD & PG Coordinator of each PG department are members of the Cell
- Ph. D. Steering Committee & Research Committee for Research Centre in HSS
- Ph. D. Steering Committee & Research Committee for Research Centre in NS

The Teachers' Council is a Statutory Body as per the Vidyasagar University Act and different Sub-Committees/Cells are formed through the meetings of the Teachers' Council such as:

- Admission Sub-committee
- Routine Sub-committee

- Examination Sub-committee
- Anti-Ragging Cell,
- Grievance Redressal Cell,
- Vishaka Cell
- Internal Complaints Committee
- Career Counselling & Placement Cell
- Women's Forum
- Minority (SC/ST/OBC) Cell

In all such Cells/Committees, a teacher acts as the convenor.

Other Committees/Cells formed through various mechanisms have the teachers as the convenor/coordinator/NO/PO/PC

- NCC
- NSS Units
- Library Sub-committee
- Seminar Organizing Committees
- Website Management Committee
- Science Forum

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institutional governance is characterized by decentralization and participation of major stakeholders in its activities. From the apex policy-making to the execution of policies at the ground level, this mechanism has always been followed. The departments enjoy, within the broad policy-framework, considerable autonomy regarding the distribution of academic assignments, using ICT tools, modalities of continuous and internal evaluation, organizing seminars/workshops, special lectures, extension lectures, special lectures and academic tours/ field surveys.

Moreover, the management encourages collective participation in different extra-academic, co-curricular, extension/outreach activities of the institution. For all such occasions/events/programmes, different bodies/committees are formed with the representation of almost all stakeholders- the teachers, the



office/support staff, students and in some cases representatives of the Governing Body. The Principal is the ex-officio chairman of all such bodies/committees which are formed through a series of deliberations with the stakeholders in a democratic manner. The onus, as well as the freedom, of planning, suggestion, modification and successfully holding/organizing the events/programmes lies with the body/committee formed for the purpose.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### 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.
- Organizing excursions with a view to gain field experience for the social science students.

### Teaching and Learning:

As was with Academic session 2019-20, during this academic session also (2020-21) IQAC has deeply motivated the teachers, 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, even during Post-Covid-19 period. Students' Seminar and special contact programmes have been organized to render the students marketable., The teachers have significantly used the virtual platforms for conducting Live Online Classes. The Virtual Platforms used by teachers during Lock-down are as follows: Whatsapp, Google Duo, Google Meet, Google Classroom,

Zoom, Cisco Webex.

#### Examination and Evaluation:

- 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.
- The college has set 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 Faculty members act as moderators in the Post -graduate examination system of this institution and of other institutions.

#### 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. We have two research centres in Social Sciences and Humanities, and Natural and Life Sciences. The second batch of the Ph.D. students gets all admitted during the academic session 2020-21.

#### Library, ICT and Physical Infrastructure/ Instrumentation:

- The Central Library is equipped with computer facility with 10 terminals. Students may access resources through INFLIBNET/NLIST programme.
- OPAC Terminals: The students can surf through the library holding on the OPAC terminals of the Central Library.
- KOHA Online: The KOHA software used by the Central Library has been integrated with the webportal of the college.
- 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. Of late, a Virtual Classroom has been developed.

**Industry Interaction and collaboration:**

The academic activities have gained significance with the teachings and lectures of different external resource persons who have been duly invited to do so. Some persons with corporate experience from different parts of the country have helped the students get acquainted with the scopes and opportunities, and outcomes of different courses

**Admission of Students (this time fully online):**

- Online system is 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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Prabhat Kumar College, Contai believes in decentralization and participative management. It is reflected in the Organogram of the institution.

Being a Govt.-aided affiliated college, the institution functions under the aegis of the policy-framework/acts/ regulations/ statutes/ mandates of the Ministry of Education, Govt. of India, UGC, WBHED, Vidyasagar University, WBUTTEPA and NCTE.

The Governing Body of the college is the apex policy making body and is formed as per The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

The internal administration of the college is headed by the Principal.

The activities of the college are carried by its organs as under:

- Teachers' Council is a statutory body comprising of all full-time teachers of the college and it advises the Principal on all academic affairs and to that effect often forms some cells/sub-committees.
- IQAC, formed by the Governing Body, is entrusted with the task of Quality Assurance and as such carries out quality improvement activities.
- The Academic Sub-Committee looks after the overall academic matters of the college and takes proactive roles in framing policies and executing the same through the activities of the departments.
- The Departmental Committees are instrumental in the smooth functioning of the departments.
- The Finance Sub-Committee looks after all financial activities of the institution and is formed by the GB from among its members with the Bursar and the Accountant as permanent Invitee members.
- The Building Sub-Committee, looks after all civil and electrical works.
- The College has a PG Examination Cell to conduct the Postgraduate examinations and prepare the results in time.
- The college has two Research Centres, the activities of both being monitored by Ph.D. Committee and Steering Committee for each.
- The Library Sub-committee, with the Librarian as the secretary, manages the activities of the Central Library.
- Project-specific monitoring units are constituted by the Governing Body like USA Monitoring Unit, CPE Implementation Committee.
- The Office of the college is headed by the Head-Clerk and the office has varied activities like admission, registration, record-keeping, accounting, result and scholarship-related matters etc. .
- The extension activities are undertaken mostly by the Four NSS Units of the college, each unit having a full-time faculty as the Programme Officer.
- Other cells engaged in extension activities are the UBA and IIC, each headed by a full-time teacher.
- The college has a vibrant NCC unit with a full-time teacher as the ANO.
- The Students' Council is a statutory body to be formed of elected representatives from amongst the regular students, as per orders of the State Govt. and the affiliating University.
- There are a number of Cells to look after specific grievances

of the students like Grievance Redressal Cell, Anti-Ragging Cell, Vishaka Cell, Women's Forum etc., with a full-time teacher in charge of every such cell.

- Different Cell activities.
- The Hostel Administration Committee comprising of the two Hostel superintendents and representatives from the boarders with the Principal.

These bodies / committees / cells regularly meet and contribute responsibly to the smooth conduct of the activities of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://pkcollegecontai.ac.in/page.aspx?page_id=1233">https://pkcollegecontai.ac.in/page.aspx?page_id=1233</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution regards the employees (teaching & non-teaching) as valuable members of an extended family and has the following welfare measures for them:

- **Employees' Co-operative Society:**

The College runs an Employees' Co-operative Credit Society, registered under Cooperative Society Act, to meet the financial needs of the full-time employees where they can avail loan facility at a moderate rate of interest. The society also encourages members to contribute to the Thrift Fund so that a considerable amount of money may be accumulated for them at the time of retirement.

- **Service-matters and DCRB:**

- The service-related issues like grant of all kinds of leaves, proper maintainance and periodic updation of Leave Account and Service Book are taken care of.
- All full-time employees are covered under General Provident Fund and the contribution credited at the Treasury under the college head. Regular interest credit and P.F. advances/withdrawals by the employee are looked after by P.F. Sub-committee.
- All retirement benefits like final payment of P.F. accumulation with interest, Gratuity, Leave Encashment, Pensions are all properly taken care of in due time.
- The institution also explores opportunities to engage of the unemployed successor of employees, died-in-harness.

- **Career Advancement:**

- The college ensures that no employee is denied the benefit of Career Advancement.
- The IQAC takes care of the promotion/placement of the Faculty. It processes the CAS related files and sends the files, after verification and necessary correction, to the Principal who in turn completes the formalities to arrange the meeting of the Screening/Selection Committee (comprising of University & Govt. Nominees, as per UGC regulations) as the case may be.
- Promotional benefits for Non-teaching employees on completion of 7/10/20 years of service, as applicable, are provided with concurrence of the Governing Body and the DPI, Govt. of WB.
- The institution encourages faculty to undertake Doctoral and Post-Doctoral researches in institutes of repute of the country and abroad under FDP and facilitates the sanction of leaves as per statutory and Govt. provisions by appropriate authority.

- Teachers are encouraged to participate in Seminars/Workshops within the country and abroad.
- **Financial Support:**
  - The college provides an annual festival advance, realized in monthly instalments later, to the teaching & non-teaching staff on the basis of their applications.
  - The college grants an ex-gratia festival allowance to its casual employees each year.
  - The college also allows a monthly advance to the newly joined substantive teachers/non-teaching employees till the formalities of approval and pay-fixation are completed.
- **Residential Facility:**
  - There are separate quarters for the Principal and the Hostel Superintendents.
  - Residential quarters are provided to teachers on need and availability basis. A new residential complex for teachers is coming up.
- **Health & Fitness:**
  - The college has arranged with the Medicare Centre of Contai Municipality, located nearby, for free health check-up of the faculty, non-teaching employees and students.

The college employees are provided with Yoga and meditation training for stress management.

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

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

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

57

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

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

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

10

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

101



File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The IQAC of the college has introduced appraisal of teaching and non-teaching staff of the college. The college has prepared a specific format on the basis of the guidelines provided by the HED, WB to place the Performance Based Appraisal System (PBAS) for its teaching staff every year.

For appraisal of the teaching staff, the college maintains the daily-basis appraisal incorporated into the attendance register of teachers along with the record of biometric attendance. On the basis of this account directly related to Career Advancement Scheme (CAS) for teachers, each teacher has to submit data in the stipulated format of Self-Appraisal Report (SAR) also equipped with a record of their specified routine duties, along with additional duties assigned. Based on SAR (online/offline), the college administration monitors their activities, and takes initiative for placement and promotion by motivating them towards further improvement of their performance.

The performance of the Non-teaching Staff is evaluated by the College administration from time to time and they have been given non-functional promotion after successful completion of seven/ten/twenty years of continuous service.

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

**6.4 - Financial Management and Resource Mobilization**

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

The College administration gives serious emphasis to all financial affairs related to the institution and as such conducts both internal and external audits regularly. Two types of audits are conducted usually in each financial year after the preparation of the book of accounts and balance sheet by the Accounts Department. In general, all the transactions take place via bank either by cheque or NEFT/RTGS/PFMS. Expenses of contingencies are dealt in cash. However, every financial transaction is completed in concurrence with the decisions of the Finance Sub-committee and the approval of Governing Body. For any case of exigency, the Principal takes necessary action to make the transaction in consultation with the internal members and immediately the same is placed for concurrence of the Finance Sub-committee and the GB.

Internal Audit:IA is undertaken annually (May-June session). If during the process, the internal auditor raises any objection, the Principal resolves the issues in consultation with the members of the Bursar, Accounts Department and the Cashier.

Statutory Audit:SA is conducted on yearly basis with the auditor nominated by the Govt. of WB.

Objections, if any, are raised by the Higher Education Department, the institution has to provide satisfactory clarifications. In addition, the CAG Audit may be undertaken on the basis of the Order of the Government. However, there has been no such instance during the Assessment period.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

##### Strategies adopted by the institution for Resource Mobilization:

The institution makes all possible efforts to mobilize financial resources and tries to avail all possible scopes/schemes for the same. The major financial resources for the college include-

- Grants-in-Aid from the Government of West Bengal to meet the salary component of the employees.
- Tuition and other Fees collected from students (50% of the Tuition Fees collected should be submitted to the account of the State Govt.).
- UGC general development Grants.
- Financial support under CPE scheme.
- Financial assistance under RUSA.
- Infrastructural grants of the Govt. of West Bengal.
- Faculty Research Grants from various sponsoring bodies like UGC, DST-FIST, SERB & WBDST.
- Donations/Endowments from Alumni, Philanthropists and Well wishers.
- Though meagre, some funds are also mobilised when the college campus is used as examination venue/centre for different competitive examinations.

Thus, though various mechanism the college authority tried mobilise funds for infrastructural development.

##### Strategies adopted by the institution for optimal utilisation of resources:

- The utilization of available financial resources is controlled and monitored by the Finance Sub-Committee headed by the Principal and assisted by the Bursar and the Accounts section

under the overseeing authority of the Governing Body.

- Different Plan grants received under specific schemes are utilized for the purpose those have been received.
- The Annual Budget, prepared by the Finance Sub-Committee, makes allocations for different activities and also for non-plan activities as per the source(s) available.
- All expenses as proposed by different sections/departments and as recommended by the Finance Sub-Committee must be approved by the Governing Body.
- All standard financial norms and procedures like quotations/tendering etc. are followed in procurements and purchases.
- Strict financial discipline is maintained in payments.
- No cash payment is made except contingencies.
- Payments for Central/State Govt. funds are made through PFMS.
- Digital mode of payment is being increasingly preferred.
- Due auditing is done on completion of every plan-project and Utilization Certificate is submitted to the sponsoring body.
- Annual audit is carried out internally by the Finance Sub-Committee and the internal auditor and at regular intervals by the External Auditor appointed by the DPI, Govt. of West Bengal.
- The Building Sub-Committee and Establishment Committee not only look after new construction or maintainance but also optimal utilization of the facilities available.
- Facilities/Laboratories that have been created are often shared by different departments/wings. The Nanoscience Laboratory is shared by the Departments of Physics & also by Chemistry. The Department of Physics and the Department of Mathematics share the same Computer laboratory. UGC-Network Resource Centre, the Central Computer facilities and the like are used by the college community for various activities like administration, finance, examination and research. The Virtual Classroom and the three Seminar Halls are shared by all the departments of the college.
- Care is also taken to ensure minimal wastage of resources especially capital assets.
- Stock registers are properly maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

The Research Cell constantly encouraged faculty to get more and more financial resources from different funding agencies.

Internet Connectivity has been extended to all research laboratories.

National Seminar on "Ethical Issues in Research" and 7-day International Workshop (online) on Social Science Research Methodology in collaboration with Indian Academic Research's Association (IARA).

As a member institute of INFLIBNET NLIST programme, the college provided personal access facility to online resources to faculty and PG students and later to all students during the pandemic. The college enrolment in NLIST now stands at 2217.

G-Suite has been purchased for accommodating more people in meetings / webinars / online programmes during pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Internal Quality Assurance Cell continuously reviews the teaching learning process of the college with the help of Academic Subcommittee, Departmental Committees, Hostel Administration, and Board of Studies of the various PG departments

Following are the methods of the institutional review system of the teaching learning process of the college :

- Departments regularly monitor the progress of the learners via several assignments from time to time to identify the slow and advanced learners.
- Periodical Tests for assessing the progress are held at

regular intervals in consonance with the Academic Calendar.

- The IQAC has arranged for online feedback from different stakeholders for the overall development of the College in general and the teaching-learning procedure in particular.
- The Mentor-Mentee mechanism has been introduced on the recommendation of the IQAC from 2017-18 session and this has emerged as an effective mode of interaction between teachers and students.
- Departments hold Student-Teacher meeting almost every semester to be apprised of their problems in the learning process and follow-up measures on the basis of the issues arising out of these meetings are taken.
- Each year the IQAC meets students at least once to discuss issues like teaching-learning, assessment, learning outcomes, curriculum content etc.
- The Principal meets students at different departments while visiting the departments in a weekly round and tries to get response from students on the academic as well as overall problems.
- After the final result of semester / years the Academic Sub-committee, the IQAC, and the Teachers' Council jointly review the result and monitor students' progression.
- The Principal holds a meeting with the heads of the departments and the administrative heads before the commencement of the new academic session for making effective policy decisions.
- The Principal follows compulsory offline/online yearly feedback and takes appropriate measures.

#### Pandemic-period Initiatives:

The NEW NORMAL, ushered in during the unprecedented crisis plaguing the world in general and the academic world in particular for nearly two years, called for educators and educational administrators to review the traditional modes of teaching-learning, the mechanisms and methodologies and explore alternate modes/channels in the delivery mechanism.

The teaching community of the college, under the guidance of the IQAC, responded to the crisis and turned the adversity into an opportunity in the sense that they took recourse to hitherto unexplored mechanisms to reach out to the taught which in the long run will definitely complement the traditional modes of teaching-learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://pkcollegecontai.ac.in/iqac/page.aspx?page_id=369">https://pkcollegecontai.ac.in/iqac/page.aspx?page_id=369</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

#### **Sensitization Programmes:**

- **Demonstration of Self Defence techniques by the female students of the Department of Physical Education on National Sports Day, 2020.**
- **Webinar on the Contribution of Women to Science on 14.08.2020.**
- **Webinar entitled "Sahityer Meyera" on 28.01.2021.**

#### **Safety and Security:**

- 24 hr Security staff
- CCTV surveillance system in both college and hostel.
- Posters on Women's safety in the campus with helpline numbers.
- Organizing Self Defence Training Camps for female students in 2020.
- The Kanyashree Scholarship scheme, a flagship project of the Govt. of West Bengal, ensures financial security of the female students. The college facilitates the processing of such applications.

#### Counselling:

- The Women's Forum of the college provides necessary psychological support to the female students and employees in the form of counseling.
- In the post-Covid phase the college has created a separate Cell for Psycho-social support to the girl students in general and covid-survivors in particular.

#### Common Room:

- The Girls' Common Room is located next to the staff room of the teachers.
- A sanitary napkin vending machine has been installed in girls' common room.

File Description	Documents
Annual gender sensitization action plan	<a href="https://pkcollegecontai.ac.in/page.aspx?page_id=1234">https://pkcollegecontai.ac.in/page.aspx?page_id=1234</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://pkcollegecontai.ac.in/download/20220111_120724.pdf">https://pkcollegecontai.ac.in/download/20220111_120724.pdf</a>

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

**B. Any 3 of the above**



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

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

Though the waste management systems were prevalent before the pandemic, it was not possible to run those systems without E-waste management during pandemic.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

A. Any 4 or all of the above

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

**7.1.5 - Green campus initiatives include**

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Our institution is ever active in providing an inclusive environment for all the stake-holders. To promote tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities the institutional initiatives are:

1. Prepuja Celebration
2. 22-se shraban
3. Celebration of International Mother's Language Day
4. Webinar on "Questioning the Politics of Identity: Disability Perspective"
5. Celebration of National Science day, 2021

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

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

The duties of Higher Educational Institution count as a contribution to a flourishing society and nation as a whole, and having been the citizen of Indian, we are accountable to discharge some moral responsibilities and duties towards the honourable Constitution of India. Ipso facto, we have been relentlessly striving to sensitize the students and employees our institution to the constitutional obligations: values, rights and responsibilities of citizen. The

IQAC in association with the Department of Political Science bears the sole responsibility. The teachers of the said department sensitize the employees and the students to respect National Flag and the national Anthem; they sensitize the students to obey the laws of our country, protect the power, unity and integrity of the country, safeguard public property. Our employees are trained to pay taxes with honesty. The institution usually organizes programmes to celebrate the following days of national and international importance to sensitize the students and employees:

1. Independence Day Celebration, August 15.
2. National Yuva Divas, January 12.
3. International Women's Day, March 8.
4. World Environment Day, June 5.
5. International Yoga Day, June 21.
6. Teachers' Day, September 5.
7. NSS Day, September 24.
8. Rashtriya Ekta Divas, October 31.
9. NCC Day, November 29.
10. World AIDS Day, December 1.
11. Human Rights' Day, December 10.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://pkcollegecontai.ac.in/download/20220209_161412.pdf">https://pkcollegecontai.ac.in/download/20220209_161412.pdf</a>
Any other relevant information	Nil

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

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

There are certain days each year with particular meaning of inter/national significance. They are meant to raise awareness for national/global problems, to remember and commemorate past events and to celebrate culture, nature and world heritage. The list below includes some commemorative days that have been observed by our institution with due dignity and honour:

1. Acharya Prafulla Chandra Ray: In Memorium
2. Celebration of 160th Birth Anniversary of Acharya Prafulla Chandra Ray
3. Dwishata barsha purtite Akshaychandra o Vidyasagar
4. Samar Sen Lecture

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

1(a). Title of the Practice- COMMUNITY AWARENESS AGAINST ARSENIC POLLUTION OF DRINKING WATER AND ITS MITIGATION PROCESSES.

1(b). Objective of the Practice- Arsenic contamination of drinking

water is a major public health problem causing Arsenicosis not only in our state but also in many countries throughout the world. Under such circumstances, we, on behalf of NSS units Prabhat Kumar College, Contai in collaboration with a Medical NGO, Swasthya Bhabna Welfare society of Serampore, Hooghly, have been conducting mass awareness camps regarding arsenic toxicity among the community as well as among the students of our college since 2016 till date. Moreover, we have been testing the tube-well water of all the wards of our Contai Municipality periodically.

1(c).TheContext- Arsenicosis is a major public health problem in 13 districts of West Bengal. The affected districts are Kolkata, Howrah, Hooghly, Burdwan, North 24 Parganas, South 23 Parganas, Nadia, Murshidabad, Maldah, Jalpaiguri, North Dinajpur, South Dinajpur and Darljelling (Few parts). With respect to that, our district, Purba Medinipur still now is at the safe range, but containment was not prevailed amongst us and for that reason we are committed to monitoring the status of drinking water in terms of arsenic toxicity for the last 5 years through mass campaigning among the community as well as among our students, and by periodical testing of drinking water of tube wells of our municipality. Most importantly, our students are becoming potential gradually to continue such practice.

1(d). The Practice:

i) 3-4 Seminars have been organized in our college for the students to augment awareness on arsenic toxicity of drinking water since 2016.

ii) Periodical water testing of tube-well water of all the wards of Contai Municipality have been done.

iii) Mass awareness campaigning has been organized to educate the councillors of Municipality with proper knowledge and practices of the said project.

Constraint/Limitation- As we have no modern Laboratory facilities for testing water sample brought by the Councillors of the said municipality, we have to depend on external organizations like Swasthya Bhabna Welfare society, although they have the authenticity for performing the task and experience of conducting Arsenicosis camps in 350 villages of West Bengal and 40 villages of Sahibgaunj district of Jharkhand. We have Financial constraints for testing the water samples as well as we have no GLC Spectrophometry instruments in our Laboratory. Moreover, we have no expert resource parsons at

our reach to conduct the Seminar on the project. Hence, we have to depend on the external Resource Persons, and we have to bear all the logistic expenses for organizing the such seminars in our college for the students.

1(e).Evidence of success:

No follow-up was held programme during pandemic.

1(f)Problems Encountered and Resources Required:

The present situation indicates that there is arsenic problem in the remote village of West Bengal. There are however other districts in West Bengal having the same geological and climatic conditions as found in six districts. The problem of arsenic in ground water is prevalent in vast areas of West Bengal putting millions of people living in those areas at risk of arsenicosis. This is a great public health problem which has been accepted as a calamity. The problem is reversible and must take adequate measures for its preventions with no wasting of time. We have Financial constraints for testing the water samples as well as we have no GLC Spectrophometry instruments in our Laboratory. Moreover, we have no expert resource persons at our reach to conduct the Seminar on the project.

1(g)Notes (optional)-Through this best practice we can achieve Training community mobilisation and awareness, Basic Water testing, Alternative water supply, Rain water harvesting, Organization of Health checkup camp by inviting Medical persons, leading to Health Extension, Prevention of Arsenic related Dermatological complications and other health hazards. Suggestive Arsenic Mitigation measures to be adapted on community & house hold. If we are given a Pilot Project on Mitigation of Arsenic Toxicity, we can accept that Project and try our best to complete the said project. We can put up the DPR of the said Project if we are instructed to do that.

2(a)Title:

Biodiversity Conservation Practices

2(b)Objective:

As one of the major issues caused by Global Warming is the increasing loss of biodiversity, the main objective of Biodiversity conservation within the College campus and nearby is not only to gain temporary gain, but also to yield perpetual dividends for all

the stakeholders of the institution as well as the inhabitants of Contai Municipality. In other words, it will create long-term benefits for the society at large; it will help us create new habitats and wildlife opportunities, greater awareness of biodiversity across our institution, and new partnerships within our institution and the local community.

#### 2(c)The Context:

Biodiversity conservation, the practice of protecting and preserving the natural resources and variety of species, habitats, ecosystems, and genetic diversity on the planet are important for our health, wealth, food, fuel, and other services we depend on. It plays an integral role in supporting many sectors of development. With the constant inspiration from the West Bengal Biodiversity Board (WBBB) the Chairman, Contai Municipality, requested the Principal to depute efficient teaching and nonteaching staff responsibility to form Biodiversity Management Committee (BMC) for smooth running and better efficacy. Since December, 2015 BMC started its function with significant momentum. BMC consists of seven members out of which all are from our College. The Chairman was in our College up to Dec, 2019.

#### 2(d)The Practice:

- BMC of this College convenes meeting from time to time and sets up its goal towards conservation and sustainable utilisation of biological resources & eco-restoration of the local biodiversity.
- To this aim, the administration of P. K. College, Contai has allocated a well-furnished office room for holding BMC activities in an orderly manner.
- BMC targets to create PBR (People's Biodiversity Register) to document the plant and animal diversity of the college and surrounding areas. BMC has also tried to protect the traditional knowledge recorded in PBR.
- BMC takes step for arranging Bio-Tour Programme, Seminar on Importance of conservation for better Livelihood from time to time.
- To augment awareness among school students, BMC organises competition with various items like quiz, poster making and ppt presentation.
- In case of local people BMC also takes initiative for raising awareness via seminar, discussion meeting.
- Following the recommendations of WBBB, the college allows the BMC to use a sand dune (adjacent to the campus) create a dune



biodiversity restoration Education Park.

- In accordance with the recommendations of BMC to maintain the plant diversity of the campus, organic methods are used by the application of bio-pesticides and bio-fertilizers to avoid the use of various chemical fertilizers and pesticides. The institution has developed a separate vermicompost yard from where manures are supplied to the medicinal plant garden, kitchen garden and other plants present in the college campus.

#### 2(e) Evidence of success:

- Webinar on Biodiversity and Biotechnology in Crossroad Towards Sustainable Development of Human Being: 03.10.2020

#### 2(f) Problems encountered:

Climate change and its extremities are major challenges we have been encountering for biodiversity conservation. Though it is very difficult to stop climate change and its major consequences, we can slow down the process and help in the promotion of biodiversity. With a few exceptions, the biodiversity loss is owing to some thoughtless human activities; it is anthropogenic. Growing population as well as unbanisation of Contai Municipality caused by the immigration of the people from the rural area is a major challenge to biodiversity conservation. Irresponsible people utilize biodiversity for the fulfilment of their basic needs and desires. Natural habitats are replaced directly by brick structures as well as by the construction of metaled roads only for the benefit of people. The last not the least, there are diverse species of flora and fauna., and all of these are not even discovered. Interaction of these flora and fauna with the environment and other components of each species sometimes seems to be impossible.

File Description	Documents
Best practices in the Institutional website	<a href="https://pkcollegecontai.ac.in/iqac/page.aspx?page_id=371">https://pkcollegecontai.ac.in/iqac/page.aspx?page_id=371</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

## Promotion of Women's Education and moving towards Gender Equity

### Prologue:

West Bengal is the land of Raja Rammohun Roy and Pandit Iswar Chandra Vidyasagar, the two doyens of Bengal Renaissance who have made invaluable contribution to the cause of women and their position in society - one being instrumental in legally banning the evil custom of 'Suttee' and the other introducing Widow remarriage among other reforms. Unfortunately, even after two centuries have elapsed and despite several provisions in the Constitution, legal measures by the Supreme Court on different occasions, several reforms brought about by the Government and several laudable initiatives by the UGC, it is undeniable that gender equity in the society and in the educational institutions still remains a distant dream.

### Context:

The institution owes its origin to the Founder's dream of having a scope of higher learning for women in this south-west region of Bengal; the founder of the college, Late Babu Biswambhar Dinda, was an active office-bearer of the regional committee for expansion of scope of women education. As he was trying to reconcile himself to the untimely death of his only son, Prabhat Kumar Dinda, at a tender age of twenty four another shocking experience awaited him - his widowed daughter-in-law was denied scope of education in institutions of the area. The more obstacles he faced, the more determined he became to establish an institution where both male and female students would be accommodated without any bias. He was assisted in this mission by some noble-hearted philanthropists of the area. This history of the origin of the college has put gender-equality and gender-sensitization as one of the core values of the institution .

Over the years, the institution has tried to nurture, foster and carefully preserve the dream of the founder in furthering the cause of women education and working towards the welfare of the neighbouring community. Co-incidentally, over the years, the female enrolment outnumbers the male one. In the academic session 2020-21, male-female ratio stands at 1:1.2.

We regard this as the unique distinctiveness of this institution approaching its century.

### Objective:

- Gender Sensitization among students
- safety and security of women in the campus
- Providing support to female students to be self-reliant
- Campaigning against prevalent evil customs in the society
- Spreading awareness among all, particularly women, regarding legal provisions

**PRAXIS:**

Keeping these objectives in mind, the institution has initiated several measures including the creation of Women's Forum. The programmes undertaken are:

**Sensitization Programmes:**

- Instructions regarding women's safety, rights and available schemes are given to female students at the time of admission.
- Posters on Women's safety in the campus with helpline numbers
- International Women's Day is celebrated each year.
- Remembering the memorable contributions of renowned women in diverse spheres of life.

Some highlights of such initiatives are:

- A Webinar was arranged on the Contribution of Women to Science on 14.08.2020.
- Webinar entitled "Sahityer Meyera" was held on 28.01.2021.

**Participation of Women in Extension Activities:**

- There is a separate NSS unit for female students under a lady teacher. The activities of this unit parallel and in some cases surpass the other units.
- Female students are encouraged to enroll as NCC cadets.

These efforts have yielded results as manifested in

- The enrolment profile of NCC cadets presents an encouraging picture with almost equal male-female ratio.
- The female students of the Department of Physical Education demonstrated Self Defence techniques on National Sports Day, 2020.

**Safety and Security:**

The institution has taken the following initiatives to ensure the

safety and security of female students in the academic campus and hostel:

- 24 hrs. Security staff
- CCTV surveillance system in both college and hostel.
- Establishment of VISHAKA Cell
- In accordance with the UGC Regulation 2015 (prevention, prohibition and redressal of Sexual harrassment of women's employees and students in higher education institutions), college has already formed an Internal Complaints Committee (ICC) with compliances of all the formal procedures as mentioned in that regulations.

Counseling:

- The Women's Forum of the college provides necessary psychological support to the female students and employees in the form of counseling.
- In the post-Covid phase the college has created a separate Cell for Psycho-social support to the girl students in general and covid-survivors in particular.

Scholarships & Financial Support schemes

- The college facilitates the girl students to avail several State and Central Scholarship schemes like UGC Scholarship scheme for Single Girl Child pursuing Postgraduate studies
- The Kanyashree scheme, a flagship project of the Govt. of West Bengal, ensures financial security of the female students. The college facilitates the processing of such applications.
- During the academic sessions 2018-19 and 2019-20, the female students of the college submitted the highest number of applications in Purba Medinipur district and availed of this unique scheme of financial assistance. The college authority was felicitated for facilitating the processing of such huge number of applications.

Day Care Centre for Young Children:

The Day Care Centre, with a care-giver, is operational from the session 2018-19 and provides the space for the little and young children while their mothers can freely conduct the teaching and other activities during the working hours.

Thus, the institution is continuously striving to realise the goals of the founder in the true sense.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

The College proposes to undertake the following activities in the coming years:

- To complete the pending works of infrastructure augmentation
- To preserve the campus ecosystem through the creation of a Biodiversity Park
- To take steps for recruitment in substantive posts and creation of new posts
- Offering more and more UG & PG courses with a view to meet the current needs
- To augment language competence of the learners through the introduction of Certificate / Diploma courses in different foreign languages
- To introduce the courses on translation studies and activities for greater employability
- To implement the ERP in its totality
- To increase the usage of green energy for sustainable environment
- To expand the scope of outreach programmes