



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		PRASANNADEB WOMEN'S COLLEGE
Name of the head of the Institution		DR. SAMAPTI SAHA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03561230146
Mobile no.		9474569775
Registered Email		pdwomenscollege@gmail.com
Alternate Email		samaptiakashraj@gmail.com
Address		CLUB ROAD
City/Town		JALPAIGURI
State/UT		West Bengal
Pincode		735101
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR. UDAY SANKAR AGARWALLA
Phone no/Alternate Phone no.	09832430715
Mobile no.	7908492162
Registered Email	collegepdqac@gmail.com
Alternate Email	udaygrwlla@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://drive.google.com/file/d/1BHM_cJNxNY4KgEt6HRPlgWLOpCwh90PIi/view?usp=sharing
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://drive.google.com/file/d/1Aleiy-MbuLEUhmAIj_W4-OPxIAeBVQt/view?usp=sharing

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B++	2.88	2016	05-Nov-2016	04-Nov-2021
1	B+	0	2004	16-Sep-2004	15-Sep-2009

6. Date of Establishment of IQAC	24-Nov-2012
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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

Induction Programme for 1st year B.A. & B.Sc. Students (Honours for B. A. and B. Sc.; Programme course for B. Sc.)	07-Jul-2018 1	600
Jagadish Chandra Bose National Talent Scholarship-Awareness Programme	20-Jul-2018 1	61
Induction Programme for 1st year B.A. Students (Programme Course)	23-Jul-2018 1	800
Workshop on CBCS	02-Aug-2018 1	35
Commencement of Honours course in Computer Science	01-Jul-2018 1	12
Celebration of Independence Day	15-Aug-2018 1	400
Ban-Mahotsav with Tree plantation	18-Aug-2018 1	100
Launching of BBA course	23-Aug-2018 1	25
Industrial Training for students of Computer Science	29-Aug-2018 1	20
Observation of National Sports Day	29-Aug-2018 1	100

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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
Prasannadeb Womens College	RUSA 2	Ministry of Human Resource Development	2018 365	10000000
Prasannadeb Womens College	UGC XIIith Plan, College Development	UGC	2018 365	409342
Prasannadeb Womens College	Seminar/Conference	State Government	2018 365	200000
Prasannadeb Womens College	Salary Grant	State Government	2018 365	54554359

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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	6
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
Induction Programme for 1st year B.A. B.Sc. Students (Honours and Programme.)
Organizing Workshop on CBCS system
Launching of BBA course
Commencement of 'Honours' course in Computer Science

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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 create oppotunities for the students for direct recruitment.	100 Hours Free Employability Training Programme conducted by (TCS) From 9thJanuary, 2019 to 29thJanuary, 2019 was organized through which 15 students got appointment.
To enrich laboratories	Order was placed for the laboratory equipment nearly of rupees twenty lakh.
To organize programmes to improve communicative skills of the students	A five-day workshop on communicative English in collaboration with AVLON Siksha Niketan, Siliguri was held for the period of 13.9.2018-18.9.2018. Total 31 students participated in that workshop.
To improve infrastructure for sports	Purchase of sports items nearly of

	rupees four and half lakh was initiated.
To ensure students' participation in the seminar	A two-day Interdisciplinary Student Seminar and debate competition was held in between 5.10.2018-6.10.2018 where total 102 students participated in the event.
To enhance library resources	Initiation of procurement of books of more than rupees six lakh and e-resources of rupees one and half lakh was made.
To commence 'Honours' course in Computer Science	Honours course started in Computer Science from 2018-19 academic sessions.
To enhance intake capacity for admission	Intake capacity increased.
To initiate process of construction of a new building with large classrooms.	Proposal was sent to NBDD.
To improve IT infrastructure of the institution.	Process of purchase of computers and related equipment more than of rupees fourteen lakh was initiated.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
IQAC	18-Aug-2023

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	16-Feb-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college website provides the necessary information about the different aspects of Management Information Systems (MIS) that are used for Admission, Examination and Library management. These MIS are not integrated into a single module, but they offer various functions and
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features for each domain. For example, the Admission MIS handles the entire process of form fillup, fee payment, merit list generation, seat allocation and data storage. The Examination MIS facilitates the internal assessment of students by arranging their seating, calculating their marks and publishing their results. The Library MIS was the pioneer in North Bengal to adopt ecatalogue and digital management system during the year 2012.

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

The institution's machinery, developed through performance over the years, was put to test by the CBCS System introduced in 2018 by The University of North Bengal to which the institution is affiliated. The machinery was effectively geared up to meet the new challenges thrown up by the new curriculum. New textbooks and reference books were purchased for the Humanities Departments and new instruments and materials were procured for the lab-based Departments, keeping in mind the demands of the new curriculum. The fund received from RUSA was utilized for such purchases. Departments were told to make new teaching plans to fit in well with the new syllabus and for its proper delivery. The Semester System required emphasis on timely completion of the syllabus, students' feedback and regular monitoring of the progress with the syllabus. All the Departments put in their best efforts to stick to these principles. The standard of the curriculum delivery was maintained by making the classroom discussions on textbooks rely on the Reference books as much as practicable within the time-limit of a Semester. For curriculum delivery, the Departments drew on the traditional lecture-method as much as on the occasional use of Smart Class Room and the project monitor, besides using the blackboards in the class rooms. Together with classroom teaching, some Departments had successfully arranged for show of feature films which are relevant to the curriculum. The teachers helped the students find the required books from the library and from online sources. Regular monitoring was done by asking for individual feedback from the randomly selected students in the classrooms. The laggards were inspired to meet the teachers in the staff room for their doubt-clearing; they were provided with study materials and sometimes they were advised to get in touch with the cell for personal counseling of the institution. The final feedback of the students was taken in the form of an Internal Test Examination conducted by the college before the commencement of the final examination of the University.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
N.A.	N.A.	Nil	0	N.A	N.A

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	Tourism, Aviation and Hospitality	23/08/2018
BSc	Computer Science	02/07/2018
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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
BA	BACHELORS OF ARTS WITH HONOURS IN BENGALI	01/07/2018
BA	BACHELORS OF ARTS WITH HONOURS IN ECONOMICS	01/07/2018
BA	BACHELORS OF ARTS WITH HONOURS IN ENGLISH	01/07/2018
BA	BACHELORS OF ARTS WITH HONOURS IN GEOGRAPHY	01/07/2018
BA	BACHELORS OF ARTS WITH HONOURS IN HISTORY	01/07/2018
BA	BACHELORS OF ARTS WITH HONOURS IN POLITICAL SCIENCE	01/07/2018
BA	BACHELORS OF ARTS WITH HONOURS IN PHILOSOPHY	01/07/2018
BA	BACHELORS OF ARTS WITH HONOURS IN SANSKRIT	01/07/2018
BSc	BACHELORS OF SCIENCE WITH HONOURS IN BOTANY	01/07/2018
BSc	BACHELORS OF SCIENCE WITH HONOURS IN CHEMISTRY	01/07/2018
BSc	BACHELORS OF SCIENCE WITH HONOURS IN COMPUTER SCIENCE	01/07/2018
BSc	BACHELORS OF SCIENCE WITH HONOURS IN MATHEMATICS	01/07/2018
BSc	BACHELORS OF SCIENCE WITH HONOURS IN PHYSICS	01/07/2018
BSc	BACHELORS OF SCIENCE WITH HONOURS IN ZOOLOGY	01/07/2018
BSc	PROGRAMME	01/07/2018
BBA	TRAVEL, AVIATION, TOURISM	23/08/2018

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

	Certificate	Diploma Course
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Number of Students

0

0

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
Five-day workshop on Communicative English	13/09/2018	31
Two-day Interdisciplinary Seminar and Debate Competition	05/10/2018	72
100 Hours Free Employability Training Programme	01/02/2019	35
Yoga Day	21/06/2018	25
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Educational Visit for field survey project on 15-11-19 at King Saheb Ghat, Jalpaiguri by dept of History.	93
BA	Socio-economic survey and study of land use and land coverage, socio-economic survey of Moynaguri town, dist Jalpaiguri, by dept of Geography.	32
BA	Educational excursion at Kalimpong, Dellow, Lava. Date 20/02/2019 and project (survey of kindergarten school and local survey in respect of nutrition and sanitation) by dept of education.	22
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained

N.A.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HONOURS	790	6111	635
BSc	HONOURS	118	1095	100
BA	PROGRAMME	850	3279	834
BSc	PROGRAMME	64	736	34
BBA	PROGRAMME	20	9	9

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3497	0	41	0	0

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	Number of smart classrooms	E-resources and techniques used
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No Data Entered/Not Applicable !!!

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Not yet framed.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
0	0	Nil

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
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44	41	3	0	25
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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
Nil	N.A.	Nil	N.A.

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B.A. HONOURS AND GENERAL	3RD YEAR	30/05/2018	31/08/2018
BSc	B.Sc. HONOURS AND GENERAL	3RD YEAR	30/05/2018	31/08/2018

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

1) All the departments are asked conduct class tests to find out where the students are lagging behind. 2) Marks are entered in a software system and the result is generated with the same within a very short period for test examinations.

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

Academic calendar, based on the time frame of affiliating University was prepared and followed.

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://drive.google.com/file/d/1ZJliR501M0EQV46mqivlxOKM-3yU5gnW/view?usp=sharing>

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
UG	BA	Honours	316	282	89.24
UG	BA	General	528	431	81.62
UG	BSc	Honours	60	41	68.33
UG	BSc	Honours	26	21	80.76

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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)

[N.A.](#)

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
Nil	0	N.A.	0	0

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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
N.A.	N.A.	

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
N.A.	N.A.	N.A.	Nil	N.A.

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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
N.A.	N.A.	N.A.	N.A.	N.A.	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
N.A.	N.A.	N.A.

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

Name of the Department	Number of PhD's Awarded
N.A.	0

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)
National	Bengali	1	0
National	Mathematics	3	0
International	Botany	2	4.42
International	Chemistry	3	5.12

International	History	5	3.79
International	Zoology	4	3.55
International	Physical Education	1	4.92
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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
Bengali	1
Botany	1
English	1
Physical Education	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
Naxalbari Andolon	Koyel Dutta	Itihas o Sanskriti	2018	0	P. D. Womens College	0
Bangla Uponyaser Uttal sotton	Koyel Dutta	Kiratbhumi	2019	0	P. D. Womens College	0
Draft genome sequence of a novel bacterium, Pseudomonas sp. Strain MR 02, capable of pyomelanin	Sriparna Mukherjee	Genome A nouncement	2018	2.7	P. D. Womens College	3
Electroactive phase nucleation and isothermal crystallization kinetics in ionic liquid- functionalized Zn	Bula Dutta	Journal of Materials Science (Springer) ISSN No. 0022-2461	2018	2.77	P. D. Womens College	5

Viscosity decoupled charge transport in surface functionalized ZnS nanoparticle dispersed imidazol	Bula Dutta	Materials Research Bulletin	2019	4.64	P. D. Womens College	9
Comparison of water quality of Three Rivers Jaldhaka, Karola, Tista: District Jalpaiguri, West Bengal, In	Amrita Das	Journal of Emerging Technologies and Innovative Research	2019	7.95	P. D. Womens College	0
Origin and Development of International Boundary Problems Between Berubari and Bangladesh (1947-1974)	Shyamal Chandra Sarkar	International Journal of Research in Humanities, Arts and Literature	2018	3.798	P. D. Womens College	0
Origin and Background of Land Movement in Colonial and Post 1947 Jalpaiguri District	Shyamal Chandra Sarkar	International Journal of Research in Humanities, Arts and Literature	2018	3.798	P. D. Womens College	0
Weak Galerkin Finite Element Method for Parabolic Interface	Papri Roy	Numerical Functional Analysis and Optimization	2019	1.2	IIT Guwhati	13

Problems with Nonhomogeneous Jump						
Weak Galerkin finite element methods for electric interface model with nonhomogeneous Jump Con	Papri Roy	Numerical methods for Partial differential Equations	2019	3.568	IIT Guwhati	3
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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
N.A.	N.A.	N.A.	Nil	0	0	N.A.
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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	19	9	4	0
Presented papers	18	9	1	0
Resource persons	1	0	0	0
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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
Under "Swachhata Bharat Mission" 'Safai Abhijan' was conducted in a village on the river bank	NSS units of the college	4	80
Rally organized for collection of funds for the relief of flood	NSS units of the college	4	60

Awareness programme on Cyber Crime MOMO Game	NSS units of the college	4	100
Celebration of Golden Jubilee of NSS Foundation Day	NSS units of the college	4	150
Children's Day celebration	NSS units of the college	4	30
NSS Annual Camp	NSS units of the college	4	200
Awareness programme on blood donation	NSS units of the college	4	90
Blood donation camp	NSS units of the college	4	120
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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
N.A.	N.A.	N.A.	0
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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
Swachh Bharat	NSS units	Safai Abhijan	4	80
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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
N.A.	0	N.A.	0
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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
N.A.	N.A.	N.A.	Nil	Nil	0
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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
N.A.	Nil	N.A.	0
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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
1500000	1061050

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	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
Alms	Partially	Nil	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32899	2871743	242	149116	33141	3020859
Reference Books	540	485694	0	0	540	485694
e-Books	3135809	0	0	0	3135809	0
Journals	1417	0	146	0	1563	0
Weeding (hard & soft)	1500	45000	0	0	1500	45000
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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
N.A.	N.A.	N.A.	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	61	1	61	1	1	7	36	20	18
Added	0	0	0	0	0	0	0	0	0
Total	61	1	61	1	1	7	36	20	18

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

20 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
Teachers individually may develops e-content for teachings, computers, internet and LCD projectors are provided by the college	N.A.

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
1000000	811408	1500000	1412205

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)

Framing policies for maintaining infrastructure and other facilities and implementation of them involve the Governing Body, IQAC, office, Teachers' Council, Departmental Heads and various sub-committees of the college. Teachers intimate various requirements for the Heads of the Departments who convey the same to the Principal. Needs with high costs or with greater implications are addressed with G.B.'s accord. Teachers' council is assigned to address various academic and extra-curricular activities. Various sub-committees are formed through a meeting of the Teachers' Council for each academic session. These sub-committees, consisting of both teaching and non-teaching staff, look after routine, examinations, sports and cultural events, seminar etc. Library committee is formed involving all the Heads of the Departments which takes care of the purchase of books for the central library. Purchase committee bears the responsibility of approval and verification of purchase processes. IQAC, formed according to NAAC guidelines plays another pivotal role for quality upliftment of the college. It bears a general responsibility to looks after all the

curricular and extracurricular aspects of the college.

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	Aid Fund	0	0
Financial Support from Other Sources			
a) National	N.A.	0	0
b) International	N.A.	0	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
Five-day workshop on Communicative English	13/09/2018	31	Career and Counselling Cell
Interdisciplinary Seminar Competition	05/10/2018	38	Career and Counselling Cell
Interdisciplinary Debate Competition	06/10/2018	34	Career and Counselling Cell
100 Hours Free Employability Training Programme	09/01/2019	35	Tata Consultancy Services (TCS)

[View File](#)

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
2018	Awareness programme on JBNSTS Scholarship	61	61	2	0
2019	100 hours Free Employability Training Programme	35	35	15	15

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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
0	0	0

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
Tata Consultancy Services	35	15	N.A.	0	0
View File					

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
2019	52	B.A. and B. Sc.	Arts and Science	NBU, RBU, BU, CU, CBU, VBU, GBU, NSOUP, NSOU.	M.A., M. Sc., Ph. D.
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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	4
GATE	1
Any Other	7
View File	

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

Activity	Level	Number of Participants
Cultural Programme	College	500
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
Nil	N.A.	Nil	Nil	Nil	N.A.	N.A.
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

Though there is provision for inclusion one students representative in the Governing Body and representatives from the students are also supposed to operate in the sports and social and cultural activities, but there being no elected Students Council functional in the college, no presentation was officially permissible. Participation of students in various activities however, was ensured by different committees consisting of teachers.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

A few alumni participated in the cultural programme organized to celebrate the foundation day of the college (31st August).

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)

1. Teachers' council, consisting of all the teachers, met regularly to discuss about various academic and extra-curricular activities of the college and gave opinions and suggestions. IQAC of the college consisting of faculty members and members of outside also played a key role in overall betterment of the college.
2. Faculties of various departments conveyed the needs for their departments through the departmental heads who placed them directly before the principal. Teaching and non-teaching staff of the college, as the members of various sub-committees, collectively participated in various academic and cultural events and led them to success.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	An affiliate of the University of North Bengal, the institution can neither change nor develop the syllabi prescribed by the University. Of course, the institution has its representation in the Board of Studies of the University that makes the syllabi. However, the institution exercised its freedom in determining the method of how the syllabi would be

taught. This year the emphasis has been on adopting e-learning as much as on helping the learners adapt themselves to this new way. This was made easier by the fact that almost all the students had their personal mobile phone most of which were android. The institution felt the need to provide the learners with in-campus 'Wi-Fi' facility in near future.

Teaching and Learning

In view of the newly introduced Semester System (CBCS), operative from this year, students were provided with study materials and necessary information about the relevant websites, besides relying on the traditional lecture-method of teaching. The occasional use of Smart Class Room added a new dimension to teaching. Educational tours have been conducted by the Departments like Botany, Zoology, Education, Geography and Bengali. Students of the Institution participated in the Inter-College Youth Parliament Competition conducted by the University. Students from different departments team up for participation in this competition and they succeed in winning prizes almost every year. This year was no exception.

Examination and Evaluation

The practice of continuous evaluation was adopted to monitor the smooth delivery of the syllabi. Students were prepared for an internal test prior to each of the semesters. The incomplete part of the syllabi, if any, was taken care of by supplying study materials to the students. Students were notified in time for the internal test and in due time the exam schedule was published in the college Notice Board. The evaluation process was very transparent: students desiring to see their examined and evaluated scripts are allowed to do so by the concerned teacher. Marks were tabulated in the designated register by the tabulation committee. Results were also published in time.

Research and Development

- MRP-s and Ongoing Projects - One ongoing major project (in Political Science) with total grant sanctioned Rs. 1428000.00 five ongoing minor research projects (in Bengali, Chemistry, History, Physics and Zoology) with a total grant sanctioned of Rs. 1598131.00.
- Leave to attend

	<p>Programmes- Teachers are allowed to attend PhD Course work Programmes, seminars, symposia and workshops. • PhDs awarded - 01 teacher obtained her PhD. • Publications-19 research articles have been published during 2018-19 (4 national and 15 international)</p>
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Digitization of records • Cataloguing and computerization • Barcoding • Maintenance of equipment
Human Resource Management	<p>1. Awareness programme on Jagadish Bose National Science Talent Research Scholarship was held on 20.7.2018 where total 61 students participated in the event. 2. A 5-day workshop on communicative English in collaboration with AVLON Siksha Niketan, Siliguri was held for the period of 13.9-18.9.2018. Total 31 students participated in that workshop. 3. A two-day Interdisciplinary Student Seminar and debate competition was held in between 5.10-6.10.2018 where total 102 students participated in the event. 4. Private companies or firms were contacted for providing students with opportunities for employment where 35 students participated. 100 Hours Free Employability Training Programme under Tata Affirmative Action Programme (TAAP) conducted by (TCS) from 9th January, 2019 to 29th January, 2019. Total 15 students got selected for employment in TCS.</p>
Admission of Students	<ul style="list-style-type: none"> • Admission link was made available from College website. • Filled up forms were to be submitted online within the scheduled date and time. • Computerized merit list was prepared using specially developed software • There was a well-organized and transparent automated admission system in the College. • Admission process was completed within the stipulated time as per the schedule of the North Bengal University.

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

E-governance area	Details
Planning and Development	No notable use of e-governance in this part.
Administration	E-mailing is frequently using in administrative purpose, further, all the notices and the information are made available in the college website.

Finance and Accounts	Computers are used for all sorts of financial calculations and preserving documents. Government's e-governance system is utilized in crediting salaries to the employees. E-tendering process is taken up as and when required.
Student Admission and Support	Online admission system has been introduced for the admission process. Necessary information on various government schemes and scholarships are displayed in college's website. Students any also avail previous years' question papers online from the college website. E-catalogue system in library enabled students to search books more conveniently.
Examination	Most of the parts of the arrangement for examinations were made digital. Specific software was used for the seating arrangements of the huge number of students. In the test examination, tabulation of students' marks and publication of the result were done using software.

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
Nill	N.A.	N.A.	N.A.	0
View File				

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)
Nill	N.A.	N.A.	Nill	Nill	Nill	Nill
View File						

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	1	03/01/2019	19/02/2019	45
Refresher Course	1	03/01/2019	24/01/2019	21
Short Term Course	1	27/08/2018	31/08/2018	5
Short Term Course	1	10/01/2019	17/01/2019	8
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	12	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Teachers were offered a part of their salary as the puja-advance which was to be recovered from the next ten month's salary without any interest.</p>	<p>Non-teaching staff were offered a part of their salary as the puja-advance which was to be recovered from the next ten month's salary without any interest.</p>	<ul style="list-style-type: none"> • A number of meritorious students were awarded scholarship (JCUDF Scholarship (two awarded) and Aparna Banerjee Memorial Scholarship (one awarded)) • Awareness programme on Jagadish Bose National Science Talent Research Scholarship was held on 20.7.2018 where total 61 students participated in the event. • A 5-day workshop on communicative English in collaboration with AVLON Siksha Niketan, Siliguri was held for the period of 13.9-18.9.2018. Total 31 students participated in that workshop. • A two-day Interdisciplinary Student Seminar and debate competition was held in between 5.10-6.10.2018 where total 102 students participated in the event. • Tata Consultancy Services contacted for providing students with opportunities for employment where 35 students participated. 100 Hours Free Employability Training

Programme under Tata Affirmative Action Programme (TAAP) conducted by (TCS) from 9th January, 2019 to 29th January, 2019. Total 15 students got selected for employment in TCS. • Health services like annual health camps organized by NSS, sick room for ill students and their take care by a registered medical practitioner are in practice. Aqua-guard water purifier systems are installed at different parts of the main building.

6.4 – Financial Management and Resource Mobilization

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

Financial audit was conducted for the session.

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
N.A.	0	N.A.
View File		

6.4.3 – Total corpus fund generated

0

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	S. K. Agarwalla CO.	Yes	Principal
Administrative	Yes	S. K. Agarwalla CO.	No	Null

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

N.A.

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

N.A.

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

1. Honours in Computer Science started from current session 2. BBA course was introduced in the college 3. Construction process of auditorium, canteen and a

separate building with classrooms commenced

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Induction Programme for 1st year B.A. B.Sc. (Honours) Students	07/07/2018	07/07/2018	07/07/2018	600
2018	Jagadish Chandra Bose National Talent Scholarship-Awareness Programme	20/07/2018	20/07/2018	20/07/2018	61
2018	Induction Programme for 1st year B.A. Students (Programme Course)	23/07/2018	23/07/2018	23/07/2018	800
2018	Workshop on CBCS	02/08/2018	02/08/2018	02/08/2018	35
2018	Commencement of Honours course in Computer Science	02/07/2018	02/07/2018	02/07/2018	10
2018	Launching of BBA course	23/08/2018	23/08/2018	23/08/2018	25
2018	Industrial Training for students of Computer Science	29/08/2018	29/08/2018	29/08/2018	20
2018	Observance of Sampriti Saptaha	11/09/2018	11/09/2018	14/09/2018	1000
2018	Five- day workshop on	13/09/2018	13/09/2018	18/09/2018	31

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
Celebration of "International Women's Day"	08/03/2019	08/03/2019	100	0

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
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	9
Ramp/Rails	Yes	9
Braille Software/facilities	Yes	2
Rest Rooms	Yes	9
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

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

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

Title	Date of publication	Follow up(max 100 words)
N.A.	Nil	N.A.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Philosophy Day Celebration	16/11/2018	16/11/2018	150
View File			

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

1) Separate bins were placed for non-degradable and degradable wastes. 2) 'Van Mahotsav' was observed with plantation of trees. 3) The campus was stringently maintained as a smoking free zone. 4) Burning of wastes and weeds was avoided for weeds, weedicides were used. 5) Usual practice of campus cleaning drive by NSS volunteers was followed. 6) Almost all the old bulbs were replaced with LED lights to reduce energy consumption.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college has taken various initiatives to enhance the skills and confidence of the students, especially those who come from backward regions and face economic and social challenges such as: 1) With a view to introduce a regular process to improve communicative and presentation skills of the students, a two-day Interdisciplinary Seminar was organized by the Career and Counselling Cell of the college during October 5-6, 2018. The seminar was open to all B.A./B.Sc. Honours General. Course students who wanted to participate and present their views on different topics. The college provided resources and guidance to the willing participants to prepare their speeches. Fifty students from different streams delivered speeches in the event, while other students were encouraged to attend and listen to the deliberations. The seminar covered a number of significant and burning issues/topics that were discussed brilliantly by the students, making the programme a grand success. 2) Another initiative was a five-day workshop on 'Communicative English' organized by the Career and Counselling Cell of the college. The workshop aimed to improve the communicative skills of the students, which are essential for their future career. Thirty-one students participated in the workshop and learned various aspects of effective communication in English. 3) The college also sought collaboration from industries/agencies to provide job-based training and placement opportunities for the students, especially those who come from the backward areas and have limited access to career-oriented trainings. The Career and counselling Cell of the college organized a 100-hour training programme in collaboration with Tata Consultancy Services (TCS). The programme was a part of Tata Affirmative Action Programme (TAAP) conducted by TCS during 9th - 29th January, 2019. Thirty-five students participated in the programme and gained valuable knowledge and skills for employability.

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

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

The college has a vision of providing quality education, fostering holistic development and empowering women to become responsible citizens of the country with values and potential to contribute in their chosen fields. To achieve this vision, the college has taken several steps and measures, such as: - Adopting a merit-based admission system to ensure academic excellence - Enriching the library with books and e-resources and making them accessible to teachers - Purchasing instruments and chemicals for the laboratories to meet the needs of the departments. - Allotting contingency fund for the science and geography departments - Funding educational excursions for botany, zoology and geography departments - Celebrating days of national or international significance, such as Independence Day, Republic Day, Teachers' Day, International Women's Day, Yoga Day etc. - Organizing various programmes throughout the year, such as

students' seminar, special lecture on career and CV writing, workshop on dress designing, block painting and pot designing, psychological counselling, employability trainings etc. - Encouraging students to participate in NSS activities, such as health camp, blood donation camp, awareness programme on cyber-crime and human trafficking etc. - Facilitating students' access to various schemes and scholarships from the government, such as 'Kanyashree Prakalpa', Post-matric scholarship for minority students, Merit cum means scholarship for minority students and scholarships for SC, ST and OBC. The college thus adopted a holistic approach for all-round development of the girl students with an attempt to uniform catering of opportunities and providing a platform for balanced competition.

Provide the weblink of the institution

www.pdwomenscollege.org

8.Future Plans of Actions for Next Academic Year

The college is committed to enhancing the quality of education and life for its students and staff in the next academic year. Some of the key initiatives that the college will undertake are:

- Further development of IT infrastructure of the college.
- Expanding the classroom capacity to accommodate more students.
- Constructing a new and larger canteen, providing dedicated spaces for NCC, NSS and Career and Counselling Cell.
- Constructing the roadways within the college premises.
- Renovation of hostel buildings
- Further enrichment of college library
- Beautifying the college with garden renovations and plantation of ornamental shrubs and trees.
- Organizing workshops and national/international level seminars.
- Increasing the number of students getting placement directly from the college.
- Increasing the numbers of beneficiaries of student support systems including aid-fund, scholarships from the college and the Government etc.
- To involve more students in social works.
- Make the laboratories of various departments equipped with new instruments to cope with the new syllabi.
- To ensure a comprehensive enrichment of the college library.