Yearly Status Report - 2017-2018

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

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://pkcollegecontai.ac.in/docume nt/sub_page/20190817_131939.pdf

4. Whether Academic Calendar prepared during the year

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

5. Accrediation Details

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

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**07-Jun-2007**

7. Internal Quality Assurance System

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

Energy Audit	02-Aug-2017 18	17
Green Audit	03-Jul-2017 7	8
Feedback from all Stakeholders	23-Feb-2018 20	3140
Academic Audit	22-Feb-2018 7	8
Adoption of five villages under Unnat Bharat Abhiyan (UBA) -MHRD	02-May-2018 20	27
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Prabhat Kumar College,Contai	CPE	MHRD	2016 5	11100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**9**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**300000**
Year	**2014**

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

Initiative taken towards the construction of separate and new administrative block.

Proposal for adoption of five villages in neighbouring locality is approved MHRD under the program, Unnat Bharat Abhiyan (UBA).

Installation of napkin vending machines in the Girls' hostel and and at the core campus.

Completion of Central nano science facility: a research initiative by the college.

Initiative taken towards the installation of two research centres in Humanities and Social Science and Natural Sciences.

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

Plan of Action	Achivements/Outcomes
Construction of separate Central Library building with spacious Reading Room and extended facilities of modern library system	New Library Building with spacious Reading Room has been developed.
To increase the number of ICT enabled class rooms, and encourage the faculty to make greater use of T/L aids.	Three new rooms have been developed with ICT.
Greater emphasis on extension activities.	The college has adopted five villages.
Efforts to improve Student-Teacher ratio through appointment of teachers.	Two new teachers recommended by the College Service Commission, West Bengal have been appointed.
To take initiative for Energy audit along with environmental audit.	Vermin compost and Energy Audit have been introduced.
Taking necessary steps for adoption of a few primary schools to increase the interaction with the students from the root levels	The NSS units of the college have organized health Check-up camp in Banamali Pur Pry. School.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	24-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**16-Feb-2018**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Management information system plays a key role in the systematic management and finally contributes in the overall development of the college. The following modules currently operational are there in: a) Online admission process b) Online fees collection c) Online fees report d) Online students record e) Online staff salary management f) Online library accession g) Online staff information**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

We have to follow the curriculum as framed by the University Authority, and we have adopted the curriculum provided by the University. Nonetheless, depending on our resource potentiality, institutional goals and concern towards the augmentation of our students, we are committed to imparting quality education through well-planned curriculum delivery as given in the following. A. Regular Meeting of the Academic Sub-Committee: The Principal of our college convenes the meeting of the Academic Sub-Committee. All matters related to Curriculum Delivery are discussed in the meetings, and resolving the decisions all the teachers are being apprised of the road-maps through the respective heads and P.G. Co-ordinators. B. Academic Calendar: The concerned University provides the Academic Calendar, and the college follows the same academic schedule. But the plans at the department level are formed by the teachers of the respective departments. C. Departmental Committee (DC): Each department of the college has formed the departmental Committee comprising of all the teachers of the department. The head being the convener of the committee convenes the meeting of the DC at regular interval with an object to bring discussion about the following: i. Framing Class Routine ii. Distributing the Syllabus iii. Progress of Syllabusfrom time to time iv. Fixing schedule for Internal Assessment. v. Setting the Question Papers for I.A. vi. Distributing Answer Scripts of IA and Semester End Examinations. D. Lesson Plan: The teachers of each department strictly adhere to the instructions of the University concerned, and divide their assignments in such a way that they may be finished with satisfaction of the students within the specified time leaving enough space for them to prepare before the final exams. A Lesson plan also includes the schedule for the Students' Seminar of the Post Graduate students. Teachers guide them well in

preparing their papers and presenting the in the seminar. It gives an insight how the seminar classes will be handled throughout the semester. E. Inter-departmental Lecture: Principal inspires the Heads to organize interdepartmental lectures to improve the interdisciplinary skill of the students. The Department of Bengali plays a key role in this field. Besides that Science Forum also plays vital role for this with the Students and Teachers. F. Special Lecture: Some of the Departments organize Special Lecture by eminent scholars and speakers as resource persons who are invited with due honour and dignity to grace our students periodically with their illuminating deliverances. Our eminent alumni also visit the department to inspire our students. G. Memorial Lecture: Memorial Lectures play no less an important role in augmenting the students' knowledge and critical thinking, and thereby leaving a space for them to get themselves acquainted not only with the contributions of the past teachers but help them sustain and enhance their skill in learning the subject. Example: Samar Sen Memorial lecture. H. Meeting the Vision and Mission of the Concerned Department: Each department sets their own Vision and Mission in conformity with the Institutional Vision and Mission.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
TRAINING ON TABLA	NIL	20/01/2018	15	NIL	YES
TRAINING ON FOLK SONG	NIL	20/01/2018	10	NIL	YES
TRAINING ON FABRIC ARTWORK	NIL	01/09/2017	7	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	01/12/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	ANTHROPOLOGY (HONS.)	01/07/2017
BSc	BOTANY (HONS.)	01/07/2017
BSc	ECONOMICS (HONS.)	01/07/2017
BSc	GEOGRAPHY (HONS.)	01/07/2017
BSc	BOTANY (HONS.)	01/07/2017
BSc	CHEMISTRY (HONS.)	01/07/2017
BSc	COMPUTER SC. (HONS.)	01/07/2017
BSc	MATHEMATICS (HONS.)	01/07/2017
BSc	NUTRITION (HONS.)	01/07/2017
BSc	PHYSICS (HONS.)	01/07/2017

BSc	ZOOLOGY (HONS.)	01/07/2017

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

	Certificate	Diploma Course
Number of Students	55	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course on Ancient Heritage of India	11/09/2017	19
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1.3.2 – Field Projects / Internships under taken during the year

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

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Following is the details of obtaining feedback (A – Excellent, Very Good – B, Good – C, Average – D, Poor – E) from the different stakeholders and the analysis of the same: • Students' Feedback: 1. Academic Activities: Most of the students are so satisfied with some of the academic activities. But they are less satisfied with certain activities like remedial coaching, tutorial classes, promotion of research aptitude, the use of audiovisual aids, and with seminars and special lectures conducted for them. Library service: A great many students are found to be satisfied with the library service. But according to few no. of students service needs to be improved. 2. Student support from office: A close analysis of the feedback shows that the students have rendered either 'A' or 'C' support from the office. 3. Cell Activities: According to student feedback the cell activities need to be improved. 4. Infrastructure, Extracurricular Extension activities facilities: Most of the students have rated the Infrastructural facilities as either 'A' or 'C', while a certain number of students consider the facilities to be either 'Moderate' or 'E'. It is found that we must be careful of those students who are found to be not fully satisfied with the overall impression of the college. • Alumni's Feedback: Alumni Association members has given suggestion for constructing an auditorium as an urgent need. • Parents' Feedback: (Numbers are in Percentage) 1. Transparency in Admission Procedure: It is found that 33 of the guardians have rated the admission procedure A, while 46 of the guardians have voted for

B. 2. Infrastructure and Lab facility: As per the Feedbacks provided by the guardians on Infrastructure and Lab Facility, 25 guardians "A", 42 "B", and 25 "C". But, significantly, 8 "D". 3. Library: It is the opinion of the 19 guardians that the college has an "A" library. 45 guardians have rated the service with "B" option. And, 27 guardians have gone for "C" option. But, the opinions of the 7 and 2 guardians who have considered the service "D" and "E" respectively may not be overlooked. 4. Hostel Facility: It is a concern that 16 guardians have rated the service with "D" and "E" options. So far as the remaining criteria are concerned, a great number of guardians have rated the college in affirmative with either "A", "B" and "C" options. Only, a negligible part has moved for "D" and "E" options. Staff Feedback: In four criteria, the staff members are found to have voted for "Disagree" or "Strongly Disagree" options. 40 of the staff members think that the work distribution is NOT fair 53 of the staff members think that the work load is NOT reasonable 53 staff members consider that the grievances of the employees are NOT settled fairly and also 53 staff members opine that the college FAILS to provide opportunities and support to their family members.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	COMMERCE	45	32	17
MSc	PHYSIC	25	209	25
MA	SANSKRIT	45	100	27
MA	ENGLISH	45	217	45
MA	BENGALI	45	146	44
BEd	B.Ed	100	287	100
BCom	GENERAL	35	69	35
BCom	ACCOUNTANCY	221	242	129
BSc	GENERAL (BIO)	191	673	191
BSc	GENERAL (PURE)	51	368	51
BA	GENERAL	1214	2273	1214
BCA	BCA	60	184	60
BSc	ZOOLOGY(H)	60	750	60
BSc	PHYSICS(H)	60	259	60
BSc	NUTRITION(H)	34	240	34
BSc	MATHEMATICS(H)	116	713	116
BSc	GEOGRAPHY(H)	88	394	88
BSc	ECONOMICS(H)	60	44	60
BSc	COMPUTER SCIENCE(H)	60	168	43
BSc	CHEMISTRY(H)	60	203	56
BSc	BOTANY(H)	60	490	60

BSc	ANTHROPOLOGY(H)	60	173	57
BA	SOCIOLOGY(H)	60	41	35
BA	SANSKRIT(H)	137	386	118
BA	POLITICAL SCIENCE(H)	116	105	30
BA	PHILOSOPHY(H)	116	184	73
BA	MUSIC(H)	40	32	12
BA	HISTORY(H)	116	194	87
BA	ENGLISH(H)	153	1138	153
BA	EDUCATION(H)	60	192	54
BA	BENGALI(H)	153	993	119

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	6849	298	39	Nill	31

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
70	64	38	38	1	7

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

In order to cope with the day to day problems faced by the students, the IQAC has inspired Students' Mentoring Cell in the college. The mentors of the respective departments appointed by the respected Principal are assigned with 25 students whom they use to counsel once a week to reflect on the difficulties and problems the students face as an impediment to their course of study. Students' Mentoring Cell functions in the following way: • Heads as the Coordinator and other teachers as the members of the Cell of the respective departments: At the outset of each Academic Session, the heads of the respective departments along with other teachers advises the students to be disciplined, punctual and sincere. The teachers of each department regularly mentor the attendance of the students to help them become motivated towards classroom lectures. Periodic meetings are conducted by the Principal with the heads of the respective departments with an object to ensure regularity and punctuality of the students. If student is found to remain absent for a significant period of time, immediately his/her guardian is informed, the matter is notified to the respected Principal. The Parentteacher meeting is also convened to make the guardians cognizant of the progress of the students. The AntiRagging Cell of the college also plays an important role in mentoring the students so that they may not fall prey to ragging within the institution. The Mentoring Committee finds out the financially backward students, and help them with subsidised Semester Fees and learning tools. • Outcomes: 1. The mentormentee equation has wonderfully brought about a paradigm shift

in Teacherstudentparent relationship. 2. Mentors and mentee develop their reciprocal relationships as they use to jointly participate in academic, social, cultural and recreational activities of the college. This has resulted in augmenting the overall environment of the college. 3. The students with vulnerable youths are brought to the due course by the mentors who emerge as the polestar of their life and career. 4. Campusbased mentoring has also resulted in developing a good citizenship among the students they are made to become more sociable than they were earlier in their life. 5. The attendance of the students has significantly increased. 6. The number of detainment has reduced also considerably.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
7147	70	36:266

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
88	70	18	2	42

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	DR AVEEK SAMANTA	Assistant Professor	BEST POSTER AWARD
2018	DR ARINDAM ROY	Assistant Professor	BEST PAPER AWARD
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	ACCOUNTANCY(H)	Year	20/04/2018	30/05/2018
MCom	COMMERCE	Semester	01/06/2018	25/09/2018
MSc	PHYSICS	Semester	01/06/2018	25/09/2018
MA	SANSKRIT	Semester	01/06/2018	25/09/2018
MA	ENGLISH	Semester	01/06/2018	25/09/2018
MA	BENGALI	Semester	01/06/2018	25/09/2018
BCom	GENERAL	Year	20/04/2018	30/05/2018
BSc	GENERAL(BIO)	Year	05/05/2018	30/05/2018
BSc	GENERAL(PURE)	Year	05/05/2018	30/05/2018
BA	GENERAL	Year	05/05/2018	30/05/2018
BSc	ZOOLOGY(H)	Semester	20/04/2018	30/05/2018

BSc	PHYSICS(H)	Semester	20/04/2018	30/05/2018
BSc	NUTRITION(H)	Semester	20/04/2018	30/05/2018
BSc	MATHEMATICS(H)	Semester	20/04/2018	30/05/2018
BSc	GEOGRAPHY(H)	Semester	20/04/2018	30/05/2018
BSc	ECONOMICS(H)	Semester	20/04/2018	30/05/2018
BSc	COMPUTER SCIENCE(H)	Semester	20/04/2018	30/05/2018
BSc	CHEMISTRY(H)	Semester	20/04/2018	30/05/2018
BSc	BOTANY(H)	Semester	20/04/2018	30/05/2018
BSc	ANTHROPOLOGY(H)	Semester	20/04/2018	30/05/2018
BA	SANSKRIT(H)	Year	20/04/2018	30/05/2018
BA	POLITICAL SCIENCE(H)	Year	20/04/2018	30/05/2018
BA	PHILOSOPHY(H)	Year	20/04/2018	30/05/2018
BA	MUSIC(H)	Year	20/04/2018	30/05/2018
BA	HISTORY(H)	Year	20/04/2018	30/05/2018
BCom	ENGLISH(H)	Year	20/04/2018	30/05/2018
BA	BENGALI(H)	Year	20/04/2018	30/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation is the indispensable part of teachinglearning process. It is a proved fact that evaluation is the measure of the learning of the students. It renders the educational strategy sound in augmenting the qualitative skill of the students. As ours is an affiliated college, the academic activities have strictly been monitored by the academic calendar provided by Vidyasagar University. Nevertheless, the institution plays a significant role in conducting the examinations such as Internal Assessment, Students' seminar presentation and field study as the part and parcel of continuous evaluation of the University system. In accordance with the very Academic Schedule, the students having Honours are required to appear at the two Internal Assessments organized by the respective departments of the college, while the students of the General Streams are required to appear at one Internal Assessment. Apart from these, the departments of the institute are allowed enough space to organize the Unit Tests at their own accord. So, following are the reformed mechanisms initiated on Continuous Internal Evaluation at the Institutional Level: • Periodic Internal Assessment Strictly in adherence to the University Academic Calendar. • Periodic Unit Tests organized by the respective departments. • Students' Seminar organized locally by each department. • Guest Lectures with a considerable span for questionanswer session. • Seminar Presentation by the Post Graduate Students, duly evaluated by the teachers of the departments. • Classroom Tests that follow the completion of an assignment. • Most importantly, of late, the university concerned has granted autonomy to the respective postgraduate departments of the college. As such, the institution has acted upon accordingly in setting up a separate Post Graduate Examination Cell. The respected Principal of the institution acts as the Chairman of the said cell. • Some of the Post Graduate Faculty members of the institution are performing the role of moderators in the Post-graduate

examination system of this institution and of other institutions offering postgraduate courses.

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

As Ours is the affiliated college, we have to abide by the Academic Calendar, prepared and provided by the concerned authority of Vidyasagar University. Nevertheless, the college authority plays a crucial role in smoothly and skilfully executing the Academic Calendar. Depending on our resource potentiality, institutional goals and concern towards the augmentation of our students, we are committed to imparting quality education through wellplanned execution of the same. Prior to the commencement of an academic session, the routine subcommittee of the college is entrusted with the task of preparing the central routine. Carefully examining the allotted lecture hours devoted to the satisfactory completion of the syllabus, the classes are distributed among the departments. After that the HoDs of the respective departments are requested by the Principal to homogeneously distribute the classes among the departmental teachers. THE CLASSES are conducted in accordance with the Academic Calendar, provided by the University. Moreover, the teachers teaching in the Post Graduate departments of the college are requested to conduct additional classes during holidays if they feel the need of more classes for the completion of the syllabus to the satisfaction of the students. PERIODIC INTERNAL ASSESSMENTS are arranged by the respective departments to evaluate and measure the progress of the students. Needless to say, Internal Assessment is an inseparable part of the University Examination System. SURPRISE TESTS are taken in certain departments to measure the considerable improvement of the students in their conceptual clarity in and problem solving ability.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

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

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	1.45	0.45

Minor Projects	730	WBBB	1.22	0.62

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
TCS Training Programme for ten Days	Prabhat Kumar College, Contai	16/04/2018
One day State Level Seminar-Cum-Workshop on "Understanding Some Concepts of Physical Science" organized by Department of Physics And IQAC, P.K.College, Contai In Association with ANURANAN SCIENCE AWARENESS SOCIETY, Kolkata	Department of Physics	17/02/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/12/2018	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/12/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Computer Science and Application	1
English	2
Commerce	1

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

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

Department	Number of Publication
Sanskrit	1
Political Science	2
History	1
English	1
Botany	1
Commerce	6
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	24	7	7
Presented papers	5	9	Nill	Nill
Resource persons	Nill	Nill	2	Nill
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3.4 – Extension Activities

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

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
TSC(Thal Sainik Camp)	Gold Medal of NIC(National Level)	GOVT OF INDIA	1
NIC(National Integration Camp)	Gold Medal of NIC(National Level)	GOVT OF INDIA	1
Trekking	Silver Medal of Trekking(National Level)	GOVT OF INDIA	1
Trekking	Silver Medal of Trekking(National Level)	GOVT OF INDIA	1
NIC(National Integration Camp)	Gold Medal of NIC(National Level)	GOVT OF INDIA	1
INDEPENDENCE DAY CELEBRATION	FIRST POSITION (MARCH PAST)	GOVT OF W.B	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NSS(UNITI,II,III,IV)	Swach Bharat Abhiyan	8	110
NIL	NSS(UNITI,II,III,IV)	Celebration of World AIDS day	13	250
NIL	Students union and NSS(UNITI,II,III,IV)	Blood donation Camp	8	82
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Visiting Faculty	Dr. Goutam Manna	Raiganj University	5
Visiting Faculty	Dr. Tithi Maity	EGRA SSB COLLEGE	7
Visiting Faculty	Dr. Goutam Manna	BELDA COLLEGE	7
Visiting Faculty	Manik Lal Pati	PRABHAT KUMAR COLLEGE, CONTAI	7
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

		/research lab with contact details			
Field Trip	Educational tour and field trip to Shillong and its adjoining areas	Shillong	26/01/2018	02/02/2018	28
Research	Excursion to Observe the higher learning and research centre	NIN, Hydrabad	28/01/2018	02/02/2018	29
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	01/12/2018	NIL	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
170	228.71

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

during the current year	
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Newly Added**
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	**53891**	**872125**	**872**	**170426**	**54763**	**1042551**
Reference Books	**5759**	**397371**	**152**	**36936**	**5911**	**434307**
e-Books	**164300**	**Nill**	**Nill**	**Nill**	**164300**	**Nill**
e-Journals	**6000**	**11800**	**Nill**	**5900**	**6000**	**17700**
Journals	**32**	**48789**	**Nill**	**Nill**	**32**	**48789**
CD & Video	**30**	**Nill**	**10**	**Nill**	**40**	**Nill**
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	**NIL**	**NIL**	**01/12/2018**
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**206**	**80**	**23**	**2**	**41**	**17**	**33**	**10**	**12**
Added	**22**	**10**	**10**	**1**	**0**	**0**	**10**	**0**	**2**
Total	**228**	**90**	**33**	**3**	**41**	**17**	**43**	**10**	**14**

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NIL](#)

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
8	6.31	170	228.71

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

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

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	CONCESSION	559	706675
Financial Support from Other Sources			
a) National	KANYASHREE K1,K2,K3,SITARAM JINDAL FOUNDATION,POST MATRIC SCOLARSHIP,BIRI WOR KERS,VIVEKANANDA,SC	2552	30873500

	/ST/OBC		
b)International	NIL	Nill	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Employability Training Programme	05/07/2017	44	TCS
Language lab	03/07/2017	40	Department of English
Yoga and Meditation	11/09/2017	53	Contai PKC Alumni Association
Personal Counselling and Mentoring for female students	03/07/2017	9	Women Cell
Personal Counselling and Mentoring for all students	03/07/2017	266	All Departments
Remedial Coaching	25/10/2017	266	All Departments
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Career Counselling And Guidance for competitive examinations	42	489	12	8
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof	Number of	Number of	Nameof	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
TCS,JIO,HDFC,JILLETTEE	174	32	NIL	Nill	Nill

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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

Items	Number of students selected/ qualifying
NET	7
SET	2
GATE	3
Any Other	3

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

Activity	Level	Number of Participants
Pre-Puja Festival Celebration 3	College	170
Celebration of International Mother Language Day 3	College	186
Science Drama Competition (National Science Day) 3	College	184
Celebration of the Foundation Day of College Nabin Baran Utsav 3	College	2300
Annual Cultural Fest of College 3	College	5000
District Science fair 3	College	260
22 Se Srabon (Bangla-1424/English-2017) 3	College	161
Cultural Competition 3	College	160
Outdoor Games 3	College	366
Indoor Games 3	College	153

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NIL	National	Nill	Nill	Nill	NIL

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

Every college has a podium for the dynamic contribution of the students in a variety of academic administrative bodies including other activities. Needless to say, the participation of the students in the administration of the college empowers them in achieving leadership qualities, rules, regulations and execution skills. Prabhat Kumar College, Contai has always an enthusiastic Students' Council to contribute to the progressive development of the overall activities of the college. Students' representative of the said council brings the common problems and impediments faced by the students to the notice of the authority concerned, and get those problems and resolved. The council represents itself in all the academic and administrative committees of the college. The Governing Body of the college coopts some of the students with managerial capacity to keep running various activities of the college. The various activities of the students are as follows. 1. Organized Blood Donation Camp in collaboration with the Alumni Association of the college. 2. Organized Free Blood Group and Thalassemia Detection Camp for the students in collaboration with the Alumni Association. 3. Organized RakhiBandhanUtsab with a view to spread the message of fraternity amongst the students. 4. Organized Sports and Games with special emphasis on the TeacherStudent friendly match. 5. Assisted the college authority to keep the college campus GREEN. 6. Introduced the Ecofriendly Furniture in newlyconstructed class rooms. 7. Assisted the College authority in maintaining disciplines and augmenting academic atmosphere in the campus. 8. Contributed to keeping the future GREEN through organizing and making Consciousness Programmes and Films respectively. 9. Observed the World Environment Day with the Screening short films on REDUCE, RECYCLE and REUSE.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a registered Alumni Association bearing Registration No. S/IL/12089 of 2002?03 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 in newly constructed YOGA Centre of the college.

5.4.2 – No. of enrolled Alumni:

761

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Activities of the association during the Academic Session 201718 are as follows: 1. Yoga Pranayam Camp on 18.08.2017 2. Seminar on "Role of DeshpranBirendranathsasmal in freedom movement" on 18.12.2017 3. Seminar on 'Enthnobiology – Importance and conservation for better livelihood' on 22.01.2018 4. Seminar on 'Sister Nivedita Women's Education' on 30.01.2018 5. Seminar on '150th birthday celebration of Sister Nibedita' on 20.02.2018 6. Award giving ceremony to the Rank holders (PG students) on 04.03.2018

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Overview: The Governing Body of the college has been the sole decision-making authority. Nevertheless, it allows satisfactory space to the Principal, the academic head of the institution, to exercise his autonomy in ensuring the practices of decentralization. His highness is ever active and vigilant to augment the overall aspects of the college through fulfilling the Vision and Mission of the institution. Modus Operandi to ensure dcentralization: To accelerate the academic as well as administrative activities without any kind of impediment, leading to the practice of decentralization, academic and administrative responsibilities are divided among all the staff members, depending on their skills and abilities. Committees are formed for the several academic and cocurricular activities to be conducted during academic year. With an object to ensure the transparency in policy execution, the respected Principal convenes the meetings with the different committees at regular intervals. Through the meetings, his highness requests the faculty members of the responsibilities they are to comply. Practices of Participative Management: The participative decision making ensures mass participation of all the people concerned. The office administration of the College is pyramidal structure, the Principal is at the top of the pyramid, and under whose highness there are Offices of Head Clerks, Accountant, Bursar, Senior Clerks, Junior Clerks and other Class III and Class IV Staff members. The respected Principal in conference with the concerned offices coordinates with the daytoday activities. He strives to ensure the smooth and steady functioning of the activities of the college in a cordial collaboration with the faculty members, students and different stakeholders of the college. His highness has always been untiring to discuss and decide on matters relating to academics and administration. Ipso facto, his good self uses to convene regular meetings with all the stakeholders of the college. For self-financed Courses of the college, i.e, Post Graduate Courses and BCA, there are co-ordinators for each segment, and also a distinct designated Controller Section. The co-ordinators and the appointed Controller reciprocate with each other to manage and execute all the academic and administrative activities of these sections. The central focus of the Management Information System of the college has always been on the improvement of the flow of information among all the stakeholders like students, teachers, parents and guardians, office staff, alumni and others so that better service to the students in particular and to the society at large be rendered possible. Accordingly, the practice of decentralization as well as participative management of the institution helps improve the quality of its academic and administrative environments.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Online system is made operational. All merit lists and admission related information are displayed on the website for greater transparency. Single window system of application for admission and Online payment system have been introduced.
Industry Interaction / Collaboration	The college authority invites the resourceful speakers with corporate experience to help the students interact with them. Such kind of interaction provides an opportunity to the students to get themselves acquainted with well in advance of the future scopes of their education.
Human Resource Management	Human resource management is the strategic approach to the effective management of teaching and nonteaching staff along with the students for overall betterment of the College. The college authority has taken various steps for the upgradation of the existing knowledge base of the teachers by providing activities like e-resources, enriched library, well-decorated seminar-hall, research facilities, extension activities etc. Also the authority has taken several measures for the soft skill development of the non-teaching staff so that they get well acquainted with the online system of management.
Library, ICT and Physical Infrastructure / Instrumentation	This institution has an effective library for the benefit of students, faculties and researchers. As one of the age-old institutions, the central library has a large collection of books covering various branches of science, Humanities and commerce and related fields. Also the central library has an excellent collection of old books pertaining to different subjects, particularly to English, Bengali and Sanskrit literature. Library services are partially automated. Automation process has been started in the year 2012 with LIBSYS software and presently with KOHA software. The introduction of ICT has revolutionized the art of teaching and learning. Every UG

	department of the college and all the classrooms of the PG departments have been equipped with ICT that has rendered TL method more interesting and interactive. Evidently, ICT has not replaced the great teachers, but the teachers have sublimated and transformed the TL method with the help of ICT-enabled classrooms.
Research and Development	During 2017-18, the Faculty members of the institution have been actively engaged in research and publication. They have been regularly publishing research papers in different national and international referred journals, which are indexed and cited. The institution has developed a DSTFIST-sponsored lab to promote advanced scientific research. The college has also moved for developing two separate research centres in Social Sciences and Humanities, and Natural and Life Sciences, and the same is under consideration by the Vidyasagar University.
Examination and Evaluation	As ours is an affiliated college, the academic activities have strictly been monitored by the academic calendar of 2017-18 provided by Vidyasagar University. Nevertheless, the institution plays a significant role in conducting the examinations such as Internal Assessment, Students' seminar presentation and field study as the part and parcel of continuous evaluation of the University system. Teachers are actively engaged in the evaluation process of the University concerned through performing their responsibilities as Questionsetters, Examiners, Headexaminers, and Reviewers. Most importantly, of late, the university concerned has granted autonomy to the respective postgraduate departments of the college. As such, the institution has acted upon accordingly in setting up a separate Post Graduate Examination Cell, with an appointed controller of Examinations. Some of the Post Graduate Faculty members of the institution have been performing the role of moderators in the Post -graduate examination system of this institution, and of other institutions offering postgraduate courses.
Teaching and Learning	Having been motivated by the IQAC,

	the faculty members are found to have been making every opportunity to update their knowledge through the participation in several seminars and the presentation of papers in different regional, state, national and international seminars and workshops funded by the UGC. With an object to render class room teaching more interactive and student-centric, power point presentations are greatly being used, and special classes are being conducted to help the students move forward. Students' Seminar and special contact programmes have been organized to render the students marketable. Depending on the result of the continuous evaluation, the drawbacks and lacuna of the students are identified, and they are asked to rectify them in consultation with their departmental teachers.
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— (1) Active engagement of different teachers in Board of Studies (both in UG and PG) of the University. (2) Participation of teachers in the workshops for revising and restructuring the curriculum conducted by the University concerned. (3)Conduction of excursions with a view to gain field experience for the social science students.

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

E-governace area	Details
Student Admission and Support	Central publicaddress system. Through SMS services. Through Letter correspondence. Through circulars. Through Suggestion box. Through studentfriendly admission process. Through studentsfriendly website. Through career counselling cell. Through the awareness of different scholarship schemes. NSS NCC
Examination	College organizes internal assessment for the students of all years and the final examinations are organizes by the concerned university
Planning and Development	Our college has a distinctive committee with members from faculty, a

	software engineer, contractors, teachers and office staff to support with the planning and implementation of egovernance
Administration	The website of the college displays all notices in time regarding administration related issues, and reports of recent events regularly.
Finance and Accounts	Accounts' documentation is digitally maintained

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Debasis Bera	Training Programme on Library Automation (TPLA)	NIL	1000
2018	Mr. Lakshman Chandra Ojha	One-Day International Seminar on Gender, Health Medicine	NIL	1000
2018	Dr. Partha Pratim Roy	One-Day International Seminar on Gender, Health Medicine	NIL	1000
2018	Dr. Debasmita Shit	One-Day International Seminar on Culture in Modern Bengal : Tradition and Transformations	NIL	1000
2017	Dr. Ratan Sarkar	Three-Day International Workshop on â€œFirst Open CLIL Intensive Training Workshop: Teach The Teachersâ€• (Funded by European Commission, Belgium) conducted by the School of Education,	NIL	1000

		Pondicherry University, Puducherry.		
2018	Asraful Islam Ansari	Two-Day International Seminar on Education and Global Peace	NIL	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Workshop on GST	Workshop on GST	15/07/2017	15/07/2017	53	11

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER COURSE	5	08/06/2018	28/06/2018	21
ORIENTATION PROGRAMME	4	04/06/2018	30/06/2018	28

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	Nill	Nill

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. For internal checking besides the Accounts Department, Bursar and Principal check the cash book and passbook regularly. A finance committee comprising internal and external members review the financial position and its implications for various purposes. Apart from these the Statutory Auditor engaged by the Higher Education Department, Govt. of West Bengal used to visit the college and verify the accounts, bills, vouchers, resolution etc and submit the report to the college authority and to the government of West Bengal in general. Also the payments made through cheques, RTGS mode to mitigate the misappropriation and fees which are collected from the students through online banking system are under the purview of statutory Auditor. Thus the college authority exercise very judicious procedure to exercise control over finance related matters.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Dr K C Das, Ex-principal	25000	College Development

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6.4.3 – Total corpus fund generated

7757068.34

6.5 – Internal Quality Assurance System

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

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

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

Due to the large student strength it is very difficult to conduct a Central Parent-Teachers' Meeting by the authority. To resolve this issue, the authority has permitted each department to conduct the Parent-Teachers' Meeting separately one/twice per year. On the basis of the meetings in some departments, the administration generally takes effective initiative in the deserving issues suggested by the parents. (i) In the Department of Physics (UG PG) one of the guardians arranged everything for all the students who attended the Yearly Departmental picnic. (ii) In the Chemistry one of the guardians appealed to the HoD for the beatification of the outer walls of the Chemistry at his own cost. With the approval of the HoD he bore all expenses related to the scheme by pacing the bound frames of notable chemists of India and abroad. (iii) In the Department of Philosophy one of the guardians donated a sound system with the requisites.

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

At the starting of the Academic Session, the college authority arranges a computer training mainly for the MS-Office application annually. Specially for the staff allocated for the Cash and Accounts Section, a separate training programme is annually arranged for making them more user friendly with the financial packages and the office module. Apart from those the college

authority generally organises a seminar in the month of September for the teaching and non-teaching staff to facilitate their investment plans and the issues related to Income Tax. In July of each year, the librarian updates the library staff through a One-Day Orientation Programme in view of modern applications.

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

1. Installation of napkin vending machines at core campus and Ladies Hostel. 2. Proposals are sent to Vidyasagar University (Affiliating University) as initiatives to set up Research Centres in Natural Sciences and Humanities Social Sciences. 3. In compliance with the guidelines of the mission of UBA MHRD and also considering the social responsibility an academic institution can accomplish the Honorable principal has been requested to move for adopting five villages for participating in Unnat Bharat Abhiyan (UBA). After a careful scrutiny and Pilot survey of the neighbouring villages that following names of five villages under the purview of this admission are selected and forwarded to the concerned authority for further action 1. Shrirampur 2. Banamalipur 3. Pairachali 4. Jagannathpur II 5. Bankaberia

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Celebration of National Science Day organized by P.K.College Science Forum and IQAC, P.K.College, Contai	28/02/2018	28/02/2018	28/02/2018	184
2018	One day State Level Seminar-Cum-Workshop on "Understanding Some Concepts of Physical Science" organized by Department of Physics And IQAC, P.K.College, Contai In Association	17/02/2018	17/02/2018	17/02/2018	155

| 2018 | Workshop on Experimental Physics and Mathematics organized by Department of Physics, Mathematics and IQAC Cell, Egra S.S.B College In Collaboration with Department of Physics, P.K.College, Contai | 07/02/2018 | 07/02/2018 | 07/02/2018 | 120 |
| 2018 | One day National seminar on "Women's Education and Empowerment –A dream of Nivedita Organized by IQAC, P.K.College, Contai | 28/03/2018 | 28/03/2018 | 28/03/2018 | 153 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
One day national seminar on Womens Education and Empowerment- A dream of Nivedita	28/03/2018	28/03/2018	50	90

Importance of Vishakha Cell in Educational Institutions	13/01/2018	13/01/2018	108	Nill
Seminar on Mahesweta Devi: Life, Works and Philosophy	28/07/2017	28/07/2017	58	69
Seminar on Bibha Chowdhury: A Tragic Character in Science	02/06/2018	02/06/2018	35	24

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

Percentage of power requirement of the University met by the renewable energy sources
GO GREEN—The very cry of the modern day is mainly to build an environmental consciousness amongst all of us. When our mother -earth is awfully rendered to a plasticplanet, it is of abiding need to protect the GREENNESS of the earth by dint of a number of initiatives. Green Audit initiative is one of them. As a part of green audit of college campus, we carried out the environmental monitoring of campus including Illumination, Noise level, Ventilation and Indoor Air quality of the class room. It was observed that Illumination and Ventilation is adequate, considering natural light and air velocity. Noise level in the campus is within the limit i.e. below 50 dB at day time. Considering the fact that the institution is predominantly Postgraduate college, there is significant environmental research both by faculty and students. The environmental awareness initiatives are substantial. The installation of solar panels in some places, paperless work system and vermin composting practices are noteworthy. Besides, environmental awareness programme initiated by the administration shows how the campus is going green. Few recommendations are added to curb the menace of waste management, using ecofriendly and scientific techniques. This may lead to the development of a Green Campus, free from plastic even.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nill	22/05/2018	1	Draft release of Bio divesity Register in the Science City kolkata	To make a documented record of local Flora and Fauna of Contai Municipal Area	778
2018	1	Nill	10/01/2018	10	Socioeconomic study of the traditional fisherman and their livelihood.	Pollution related to plastic bags and and awareness on avoidance of plastics are focused. The mode of dry fishing in proper scientific manner is also highlighted.	21
2017	1	Nill	23/09/2017	6	Study of the impact of modernization related to labour particularly female labour in Cashew processing industry.	Attempts are taken to spread awareness among the owners of cashew processing industries providing alternative jobs for female	13

						labours.	
2018	1	Nill	02/01/2 018	10	Study of the problem of impact and imple mentation of GST in the local areas.	To resolve the issues related to the im plementat ion of GST and its impact on the all s takeholde rs of the locality a seminar is arranged to eliminate confusion regarding these issues and train them with proper approach.	8
2018	Nill	1	02/05/2 018	20	Adoption of five villages situated within the hinte rland of the college under Unnat Bharat Abhiyan scheme.	The college authority has adopted five villages under UBA scheme aiming at strengthe ning the Hinterlan d in all respects.	27
2017	Nill	1	28/08/2 017	1	Framing the prosp ective list of blood donors through to blood donation camp to cater the need of locality	As the place of the college is distant avail the facilitie s of Megacity, to provide blood to	101

					distance from megacity.	the person who needs blood with proper blood group is the main aim of the preparation of the prospective list of blood donors. 7. The grooming process for	
2017	Nill	1	08/09/2017	1	Organisation of training programs to groom students of the college as well as the unemployed local youth for competitive examinations.	The grooming process for the youth regarding the training programmes includes mainly reasoning ability, English and mathematics.	61
2018	1	Nill	01/01/2018	1	Testing of Arsenic level in Ground water of Contai Municipal Area	To project a mapping of Arsenic level in Ground water of Contai Municipal Area	126
2018	1	1	27/03/2018	2	Two Day Awareness Programme among school children	To spread awareness among school children by organising	131

					poster, slogan, competetion and offering medicinal plant to each of them

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

Title	Date of publication	Follow up(max 100 words)
Vikash	15/07/2017	The institution always upholds Human values and Professional ethics code of conduct to help all the stakeholders learn the art of keeping the head in an environment of conflicts and stress both in work-fields and in one's life. Strict adherence to some values and ethics will certainly help improve one's ability, power of judgement and refine one's behaviour and actions in performing the duty towards family, organization and society.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Rastriya Ekta Diwas	07/11/2017	07/11/2017	1200
Worlds Environment Day	05/06/2018	05/06/2018	153
Celebration of National Science Day	28/02/2018	28/02/2018	184

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

To make the campus plastic free in association with NSS NCC To reduce use of paper in office through digitalization and promote awareness on 'Save paper, Save earth' To run the project on Vermicompost regularly To replace the incandescent bulb and traditional fluorescent tube with LED lights To make a regular practice of switching off all appliances when not in use and hence to create an overall awareness to save energy.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. With a view to strengthening the relationship with the community and in conformity with one of the missions of our college, which reads "To create good future citizens for the country with competence, commitment, conscience and compassion", of late we have adopted 5 villages namely Banamalipur, Jagannathpur Part II, Bankaberia, Pairachali, and Srirampur to carefully augment villagers' quantitative and qualitative aspects. Depending on the need of the people of these respective villages, we organize some consciousness programmes in those villages to make them aware of healthrelated and legal issues. We also have just begun to develop the skill of the villagers so that they can become cognizant of developing vermin compost mainly to build an environmental consciousness amongst the rural people. 2. With a view to render the teachinglearning process more studentcentric, several departments of the college have laid emphasis on the vertical as well as the horizontal expansion of the infrastructure of the college. We also use to award the achievers with medals and scholarship to encourage and motivate them to higher learning. Most importantly, we regularly waive off the tuition fees of the economically underprivileged students. Different departments of the college regularly conduct special remedial classes for the backward learners.

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

7.3 – Institutional Distinctiveness

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

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

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

8.Future Plans of Actions for Next Academic Year

A. To complete the Principal's quarter. B. To nearly complete the construction of the administrative building. C. To nearly complete the construction of the quarter of the hostel super. D. To make the future green through REUSE, REDUCE and RECYCLE. E. To successfully move for the third cycle of assessment of the college by NAAC. F. To introduce more Postgraduate courses, e.g., we are planning to offer postgraduate courses in Chemistry, Geography and History. G. To introduce Honours Course in Aqua Culture H. To preserve and develop the Sand dunes in the form of Biodiversity Park I. To develop Research Centres in Humanities Social Sciences, and Natural Sciences.