



Yearly Status Report - 2019-2020

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	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR. PRADIPTA PANCHADHYAYEE
Phone no/Alternate Phone no.	03220255020
Mobile no.	7908190612
Registered Email	iqac.pkc@gmail.com
Alternate Email	ppcontai@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://pkcollegecontai.ac.in/document/sub_page/20201224_230402.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://pkcollegecontai.ac.in/document/sub_page/20210118_153754.pdf

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	07-Jun-2007
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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

No Data Entered/Not Applicable!!!

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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
Dr. Arindam Roy	Gabeshanay Bangla	WBDST	2019 1065	337900
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

8

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

60000

Year

2014

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

Introduction and successful running of online teaching through Google meet, Zoom etc.

Contribution to the PM Cares Fund and CM relief Fund for Corona Pandemic and Amphan affected people and contribution of some essentials like Tarpaulin, Sanitizer, Musk, Wheat, Rice, Oil, Potato, Onion, Soybean, Pulse etc. for the victims due to Corona Pandemic and Amphan disaster

Conduction of RET and completion of associated activities related to Ph.D. Admission Process

Successful organization of some Webinars in national and international level

Awareness programmes on COVID19 and food habits

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

Plan of Action	Achivements/Outcomes
To construct an extended Science Block	Ground Floor of the extended Science Block has been constructed
To develop People's Biodiversity Register	People's Biodiversity Register of Contai Municipality has been developed and published
To further development of Sand Dune BioDiversity Park	Some modification regarding the development of Sand Dune BioDiversity Park has been performed
To run the Research Centres in full swing	The activities of the Research Centres have been initiated with the completion of RET and the viva-voce of eligible candidates.
To introduce U.G. Course in Aqua Management and Post Graduate Course in Chemistry	U.G. Course in Aqua Management and Post Graduate Course in Chemistry have been introduced
To develop "BASTRA BANK" inside the College Campus to help the needy and poor	"BASTRA BANK" is developed inside the College Campus
To introduce more Vocational Courses	Three more Certificate Courses have been introduced
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	21-Jan-2020

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

2020

Date of Submission

21-Jan-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management information system plays a key role in the systematic management and finally contributes in the overall development of the college. The following modules currently operational are there in: a) Online admission process b) Online fees collection c) Online fees report d) Online students record e) Online staff salary management f) Online library accession g) Online staff information h) Online Feedback

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

We have to follow the curriculum as framed by the University Authority, and we have adopted the curriculum provided by the University. Nonetheless, depending on our resource potentiality, institutional goals and concern towards the augmentation of our students, we are committed to imparting quality education through well-planned curriculum delivery as given in the following.

A. Regular Meeting of the Academic Sub-Committee: The Principal of our college convenes the meeting of the Academic Sub-Committee. All matters related to Curriculum Delivery are discussed in the meetings, and resolving the decisions all the teachers are being apprised of the road-maps through the respective heads and P.G. Coordinators.

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 Syllabus from 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 same in the seminar. It gives an insight how the seminar classes will be handled throughout the semester.

E. Interdepartmental Lecture: Principal inspires the Heads to organize interdepartmental lectures to improve the interdisciplinary skill of the students. The Department of Bengali plays a key role in this field. Besides that Science Forum also plays vital role for this with the Students and Teachers.

F. Special Lecture: Some of the Departments organize Special Lecture by eminent scholars and speakers as resource persons who are invited with due

honour and dignity to grace our students periodically with their illuminating deliverances. Our eminent alumni also visit the department to inspire our students. G. Memorial Lecture: Memorial Lectures play no less an important role in augmenting the students' knowledge and critical thinking, and thereby leaving a space for them to get themselves acquainted not only with the contributions of the past teachers but help them sustain and enhance their skill in learning the subject. Example: Samar Sen Memorial lecture, N. Banerjee 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 employability/entrepreneurship	Skill Development
Preparation of Organic Fertilizer (Vermicompost)	NIL	26/08/2019	15	YES	YES
TRAINING ON TABLA	NIL	06/01/2020	15	NIL	YES
TRAINING ON FOLK SONG	NIL	06/01/2020	10	NIL	YES
TRAINING ON FABRIC ARTWORK	NIL	26/08/2019	7	YES	YES
TRAINING ON RECITATION	NIL	18/11/2019	7	NIL	YES
TRAINING TO HANDLE SPECTROPHOTOMETER AND PL SETUP	NIL	10/02/2020	7	NIL	YES
TRAINING TO HANDLE XRD SETUP	NIL	10/02/2020	7	NIL	YES
Training on Solar Technology	NIL	30/08/2019	180	YES	YES
Training on Mushroom Cultivation	NIL	30/07/2019	180	YES	YES
NIL	Training on Matstick based handicrafts	30/07/2019	365	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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MSc	CHEMISTRY	01/07/2019
BSc	AQUACULTURE MANAGEMENT	01/07/2019
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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
MSc	CHEMISTRY	01/07/2019
BSc	AQUACULTURE MANAGEMENT	01/07/2019

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

	Certificate	Diploma Course
Number of Students	180	25

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	02/09/2019	29
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1.3.2 – Field Projects / Internships under taken during the year

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

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

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

Feedback Obtained
<p>Feedback is a key to assess the academic quality measurement of an Institution. Following is the details of obtaining feedback from different stakeholders and the analysis of the same. It has been found that 34 (All the numbers here are meant for percent) of the students from 2017, 29.5 of the student from 2018 (year of admission) have responded positively. Responses from Departments are as follows. 15.2 from Commuter Science, 12.3 from Commerce, 9.5 from Economics and 7 from Anthropology. The students of 3rd year among the different SEM and years have actively responded in this process. Routine: It is reflected that more than 50 students are highly satisfied (excellent) with the issues like teachers' activity , percentage of classes held, performance of the teacher,</p>

coverage of syllabus, reading room, Principal's office, seminar hall, drinking water, play ground. Similarly more than 50 of the students have responded 'good' with the issues like lending of books, reprography, approach of the staff, general office, university affairs, cash section, account section, grievances redressal cell, vishakha cell, laboratory, lavatory, cycle stand, hostel men-women, medical centre, eco-club, NSS, student's council, admission process, teaching-learning atmosphere, Examination system. Support service, inculcation of values, beauty and cleanness of the campus in spite of some moderate and poor responses to fewer issues. Parents' feedback: More than 50 of parents are responded positively (Good) to the issues like Hostel Facility scope of access to the authority in case of query. It is also observed that more than 40 of the guardians have rated good in the issues like admission procedure, infrastructure and lab facility, library, canteen facility, students' counseling and guidance, use of ICT, teaching related activity, examination pattern, and overall college environment in respect of development of your ward. Teachers' feedback: More than 50 teachers are satisfied (agree) with the issues like courses/ syllabi taught by them, relevant book and journals prescribed materials cover the entire syllabi and ICT facility, the prescribed books available in the library, environment in the college, current syllabus course content, curriculum enhance employability. Some of the teachers suggested for increasing research oriented books and separate research rooms to the researchers. Staff feedback: More than 60 of the staff are strongly agree with the infrastructure facilities provided by the college, the clear understanding of their roles and responsibility and also agree with the administration respects women employees and provides opportunity to contribute to the process of development and disagreement with least issues.

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
No Data Entered/Not Applicable !!!				
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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
2019	6003	265	47	Nill	34

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
115	83	43	38	1	8

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

During 2019-20, the system of education has been deeply affected by the world-wide pandemic of Covid-19, especially the fourth/the last quarter of the session. Before the pandemic of Covid-19, it has been the practice of the IQAC to inspire the Students' Mentoring Cell to direct the mentors of the respective departments to counsel the students at least once a week. They use to reflect on the difficulties and problems the students face as an impediment to their course of study. The Students' Mentoring Cell before the stalemate condition of education owing to Covid-19 functions in two levels: at Central Level, and Departmental Level. The Anti-Ragging Cell at central level also plays an important role in mentoring the students so that they may not fall prey to ragging within the institution. The Mentoring Committee with the help of the respective departments finds out the financially backward students, and help them with subsidized Semester Fees and learning tools. The Grievance Redressal Cell plays a considerable role to address the grievances, if any, of the students. At departmental level, the Heads of the respective departments function as the Coordinator of the Mentoring Cell and other teachers as the members. At the outset of each Academic Session, the heads along with other teachers advise the students to be disciplined, punctual and sincere. Parent-teacher meeting is also convened to make the guardians cognizant of the progress of the students. During the epic Lock-down period of Covid-19, i.e., from the third week of March'2020 to the last week of June'2020, all the above mechanisms have been also been followed via digital/social media. Generally, the Heads have formed WhatsApp Group of each semester to monitor the students. Even the indifferent students who were not in touch of online classes have been e-mailed by either the Principal or by the respective teachers. Some of the departments have even surveyed whether the students in greater scale are able to attend online classes or not. Evidently, the Principal and the teachers at their best have helped the students learn and grow during this curse of Covid-19.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
6268	81	1:77

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	81	7	6	51

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Pradipta Panchadhyayee	Associate Professor	Best Paper Presentation
2020	Dr. Malay Dolai	Assistant Professor	International Scientist Award
2019	Dr. Tithi Maity	Assistant Professor	Outstanding Paper Award
2020	Dr. Tithi Maity	Assistant Professor	Outstanding 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	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

With the end of the academic year 2019-20 fast approaching, one question was in the mind of every student, parent and teacher: what about exams as institution closures were prolonged? Evidently, the prolonged closures of academic institutions had major implications on learning, assessments, and credentials. The interruption of exam was a delayed decision. But when the Government announced for the examination and evaluation to understand the progress of the student in terms of knowledge gained, conceptual understanding of the subject or topic, the traditional examination process where students were required to gather at the examination center to appear at the exam was replaced by alternative methods such as online or home-based testing. For continuous evaluation system during lock down, students were asked to appear at online examination system by using communication technologies like Google Meet for oral test and Google Forms for written test. Those who were not able to appear at online examination were even asked to submit the home assignments within due time. These were the reforms initiated by our institution during the Closure of the institution along with the traditional processes which were followed before the pandemic of Covid-19.

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

The prepared Academic Calendar of 2019-20 got badly affected by the prolonged closures of the institutions during the pandemic of Covid-19. We continued to follow the Calendar of the concerned University for the conduct of examination and other related matters till the announcement of the lock down. The schedule of classes and continuous internal evaluation (CIE) continued to be strictly followed before the closure of the institution. After the closure of the institution, the Principal provided liberty to the respective departments to frame their own schedule for the conduct of classes, examination and other related matters. They used to schedule classes via ZOOM (before it was banned), Google Duo, Cisco Webex and Google Meet at their own disposal. Teachers even conducted classes on holidays and Sundays only for the convenience of the students. Using communication technologies like Google Classrooms, some departments completed the continuous internal evaluation.

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/page.aspx?page_id=1217

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/20210203_155538.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
Major Projects	1095	WBDSTB	4.4	3.37
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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
Gillette Company training programme	Prabhat Kumar College, Contai	14/08/2019
"Edison High school USA ISTEM Club Book Drive"	Prabhat Kumar College, Contai	10/10/2019

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	30/06/2020	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	30/06/2020
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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
Bengali	1

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

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

Department	Number of Publication
BOTANY	1
CHEMISTRY	1
COMMERCE	3
COMPUTER SCIENCE AND APPLICATION	2
ECONOMICS	1
LIBRARY	1
PHYSICS	1
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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	107	190	45	11
Presented papers	22	19	2	1
Resource persons	6	3	1	Nil
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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
Biodiversity Award-2019	Implementation of the Biological Diversity Act, 2002	West Bengal Biodiversity Board	21
Youth Parliament Competition	District Champion	West Bengal Parliamentary Affiers Department	15
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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 activities	Number of students participated in such activities
NIL	Subhas Chandra Basu B.Ed. Training College Indian Accounting Association	Addressing Inequality and Discrimination: An approach towards inclusive Growth	21	122
NIL	IQAC, P.K.College, Contai in Collaboration with Contai Hindu Girls' School, Contai	One-day National Seminar on "Women and Law"	15	55
NIL	Department of Nutrition	Anthropometric Assessment of adolescence girls and boys	2	41
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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
Discussion on "Welcome in Science" and "Our Simple Universe: Known and Unknown" organized by Department of Physics in association with Contai Science Academy	122	Contai Science Academy	1

One day National Seminar On "Ethical Issues in Research" organized by IQAC, P.K.College, Contai in Collaboration with Indian Academic Research's Association (IARA)	190	Indian Academic Research's Association (IARA)	1
Interactive Workshop on Experimental Physics (IWEP-2019)	127	Contai Science Academy (CSA) sponsored by West Bengal State Council of Science and Technology	3
Workshop on Active Teaching Learning Process	67	Organized by Teaching Learning Centre (TLC), CET, IIT Kharagpur and IAPT, Midnapore College Centre for Scientific Culture	3
NAAC Sponsored Two-day National Seminar on "Use of ICT Digital evolution : a New approach to Learning and teaching in Higher Education" organized by IQAC, P.K.College, Contai	87	National Assessment and Accreditation Council	2
Workshop on "Pedagogy Innovation Workshop for Pre-Service Teachers"	185	Teaching Learning Centre (TLC), CET, IIT Kharagpur and IAPT, Midnapore College Centre for Scientific Culture Sevayatan Sikshan Mhavidyalaya, Jhargram	5
SERB Sponsored One day National Seminar on "The Development of Chemistry House on the Pillar of Periodic Table Celebration of 150th Anniversary of Periodic Table"	145	Sponsored by Science and Engineering Research Board (SERB)	1

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On the Job training	One day Workshop on "British Council Spoken English Course Career and Personality Development Course" through e-Governance Services India Ltd. Organized by P.k.College, Contai	British Council	20/11/2019	20/11/2019	125
On the Job training	Utkarsh Bangla (Pasc himbanga Society for Skill Development)	SDO Office, Contai	03/12/2019	03/12/2019	87
On the Job training	Special Lecture on "Keys of Self-improvement	Abhishek Sinha, Secretary, Jagaran	08/07/2019	08/07/2019	62
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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
Belda College	01/08/2019	Teachers Exchange	2
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
160	158.69

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Others	Existing
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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 partially)	Version	Year of automation
LIBSYS	Partially	LIBSYS4	2012
KOHA	Partially	16.11.09.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	55329	1195255	775	219147	56104	1414402
Reference Books	6143	499751	282	76924	6425	576675
e-Books	164300	Nill	Nill	Nill	164300	Nill
e-Journals	6000	23600	Nill	5900	6000	29500
Journals	32	48789	Nill	Nill	32	48789
CD & Video	42	Nill	Nill	Nill	42	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

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	248	162	90	6	113	19	46	10	18
Added	25	40	60	4	30	3	6	0	2
Total	273	202	150	10	143	22	52	10	20

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
Media Centre	https://pkcollegecontai.ac.in/page.aspx?page_id=1212

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 incurred on maintenance of physical facilities
169	14565282	42.5	3722431

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, HoDs are 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. • College provides staffs for continuous maintenance of computer and classroom facilities.

https://pkcollegecontai.ac.in/page.aspx?page_id=1142

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	1625	853176
Financial Support from Other Sources			
a) National	Kanyashree (K1), Kanyashree (K2), Sitaram Jindal Foundation, Post Matric Scholarship Beedi Workers, Vivekananda , K3, SC/ ST/OBC, Scholarship given by Dr. D. N. Sain, Visiting Faculty in Physics (16 nos.) Prabhat Kumar Dinda Biswambhar Dinda Memo	1962	27040850
b) International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	05/11/2019	658	All Departments
Personal Counselling and Mentoring for all students	08/07/2019	658	All Departments
Language lab	08/07/2019	142	Department of English
Yoga and Meditation	11/09/2019	76	Contai PKC Alumni Association
Personal Counselling and Mentoring for female students	08/07/2019	365	Women Cell
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

2019	Career Counselling And Guidance for competitive examinations	37	572	13	11
No file uploaded.					

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
2	2	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Shriram Transport Finance Company Limited	47	15	Nil	Nil	Nil
No file uploaded.					

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

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

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	11
SET	6
GATE	5
Any Other	3
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Gold medal at SKJFI 9th Karate Championship	International	1	Nil	PKC181455	Anima Kar
2020	Silver medal at SKJFI 9th Karate Championship	International	1	Nil	PKC181455	Anima Kar
No file uploaded.						

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

Every college has a podium for the dynamic contribution of the students in a variety of academic 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 and resolved. The council represents itself in all the academic and administrative committees of the college. The Governing Body of the college coopts some of the students with managerial capacity to keep running various activities of the college. The various activities of the students are as follows. 1. Organized Blood Donation Camp in collaboration with the Alumni Association of the college. 2. Organized Free Blood Group and Thalassemia Detection Camp for the students in collaboration with the Alumni Association. 3. Organized Rakhi Bandhan Utsab with a view to spread the message of fraternity amongst the students. 4. Organized Sports and Games with special emphasis on the 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.

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 Bouddhikmonastic 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 bridge the gap between the different stakeholders of the college. The Alumni Association has motivated the teachers and students towards the practice of YOGA.

5.4.2 – No. of enrolled Alumni:

800

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

80000

5.4.4 – Meetings/activities organized by Alumni Association :

The Activities of the Association during the Academic Session 2019-20 are as follows: 1. Observance of foundation day on 15/07/2019, 2. Organized School level cultural competition on 10/08/2019, 3. Observation of Independence Day, 4. Observance of the 79th death anniversary of Rabindranath Tagore and Prize distribution for cultural competition on 17/08/2019, 5. Celebration of Teachers Day, 6. Organized Eye Camp and Cataract Operation on 13/11/2019, 7. Celebration of bicentenary birth anniversary of Iswar Chandra Vidyasagar and lyrical drama on Vidyasagar written by Prof. Gourhari Giri on 22/11/2019, 8. Birth Anniversary celebration of Mahatma Gandhi and Lyrical drama written by Gourhari Giri on 05/03/2020, 9. General Meeting regarding : i) awards to octogenarian ii) "Nisa Rani Giri awards to the highest mark scoring girls students of UG Courses at P.K.College, Contai, iii) Dipanwita awards to the highest mark scoring students of P.G Course at P. K. College, Contai on 08/03/ 2020, 10. Donation to Chief Minister Relief fund of Govt. of W.B for the distress people affected by Amphan and Corona on 17/03/20. Some meetings of the Alumni were held on the following dates for conducting the above activities as follow 07/08/2019, 03/09/2019, 07/11/2019, 07/02/2020, 17/02/20 including the AGM held on 01/03/2020.

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)

The Practice of decentralization and participative management is realized in both the academic and administrative spheres of the college. Though the Governing Body is at the peak of hierarchy so far as the policy-framing mechanism is concerned, nonetheless, it allows satisfactory space to the Principal, the academic head of the institution, to exercise the autonomy of the office in ensuring the practices of decentralization, and each stakeholder performs duly assigned role in planning and implementing administrative as well as academic activities for the all-inclusive growth of the institution. Modus Operandi of the Practice of Decentralization and Participative Management: 1. At Administrative Level: To accelerate the academic as well as administrative activities without obstruction, it has been the practice of the institution to evenly divide the academic and administrative responsibilities among all the staff members, depending on their skills and abilities. Ipso facto, committees have been formed at the beginning of every academic session for the several academic and co-curricular activities to be performed during the entire academic year, 2018-19. It also has been the practice of our institution, to convene the meeting with the different committees at regular intervals with an object to ensure the transparency in policy execution. Through the meetings, his highness requests the faculty members of the responsibilities they are to comply. The participative decision making ensures mass participation of all the staff 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 day to day activities. He strives to ensure the smooth and steady functioning of the activities of the college in a cordial collaboration with the faculty members, students and different stakeholders of the college. 2. The Principal has always been untiring to discuss and decide on matters related to academics. At the beginning of 2018-19, the Principal convenes a meeting of the Teachers' Council to unanimously s/elect the Secretary of the same council. It has been a glaring instance of our participative management system that all the teachers perform their assigned activities through their mass participation, as and when necessary. It has been the practice of our institution to appoint the Head to a department to supervise the academic activities, duly supported by other members of the department. The Heads are appointed for a period of three years. Upon the request of the Principal, at the beginning of the academic session 2018-19. the Heads of respective departments convene the Departmental meeting to evenly distribute the classes and assignments. Besides, all the departmental academic activities are discussed in the meetings held at regular interval. For 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

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
Research and Development	<p>The college has established two research centres in Social Sciences and Humanities, and Natural and Life Sciences under the aegis of Vidyasagar University. We have advertised for the admission on--/--/--- ,conducted RET for the non-NET/SET/CSIR students on .../.../... final selection Viva voce on 06/01/2020, 07/01/2020 and 07/02/2020. The result is pending owing to the Pandemic of Covid-19. During 2019-20, the institution has established a DST-FIST sponsored Research Centre to promote Inter-disciplinary research. Besides, the teachersremain actively engaged in research and publication. They have been regularly publishing research papers in different national and international referred journals, indexed and cited. Library, ICT and Physical Infrastructure/ Instrumentation: As a matter of fact, every student's alma matter is books, a library where s/he can spend the rest of his/her life reading, simply satisfying his/her curiosity. Library services are partially automated with</p>

KOHA software running presently. Truly, the introduction of ICT has revolutionized the art of teaching and learning. Every UG department 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 they have sublimated and transformed the TL method with the help of ICT-enabled classrooms.

Examination and Evaluation

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. Most importantly, of late, the university concerned has granted partial autonomy to the respective post-graduate departments of the college. As such, the institution has acted upon accordingly in setting up a separate Post Graduate Examination Cell. We have a Controller's Section with a newly appointed Controller of Examinations.

Teaching and Learning

As was with Academic session 2018-19, during this academic session also 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. In Pre-Covid period, the use of ICT has been significantly increased by the teachers in class room teaching during 2018-19. Students' Seminar and special contact programmes have been organized to render the students marketable. In the Post-Covid period, it is worth mentioning that the teachers have significantly used the virtual platforms for conducting Live Online Classes and delivering learning materials. The Virtual Platforms used by teachers during Lock-down are as follows: 1. Whatsapp 2. Google Duo 3. Google Meet 4. Google Classroom 5. Zoom

6. Cisco Webex.

<p>Curriculum Development</p>	<p>As the college is affiliated to Vidyasagar University, the academic activities are strictly harnessed by the rules and regulations of the University concerned. Still then, during 2018-19, the college has performed an affirmative role in Curriculum Development. The details are as follows: (1) Some of our teachers remained engaged in in Board of Studies (both in UG and PG) of the University. (2) Some teachers participated in the workshops for revising and restructuring the curriculum conducted by the University concerned. (3) The departments having the Field Study as a part of their curriculum arranged for excursions with a view to gain field experience for the social science students.</p>
<p>Industry Interaction / Collaboration</p>	<p>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 form different parts of the country have helped the students get acquainted with the scopes and opportunities, and outcomes of different courses. During 2019-20, we have collaborated with Child and Social Welfare Society, Paschim Medinipur for Skill Development Programme, with Haldia Institute of Technology for the "Development of International Education, with Contai Sri Ramkrishna Sarada Ashram for Skill Development, with SJ SURJATECH PVT LTD., Kolkata for B.Voc in Solar Technology.</p>
<p>Admission of Students</p>	<p>For the Academic Session 2019-20, admission process is executed fully online. All merit lists admission related information displayed on the website for greater transparency. Single-window system of application Admission. Online payment system are introduced for student's admission process.</p>

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

E-governance area	Details
<p>Planning and Development</p>	<p>We have a dedicated section with a devoted committee comprising some of the faculty members, a software engineer, contractors and technicians</p>

	for planning and implementation of e-governance.
Administration	All administrative activities of the college are duly notified and displayed on the dedicated website of the college.
Finance and Accounts	We use to maintain Finance and accounts digitally with the help of some dedicated soft-wares.
Student Admission and Support	In the area of Students Admission and Support, we have Online Admission System, SMS Service vis Text Msg and Whatsapp messages, Suggestion Box and Complaint Box, Public Address System, Career Counselling Cell in operation.
Examination	All examination-related notices are duly displayed digitally on the website of the University concerned.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Tithi Maity	Regional state science congress	Science and Technology Bio technology Government of West Bengal	500
2019	Dr. Ratan Sarkar	National conference on Independent Living and Sustainable Development of PWIDS	National Institute for the Empowerment	500
2019	Tamal Basu	Vidyasagar University	Reforms in Financial Institutions and Markets : India and the Globe organised by Department of Commerce	500
2019	Arjun Patra	Erga SSB College	WBBB sponsored state level seminar on Costal Biodiversity and its conservation	500

2020	Dr. Tithi Maity	State Science congress	Science and Technology Bio technology Government of West Bengal	500
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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)
2019	Keys of Self-Improvement Organized	NIL	21/06/2019	08/07/2019	45	Nil
2019	NAAC Sponsored Two-day National Seminar on "Use of ICT Digital evolution : a New approach to Learning and teaching in Higher Education	NIL	13/11/2019	14/11/2019	53	Nil
2019	One day Workshop on "British Council Spoken English Course Career and Personality Development Course" through e-Governance Services India Ltd	NIL	20/11/2019	20/11/2019	50	Nil

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RC	2	26/11/2019	09/12/2019	13
RC	2	29/07/2019	23/08/2020	28
Short Term Course	3	05/11/2019	11/11/2019	6
Short Term Course	1	20/11/2019	26/11/2019	6
OP	3	18/11/2019	07/12/2019	19
RC	1	27/08/2019	09/09/2019	13
NNRMS Course	1	13/05/2019	05/07/2019	53
RC	1	14/10/2019	26/10/2019	13
RC	1	18/11/2019	30/11/2019	18
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Loan facility from ECCS	Loan facility from ECCS along with Puja Bonus on the Month of October	As in 2019-20, The teachers council also helps the needy students at their crisis of funds for meeting up expense in case of very serious physical condition. The fund collected on emergency basis is provided to the concerned students.

6.4 – Financial Management and Resource Mobilization

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

The College conducts Internal Audit, and for the same we have a dedicated Finance Sub-Committee comprising of both the internal and external members of the Governing Body. Meetings of the Finance Sub-committee are regularly held to discuss finance related issues and to project the roadmaps of the finance-based activities. The External Audit is executed by Higher Education Department, West Bengal. The Finance Branch of the Department appoints a Third Party (Chakraborty Co.) for executing the External Financial Audit. The External Audit of the Institution of 2019-20 is not yet executed owing to the pandemic of Covid-19.

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
Prasad Hazra, Prasanta Motor	223000	Overall Development of College
No file uploaded.		

6.4.3 – Total corpus fund generated

5621631

6.5 – Internal Quality Assurance System

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

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

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

Due to the large students strength it is very difficult to conduct a central parent teacher meeting by the authority. To get rid of this problem the College authority has permitted each department to convene individual parent teacher meeting one/twice in a year. On the basis of the individual meeting organized by the every department the authority generally takes the initiative in the deserving issue suggested by the parents. In the parent teacher meeting organized by Dept. of Music one of the parents has given one changer harmonium for the department as a token of love. In the Zoology dept. parent teacher meeting one of the parents donates some colour fishes for aquaculture practical purpose. Actually he has an arrangement of producing colour fishes. One of the parents of political science has given a sound system for one of the class rooms to resolve the audio hazards.

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. Three more Certificate Courses have been introduced. 2. "BASTRA BANK" is developed inside the College Campus. 3. U.G. Course in Aquaculture Management and Post Graduate Course in Chemistry have been introduced 4. The activities of the Research Centres have been initiated with the completion of RET and the viva-voce of eligible candidates. 5. Some modification regarding the development of development of Sand Dune BioDiversity Park has been performed.

6. People's Biodiversity Register of Contai Municipality has been developed. 7. Ground Floor of the extended Science Block has been constructed

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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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
Anthropometric Assessment of adolescence girls and boys	18/11/2019	18/11/2019	43	Nil
One-day National Seminar on "Women and Law" organized by IQAC, P.K.College, Contai in Collaboration with Contai Hindu Girls' School, Contai	04/02/2020	04/02/2020	61	11
Addressing Inequality and Discrimination: An approach towards inclusive Growth	27/01/2020	28/01/2020	87	59

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
Extension of PAKSHIRAJAN'S DREAM: We have already promoted the said project last year by installing a number of clay-pot-nests for the birds inside the campus. This session, i.e., in 2019-20 we have increased the number of clay-pot-

nests inside the campus. Significantly, the number of birds get increased inside the campus of the college. Sustaining the project of GO GREEN: As our mother Earth is being fully rendered to a plastic-planet, the Go GREEN project promoted erstwhile is strengthened during this academic year. We have accented on the activities of tree plantation, celebrated Van Mahotsav, reduced noise level in- side the campus, monitored illumination, Cross-ventilation, and increased flow of air inside the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	8
Provision for lift	Yes	4
Ramp/Rails	Yes	5
Braille Software/facilities	Yes	4
Rest Rooms	Yes	4
Scribes for examination	Yes	2
Special skill development for differently abled students	Yes	1
Any other similar facility	No	Nil

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
2019	Nil	1	18/11/2019	1	Anthropometric Assessment of adolescence girls and boys at Kishornagar Sachindra Sikha Sadan, contain	Concern people about the mental status of girls and boys in a adolescence period. How to behave with them in adolescence period.	43
2019	1	Nil	26/10/2019	1	Workshop on "Traditional Biodiversity	People take responsibility to conserve	182

					<p>y Knowledge and Community Livelihood Development through Apiculture "</p> <p>organized by BMC, Contai Municipality P.K.College, Contai</p>	<p>the local biodiversity resources and a short term training on apiculture</p>	
2019	1	Nil	31/07/2019	1	<p>Inauguration of Mushroom Cultivation Training Centre organized by Department of Botany collaborated with Sri Ramkrishna Sharada Ashram P. K.College, Contai</p>	<p>Educate local people about the cultivation of Mushroom in their home.</p>	35
2019	1	Nil	30/08/2019	1	<p>Inauguration of "Certificate Course on Solar Technology" organized by Department of Physics, P.K.College, Contai in association with SG Surjatech Pvt.Ltd. and Surjakra,</p>	<p>Educate local people about the use of Solar Technology.</p>	23

					kolkata		
2019	1	Nill	06/09/2019	1	Thalass emia Awareness Screening Camp organized by NSS Units Students Organizat ion, P.K. College, Contai in Associati on with D epartment of Health, Govt. of West Bengal	Awar students and local people about the organized Thalasse mia and its preve nsion	55
2019	1	Nill	26/12/2019	1	Solar Eclipse O bservatio n camp Organized by Depart ment of Physics and Computer Science, P.K.Colle ge, Contai	Award students about the phenomeno n of Solar eclipse and science behind it.	80
2019	1	Nill	25/09/2019	1	Celebra tion of National Nutrition Month col laboratio n with IQAC. Health camp and diet cons ultency	Aware local people and students about Nut ritional requireme nts for their liv elihood	80
2019	1	Nill	13/11/2019	1	To observe common nu tritional deficienc ies	Address ing different nutrition al defici encies prevelent in local	33

community and their remedy

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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	15/07/2019	Our institution uses to upholds Human values and Professional ethics code of conduct to help all the stakeholders learn the art of keeping the head in an environment of conflicts and stress both in work-fields and in one's life. Strict adherence to some values and ethics will certainly help improve one's ability, power of judgement and refine one's behaviour and actions in performing the duty towards family, organization and society.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Ekata Divas	31/10/2019	31/10/2019	235
Seminar on 'The journey of an Indian Scientists: Tribute to Prof.J.C. Bardhan'	07/08/2019	07/08/2019	136
Seminar on 'Bikram Ambala Sarabhai , Ak annonyo Jiban Katha'	27/09/2019	27/09/2019	158
Fit India Movement	29/08/2019	29/08/2019	104
ICPR Sponsored One day National Seminar On "Tradition, religion and Morality: an Indian Perspective"	16/09/2019	16/09/2019	190
One-day Special Lecture in memory of Prof. Probohd Kumar Bhowmik	29/11/2019	29/11/2019	98

organized by Department of Anthropology, P.K.College, Contai in Collaboration with Indian Anthropological Society			
Special lecture on "Einstein on Light: Light on Einstein"	20/12/2019	20/12/2019	51
Independence day Celebration	15/08/2019	15/08/2019	205
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Paperless communication. 2. Extension of 3Rs Project. 3. Replacement of incandescent bulbs and traditional fluorescent tubes. 4. Awareness programme on Save Paper Save Earth. 5. Use of bio-degradable materials.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-I: TITLE: Environment consciousness among students and people in Contai Municipal area. **OBJECTIVES:** 1. To preserve and promote local biodiversity- breeds of birds, animals and plants. 2. To Prepare People's Biodiversity Register (PBR). 3. To maintain data medicinal plants/resources used by local Vaidhya. 4. To advice State Biodiversity Boards on matters related to local biodiversity. 5. To conduct the Project on "Dune Biodiversity Restoration – Educational Park". 6. To conduct the Seminar and Awareness Programme on Biodiversity. 7. To conduct the workshop on "Bee-Keeping" for training the Self Help Group. **THE CONTEXT:** Conserving biological diversity involves restoring, protecting, conserving or enhancing the variety of life in an area so that the abundance and distribution of species and communities provide for continued existence and normal ecological functioning, including adaptation and extinction. Today our biosphere is in danger of extinction for a variety of reasons like lack of conservation in ecological planning and destruction of natural habitats. One of the most environmental issues today is the conservation of biodiversity. Therefore, Biodiversity Management Committee of Contai Municipality jointly with Prabhat Kumar College, Contai protects and enhances biological diversity, while continuing to meet people's needs for natural resources. **THE PRACTICE:** 1. The use of plastic bags is avoided 2. Motivated to use jute bags or cotton bags 3. Use of renewable energy 4. Plantation of trees and green grass 5. Arrangement of Seminar and awareness programme 6. Hands on Training to the SHGs on "Bee - Keeping" **EVIDENCE OF SUCCESS:** The use of jute or cotton bag is increased. As well as the plantation is increased by the local people. Improvement of solid waste management as well as formation of Bio-Club in school has been occurred. **PROBLEM ENCOUNTERED:** 1. More interested people are required in doing this activity. 2. More budget provision is needed. 3. The gap between local people and management 4. Ignorance and less interest in eco - friendly environment **BEST PRACTICES-II 1.-** Title of the Practice- **COMMUNITY AWARENESS AGAINST ARSENIC POLLUTION OF DRINKING WATER AND ITS MITIGATION PROCESSES.** 2. Objective of the Practice- Arsenic contamination of drinking water ia a major public health problem not only in our state but also in many countries throughout the world. Arsenic contamination occurs by leaching inorganic arsenic into the underground water

which, when used as drinking water collected through pumping the shallow tube well and after being consumed by mouth for 2-6 years, leads to cumulative toxicity in our body by affecting the skin, lungs, GI- system, CVS, Neurological system and even our hemopoietic system, and by causing Arsenicosis. When the arsenic content in drinking water exceeds .01 mg per 100 ml of water and consumed regularly for 2-5 years at a stretch, it leads to arsenicosis which is manifested by melanosis, keratosis, hyperkeratosis, ulceration of the feet, conjunctival congestion, pigmentation inside the mouth, recurrent cough and cold, gastro-intestinal disturbances, anaemia, restricted lung functions, and neurological deficit ultimately leads to carcinoma, lung, bladder, liver and skin carcinoma. Under such circumstances, we on behalf of NSS Probhat Kumar College, conducted 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. Results showed that all the tube wells of our municipality maintained the normal level of arsenic that is below .01 mg per 100 ml of water. It was performed by our NSS team in collaboration with a Medical NGO, SwasthyaBhabna Welfare society of Serampore, Hooghly, authorized and authenticated for executing the task. 3. Contextual feature- Arsenicosis is a major public health problem in 13 districts of West Bengal. The districts are affected as Kolkata, Howrah, Hooghly, Burdwan, North 24 Parganas, South 23 Parganas, Nadia, Murshidabad, Maldah, Jalpaiguri, North Dinajpur, South Dinajpur and Darjiling (Few parts). With respect to that, our district, PurbaMdinapur 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.

Challenge of the task is that there is no dedicated fund in our college to run the project for a long period of time and no local expert is available to detect the arsenicosis cases. We have to depend on the external Resource

Persons who could afford too little time for the said project. Most importantly, our students are not well educated on this field to cope up with the very situation. 4. The Practice:-i) 3-4 Seminars have been organized in our college for the students' awareness regarding arsenic toxicity of drinking water since 2016. ii) Periodical water testing of Tubewell 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 SwasthyaBhabna 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 persons 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. 5. Evidence of success- i) Still Photographs and Video Photographs of Seminars are enclosed. ii) Periodical reports of water testing of the community tube well for drinking water are enclosed. Evidence for Group discussion among the community and ward councillors are taken into account. iv)

Student-Teacher interactive session was held v) Part of the Infrastructure development was initiated for further project works. vi) Manpower, trained to carry out water quality analysis. VII) Capacity building of local NGO, Voluntary Organisations and Panchayats to tackle similar problem in the locality in the future. VIII) A better inter-agency co-ordinated working

atmosphere established for undertaking similar projects in the future. IX) Rainwater harvesting structures created and to be implanted in due course. X). Developed effective and qualitative IEC materials for creating mass awareness (such as posters, hand bills, booklets, visual display) were prepared and circulated. 6.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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://pkcollegecontai.ac.in/page.aspx?page_id=1139

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

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8.Future Plans of Actions for Next Academic Year

A. To inaugurate Principal's Quarter B. To introduce more Vocational courses C. To use online platform effectively for teaching and learning D. To encourage the faculty members for conducting Webinars regularly E. To encourage Women teachers for proliferation of the activities of Women's Forum F. To publish a Natural Science Journal (Peer reviewed) G. To introduce more vocational courses for skill development H. To introduce more PG courses I. To continue research centre activities for the next year J. To develop Bio-Diversity park and Green campus facilities K. To construct the first floor of extended science block L. To develop kitchen garden and mushroom framing M. To develop playground facilities N. To develop shooting range O. To introduce "Swayam" local chapter in this college

