



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

PARIMAL MITRA SMRITI
MAHAVIDYALAYA

- Name of the Head of the institution Prof. Nandita Mukherjee
- Designation Principal (in-charge)
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 03562255212
- Mobile No: 9434340495
- Registered e-mail pmsm1985@gmail.com
- Alternate e-mail iqacpmsm1985@gmail.com
- Address Parimal Mitra Smriti
Mahavidyalaya, Near Songachi Tea
Garden, P.O. Mal, Dist.
Jalpaiguri 735221
- City/Town Mal
- State/UT West Bengal
- Pin Code 735221

2.Institutional status

- Type of Institution Co-education
- Location Rural

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **North Bengal University**
- Name of the IQAC Coordinator **Dr. Jaya Adhikary**
- Phone No. **03562255212**
- Alternate phone No. **9434217270**
- Mobile **7384431758**
- IQAC e-mail address **iqacpmsm1985@gmail.com**
- Alternate e-mail address **pmsm1985@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://www.pmsm.org.in/admin/upload/iqac/IQAC50.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.pmsm.org.in/admin/upload/iqac/IQAC51.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.8	2016	04/11/2016	04/11/2021

6. Date of Establishment of IQAC

10/07/2015

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	00	00	00	00

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

- Two webinars have been organized at the International and National level on 11.7.2021 and 13.8.2021 respectively.
- Special lectures have been organized on some of the pressing issues of the times namely: women's rights, value-based education and cybercrime awareness.
- Furnishing of Zoology laboratory and Chemistry Laboratory with gas pipe connection has been completed.
- The solar panel has been installed and its loading capacity has been enhanced.
- Students' Week has been observed from 1.1.2022 to 7.1.2022.

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

Plan of Action	Achievements/Outcomes
Webinar to be organized with the Hindi Department	<p>Two Webinars have been successfully organized. i) Department of Hindi, PMS Mahavidyalaya collaborated with Madhukar Shodh Sansthan, Datiya for an International Webinar on Samkalin Rachnadharmita Me Paryavaran Vimarsh on July 11, 2021. Dr. Anjali Mishra, University of Visual and Performing Arts, Colombo, Srilanka and Dr. Monika Sharma, J. J. University Rajasthan and Member of Hindi Cultural, Tokyo, Japan, were present as resource persons. Prof. Jitendra Srivastav, IGNOU, Delhi delivered the keynote address. 2.) Department of Hindi, PMS Mahavidyalaya organized a National Webinar on Premchand ke Sapno ka Bharat on August 13, 2021. Prof. Arun Hota, West Bengal State University, Barasat graced the occasion as resource person.</p>
Vaccination camp to be organized	Vaccination camp was organized from 30.9.2021 to 2.10.2021 on the college campus. The success of the camp caused it to be extended for two more days from 8.10.2021 to 9.10.2021
Special Lecture to be organized on women's issues	<p>Special Lecture on Women's Rights and Domestic Violence was delivered by Leena Gangopadhyaya, Chairperson, West Bengal Commission for Women. Date: 29.11.2021</p>
Students' Week to be observed	Students' Week has been observed from 1.1.2022 to 7.1.2022. The students' skills, mental as well as physical agility, creative

	<p>aptitude have been tested through various competitions namely: essay, debate, song, recitation, as well as yoga competition. In addition, football and badminton competitions have been arranged on the college campus.</p>
<p>Special lecture on Swami Vivekananda to be organized</p>	<p>Special lecture on Swami Vivekananda's thoughts on Value Education has been delivered by Swami Jnanalokananda, Secretary Ramakrishna Mission, Swami Vivekananda's Ancestral House and Culture Centre. Date: 28/3/2022</p>
<p>Awareness programme on skill development to be organized</p>	<p>An awareness programme on skill development was organized by Pratham Education Foundation on 7.4.2022.</p>
<p>Thalassemia detection camp to be organized</p>	<p>Thalassemia detection camp was organized by the Mal Sub Divisional Hospital in the second floor of the science building of our college on 8.4.2022.</p>
<p>A cybercrime awareness drive to be arranged</p>	<p>A special lecture on 'Cyber Crime' was organized with the collaboration of local Police Administration and SNEHO foundation on 24.5.2022</p>
<p>International Day of Yoga to be observed</p>	<p>International Yoga Day has been observed with the theme 'Yoga for Humanity' on 21.6.2022</p>
<p>CAS of five teachers and one librarian to be proceeded</p>	<p>The requisition for DPI Nominee has been submitted</p>
<p>Uniform dress code to be started for the students</p>	<p>Uniform dress code for the students is all set to be introduced from the next session</p>
<p>Aqua guard machine needed in the Teachers' Common Room</p>	<p>Aqua guard machine has been installed in the Teachers'</p>

	Common Room
CCTV to be installed in the science building	The Science building has been brought under CCTV surveillance.
One projector needed for the science building	One projector has been installed on the second floor of the science building on 20.5.2022
The installation of the solar panel to be completed	The solar panel has been installed on the campus and its loading capacity has been enhanced.
Furnishing of the IQAC room to be completed	IQAC room has been adequately furnished
Furnishing of the Zoology and Chemistry laboratories to be completed	Furnishing of the Zoology lab and the Chemistry lab with gas pipe connection has been completed.
Principal's room, IQAC room, library office as well as the library reading room to be renovated	Principal's room, IQAC room and the library office have been renovated.

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Prof. Nandita Mukherjee
• Designation	Principal (in-charge)
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• State/UT	West Bengal
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• Location	Rural
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8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
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9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2023	24/01/2023
15. Multidisciplinary / interdisciplinary	

- Our college offers education in the three streams of Humanities, Commerce and Science. The existence of a wide range of subjects facilitates interdisciplinary studies and activities.
- The curriculum of different disciplines as framed by the Under Graduate Council has several intersecting areas thereby inviting us to look at the topic from different angles. We address these issues through interdepartmental classes. The reciprocal ventures in this regard enable mutually enriching faculty exchange programmes within the same institution.
- The different departments collaborate in several beneficial and educational endeavours. With the Environmental Science and Geography teachers at the helm we have started a solid waste management project to keep our campus eco-friendly.
- The Science and literature departments are planning to collaborate on an international seminar in the coming years

16.Academic bank of credits (ABC):

Academic Bank of Credits is a digital platform developed by the National e-governance division of the Ministry of Electronics and Information Technology under Digilocker framework. It is designed to store and transfer the academic credits earned by the students from Higher Education Institutions. It is an integral part of the National Education Policy 2020 which is all set to be introduced from the forthcoming sessions.

In such a situation, our educational institution is gearing up for the demands of the changing times. At present we follow a Choice Based Credit System as per the stipulations of the affiliating North Bengal University with effect from 2018. The admission procedure and filling in of examination forms have been completely digitized. Through seminars on NEP 2020 we are trying to make our students understand the meaning and purpose of the ABC. We are awaiting approval from the affiliating university to register officially on the ABC portal.

17.Skill development:

As an educational institution it is our persistent endeavour to make our students self-reliant for a bright future ahead. The development of their innate skills plays a vital role in this regard. This year we have conducted a Students' Week from 1.1.2022 to 7.1.2022. The students' skills, mental as well as

physical agility, creative aptitude have been tested through various competitions namely: essay, debate, song, recitation, as well as yoga competition. In addition, football and badminton competitions have been arranged on the college campus. An awareness programme on skill development was organized by Pratham Education Foundation on 7.4.2022 whereby they sensitized the students about different career-oriented trainings they can avail. The alumni association of our college also conducts periodic skill-development programmes to enhance the employability prospects of our students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Located in a tribal belt in western Dooars, our college caters to the needs of humanity, widely varied in their cultural, linguistic, religious backgrounds. We try to reach out to the students in the three languages recognized by the affiliating North Bengal University: English, Bengali and Nepali with an optimum utilization of our available resources. We have a literature block in our college comprising the four departments: Bengali, Hindi, English and Nepali. The curriculum framed by the UG Council, North Bengal University deals extensively with various branches of Indian language and literature that promotes interdepartmental discourses. While addressing these topics we try to inculcate in our students a basic understanding and appreciation of Indian language and culture. We supplement our classes with special lectures by eminent persons to instil in our students a profound sense of identity and rootedness to their cultural heritage.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

- We are committed to provide a quality education to the students that will facilitate the blossoming of their personality and make them competent for the big, wide world.
- To achieve this end, it is imperative that we focus on outcome-based education from the very beginning.
- Our college offers eight core course and six program courses to the students in different subjects from the disciplines of Humanities, Commerce and Science.
- An orientation session is conducted for the newly admitted students at the beginning of the academic session when they are briefed about the course outcomes and scope of the syllabus in the introductory classes.
- Through different student seminars, assignments, group

discussions and written tests the progress of the students are monitored.

- Particular attention is given towards developing fundamental concepts, sharpening their analytical and problem-solving skills so as to enhance their employability prospects.
- The involvement of the students in different extension activities is the ultimate reflection of their holistic development that each program and the courses offered, endeavour to bring about in their own way.
- During the commencement of each unit and after the completion of the unit, the course outcomes are reviewed.

20.Distance education/online education:

Our college at present is the study centre of two premier Universities providing distance education: Indira Gandhi National Open University (IGNOU) and Netaji Subhas Open University (NSOU).

These study centres have been extremely beneficial for the people of the locality who find in our college a hub offering a wide range of courses beyond the regular curriculum based activities. The offline classes for these study centres that have taken place twice a week on the college campus after the regular classes in the earlier years, have commenced during the pandemic on the virtual platform.

The master routine for the online classes of our college has been prepared as per the decisions in the teachers' council meeting carried out on Google Meet. It has been next uploaded on the college website and PMS Mahavidyalaya App and the classes have commenced accordingly.

After overcoming the initial shock of the unprecedented closure of educational institution, we have endeavoured to carry out our activities nonetheless, thanks to the technological era we live in.

Extended Profile

1.Programme

1.1 15

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 2704

Number of students during the year

File Description	Documents
Data Template	View File

2.2 1415

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 1486

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 25

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 39

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	15
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2704
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1415
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1486
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	25
File Description	Documents
Data Template	View File

3.2	39
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	2542586
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	8
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- Detailed information of the college, courses offered, objectives and achievements are available on the college website and also on PMS Mahavidyalaya App.
- The online admission portal provides the new entrants with all relevant information.
- For timely and effective dissemination of the curriculum framed by the Under Graduate Council the Academic Sub-Committee of the college prepares an Academic calendar which is uploaded on the college website.
- The essential aspects of teaching-learning process are discussed at the Teachers' Council meetings.
- The master routine prepared in due consultation with the different departments is uploaded on the website.
- In case of any queries or difficulties with regard to the framed curriculum, the voice of the college is carried forward by the departmental representations on the Board of Studies.

- Classes this year have been taken in the blended mode. The lockdown phase in the initial part of this session has seen the teachers resorting to different e-learning methods, viz. online lectures, uploading study materials, power point presentations arranging student webinars to make the process interactive and interesting.
- The resumption of offline Activities post lockdown has brought back the personal interface between the mentor and mentee on the college campus.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Academic Sub-Committee prepares an academic calendar that highlights the working days and examination days as planned at the commencement of the academic session which is uploaded on the website of the college. Classes were conducted on a blended mode this year as we witnessed the continuance of the lockdown phase and its eventual termination. Accordingly, two master routines were prepared for both virtual and classroom teaching. The classes commenced in keeping with the situation, and the syllabus was adequately taken care of as per the guidelines of the academic calendar. Throughout the year the progress of the students has been monitored through projects, student seminars before they appear for the University examination which was eventually conducted on the virtual mode, except the practical examinations.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are

B. Any 3 of the above

represented on the following academic bodies during the year. Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

50

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

50

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

- The Curriculum framed by the Under Graduate Council that is followed by the institution as an affiliated college is rather extensive and incorporates some relevant, pressing issues of the times.
- Environmental Studies is a compulsory subject taught at the first semester that seeks to make the students aware of the need for sustainable development and the means to combat environmental degradation. With the Environmental science and Geography teachers at the helm we have started a solid waste management project to keep our campus eco-friendly.
- Ethics is an integral part of the syllabus of Philosophy which ranges from Western to Indian strands of ethical thought, incorporating medical ethics in its train. Such topics promote the growth of moral, ethical values in our students.

- In addition to incorporating seminal texts by women writers, the English syllabus has a separate paper DSE that deals with literary theories, the foremost amongst which is Feminism.
- In Political Science GE paper there is a section on Feminism: Theory and Practice for both Prog. and Hons. Course.
- We supplement our classroom undertaking of such important topics in the curriculum with special lectures delivered by eminent persons from different walks of life.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

14

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3181

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1218

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Situated in a tribal belt and the only college within a radius of 30 Km, ours is a mixed community of students, many of whom are first generation learners, coming from the backward sections of the society. Accordingly, we try to follow a blended mode of teaching in the classroom, mixing the traditional mode of giving lectures and board work with the use of ICT tools and the smart classroom. Special coaching is given to the backward students in addition to the regular classes where the teachers address their psycho- social needs besides the academic ones. By encouraging the students to participate in the student seminars, sports and different cultural activities the institution helps them to drop their inhibitions and emerge as confident individuals ready for the big, wide world.

The institution identifies and responds to special educational needs of advanced learners and endeavours to provide them the stimulus to surge ahead. Teachers in respective departments groom the students for the razor-edge competitive market. This is done through Unit Test, Group Discussion, Competitions and the like. In this way the advanced students are motivated. They

are provided extra book facilities. This pays great dividends in the end.

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

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

Number of Students	Number of Teachers
2704	25

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

As primary stakeholders, the students have been pivotal so far as teaching learning process is concerned. We try to mould ourselves accordingly to cater to their needs. Our primary objective is to engage the attention of the students and make them think on their own. Through group discussions, student seminars we make education interactive and interesting. The students are able to develop their power of logical reasoning and articulation. They are given case -studies to work upon that not only sharpens their comprehension of the particular subject but also prepares them to meet life's challenges in the days ahead. The educational excursions, field works bring a breath of fresh air as the students move out of the confines of the classroom and are duly enriched by their experiences. This reflects on the reports they submit on returning to college. The student-centric learning and an ambience conducive to the same is thus created for a harmonious development of our students' personality.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.pmsm.org.in/admin/upload/igac/IOAC76.pdf , http://www.pmsm.org.in/admin/upload/igac/IOAC94.pdf

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

The arrival of Information and Communication Technology (ICT) has revolutionized the process of teaching. It has opened up new avenues of accumulating and disseminating knowledge that can no longer be ignored in the best interests of all. We accordingly have moved with the times and embraced this new medium of education. As of now we have one smart classroom and two ICT enabled classrooms out of which one is adequately furnished to serve as a seminar hall. The availability of LCD Projector and laptop enables us to take recourse to PPT while teaching and organize seminars, conferences at national, international levels in our conference hall. We are trying to augment these resources gradually to enable more ICT classes simultaneously. However, greater part of this year being consumed by the lockdown period, we resorted to online classes. It is only with the resumption of the normal offline classes for the last few months of this session that we could offer smart classes to the students by the dint of the resources on our campus.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.pmsm.org.in/admin/upload/igac/IOAC75.pdf

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

2.3.3.1 - Number of mentors

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

36

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Besides the class tests and assignments given by the individual teachers as per their discretion, the college conducts midterm and annual tests in order to gauge the progress of the students and to prepare them for the University examinations. The evaluated answer scripts are shown to the students and their mistakes are pointed out. The guardians of the students who perform poorly are consulted to sort out the problem. The continued lockdown enforced by the pandemic that we witnessed in the first half of this academic year interfered with such regular offline activities. We have tried to combat the situation by conducting interactive sessions with the students and giving them assignments based on our online teaching until the resumption of offline classes on the college campus post lockdown. Thus, we have assessed the progress of the students and prepared them for the semester examinations which except the practical examinations were eventually conducted on the virtual mode, as per the stipulations of The North Bengal University to which our college is affiliated.

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

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

In the normal, pre-pandemic times we have taken written examinations of our students at college level, evaluated them meticulously and shown them the answer scripts, pointing out the mistakes. The lockdown period disabled our offline activities

and we have tried our level best to evaluate our students and discuss their performance with them, maintaining thereby a transparency in the whole process. We have given them assignments which have been examined thoroughly and have been discussed in the next online interactive session. The queries of the students related to their marks obtained have been patiently addressed in the light of their performance. The resumption of the offline classes post-lockdown has been greeted with immense enthusiasm and relief by the faculty and students alike. In the tutorial classes we have coached the students, assessed their preparation and motivated them towards better performance in the forthcoming University examination leaving no room for any unaddressed query, or grievance from the students' end.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college offers eight core course and six program course to the students. During the admission process the students are briefed about the subject choices and the future scopes.

Syllabus and the course outcomes corresponding to each subject are discussed by respective departmental faculties at the beginning of the academic session. Newly admitted students are briefed about course outcomes and scope of the syllabus in the introductory classes. Particular attention is given towards developing fundamental concepts, sharpening their analytical and problem-solving skills so as to enhance their employability prospects. During the commencement of each unit and after the completion of the unit, the course outcomes are reviewed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.pmsm.org.in/admin/upload/iqac/IQAC70.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Through different student seminars, assignments, group discussions and written tests the progress of the students are monitored. This helps the faculty members to get an idea of the level of attainment of the outcomes of the different programs and courses at the end of a particular semester. Besides, the involvement of the students in different extension activities is the ultimate reflection of their holistic development that each program and the courses offered endeavour to bring about in their own way.

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

2.6.3 - Pass percentage of Students during the year

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

1401

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.pmsm.org.in/admin/upload/igac/IOAC74.pdf

2.7 - Student Satisfaction Survey

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

<http://www.pmsm.org.in/admin/upload/igac/IOAC66.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

17

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

15

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

We are committed towards nurturing our students as wholesome, conscientious human beings who feel oneness and a natural responsibility towards their community. The importance of extension activities in the neighbourhood in this regard cannot be overstated. Every year we try to involve our students in such extension outreach programmes which instill a feeling of social service and strengthen their rootedness to their community. This year likewise we have arranged vaccination camp and thalassemia detection camp on our college campus. The overwhelming success of the vaccination camp arranged initially for three days from September 30, 2021 to October 2, 2021 caused it to be extended for two more days from October 8, 2021 to October 9, 2021. Our NCC cadets have been actively engaged throughout the year in blood donation camp, neighbourhood cleaning and traffic maintenance in collaboration with the Mal Super Speciality Hospital and Mal Police Station respectively. Such extension activities, we believe, are an integral part of education of our country's youth.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

129

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

As an educational institution it is our bounden duty to provide adequate infrastructure and physical facilities to the dense population of our students. The monitoring and augmentation of the same has been our constant endeavor. As of now the sprawling campus of our college accommodates thirty-three classrooms and three seminar halls out of which one is a smart room. We have three LCD projectors and Laptops which enable ICT equipped classes and have facilitated our organization of seminars of national and international level over the years. We have a separate building for the Science stream while the Humanities and Commerce classes take place in the main building of our college. We have completed furnishing the laboratories of the three science subjects: Botany, Zoology and Chemistry with the necessary gas pipe connection. The stocks of the Central library and the Departmental libraries are regularly monitored and updated. From this year we have introduced OPAC (Online Public Access Catalogue) in the Central library. Besides purchasing books, renewing subscription to NLIST and the print journals, internet facility, printing and photocopy service is available at the Central library.

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

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

We encourage students' participation in different events to bring about their harmonious development. The spacious sports field enables successful arrangement of the Annual Athletic Meet. We have goalpost bars and a sports room where different sports equipments are kept and maintained. We have provisions for playing outdoor as well as indoor games, namely badminton and carom. Different cultural events are held on the spacious college ground. Students participate in all these in large numbers. We have a spacious hall with a stage set with podium and microphone facilities for arranging cultural programs indoors. The college has its own set of musical instruments like harmonium, table and guitar which facilitates spontaneous

arrangement of cultural events round the year.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

1862736

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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

The Central Library of the college is partially automated with KOHA software version 3.18.03, since the year 2015. The Library has two computers with internet facility. The bandwidth of internet connection is 125 MBPS. The Central library subscribes to e-journals, e-books whose access is greatly beneficial for academic exercise of the institution. This year we have introduced OPAC (Online Public Access Catalogue). The Pandemic has underlined all the more the importance of digital resources in the present era. We are working towards complete automation of the library and look forward to completion of the procedure in the coming year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.53 lakhs

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

2276

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The advancement in Information Technology has revolutionized the system of education and has opened up new avenues to access resources across the globe. Our college has embraced the same while preparing the students for the big, wide world.

As of now, we have twenty two computers, out of which ten have internet connection with speed 125 MBPS. We have one smart classroom and two ICT equipped classrooms, the most spacious one serves as a seminar hall. We have a projector and laptop which enables ICT equipped classes and arrangement of seminars of national and international level. Wi-Fi facilities are available in our college since October 4, 2016. There was a persistent demand from the students for an easier access to all the important notices of the college despite the existence of the college notice board and the website. We realized the need for a college app that will bring all details together. PMS Mahavidyalaya App was launched on June 6, 2019. The Galaxy It Station created the App. The App containing subsections: Website, NBU Course, College staff, Syllabus, Notice, and the like, is a comprehensive assemblage of information related to the college. it is regularly monitored and updated by the

college authority.

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

4.3.2 - Number of Computers

22

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

646534

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college constitutes different committees to work for the upgradation of its different facilities. IQAC monitors their suggestions and submits requisition to the Principal who forwards the same to the Governing Body who have the final say on this matter.

As of now we have thirty-four adequately furnished classrooms with one smart room and two ICT equipped seminar halls. We are trying to augment the resources to enable more ICT classes simultaneously in the forthcoming sessions. We have completed furnishing the laboratories of the three science subjects: namely, Botany, Zoology and Chemistry and have installed one projector in the science building. The Central library and the Departmental libraries are well stacked. We have twenty-two computers in the college out of which eight are for academic purposes. We have Wi-Fi facility in our college. The spacious sports field enables successful arrangement of the Annual Athletic Meet. We have a sports room where the equipment is kept and maintained. The Principal's room, IQAC room and the library office have been renovated this year. Thus, we maintain, augment as per our requirement and ensure proper utilization of the physical, academic and support facilities available in our college.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1242

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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

00

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

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

The election of the Students' Council has been postponed until further notification as per Govt. order. Since then, a caretaker students' union is present as an unofficial, purely temporary stopgap measure. In such a situation they have no representation in the Governing Body of the college right now. But that does not deter them from arranging different cultural activities like College Social and Freshers' Welcome. They organize the Teachers' Day and shoulder the responsibility of the Saraswati Puja with religious devotion. However, the publication of the annual issue of the college magazine 'Prasfuran' has stopped

ever since the tenure of the Students' Council has lapped officially. The students nonetheless express and explore their creative abilities in the wall magazines which they bring out departmentally every year.

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

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

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

8

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

5.4 - Alumni Engagement

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

On February 16, 2016 the Alumni Association of the college has been registered vide no. 61311 of 2016-2017 in presence of then Principal of the college, Dr. Uma Maji, NAAC Coordinator Prof. Basudev Paul, and teachers: Dr. Jaya Adhikary, Dr. Dibyendu Dasgupta and Arpita Dasgupta were present. The registration has been renewed subsequently as the Alumni Association initially constituted with eleven members has increased its strength to thirty-one. [last year's figure] The office bearers are as follows:

President : Pranay Pradhan Secretary - Atit Thapa

Joint Secretary - Amit Mandal Treasurer - Prashant Pradhan

Joint Treasurer - Sharmistha Ghosh

The Alumni association holds meetings at regular intervals to chalk out their constructive activities in the best interests of the college. They come to the college on different occasions and actively participate in the activities. They have organized workshops on skill development and job-oriented courses for the students in the bygone years. But the pandemic and the consequent shutdown of the offline activities which continued till the first half of this academic year, disabled any new ventures on their part. They are planning to organize a beautician course for our present students next year.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

To transform our college through the higher trajectory of ground breaking technology into an altar of higher educational institute has been our visionary goal. We are mission bound to make a difference in the lives of the local community and equip our students in accordance with the changing times. Towards that end, we seek to present a reasonable, accountable, transparent and participatory management system. The Governing Body and the IQAC are the two core teams that chart and execute the way forward for the institution. The Head of the Institution

coordinates between them. The Secretary of the Teachers' Council initiates the formation of different committees at the beginning of each year at several levels that take care of different activities of the institution. The members conduct meetings at regular intervals and thereby coordinate and chalk out the way forward for the institution in conformity with our vision and mission.

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

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

The first half of this year was spent in the lockdown before it eventually came to a close. This has affected to some extent but certainly not obstructed the natural activities of our institution in which the teachers and the students have actively participated. We have tried out to reach out to the local community in our small way, so have our students out of their own accord. The college has arranged vaccination camp on the campus and the NCC volunteers have collaborated with the local administration to keep the neighbourhood clean, maintain the traffic during festivities, and conducted blood donation camp in collaboration with Mal Super Speciality hospital. Within the campus, the students on their own have conducted Saraswati Puja, brought out wall magazines departmentally arranged cultural programmes and enhanced the greenery of the campus by planting more trees. Thus, they have been at the helm of various activities throughout the year that enshrine the innate belief of our institution in decentralization and participative management.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As an educational institution we are mission bound to provide quality education to the students that brings about a wholesome blossoming of their personality. Accordingly, we have arranged a series of special lectures by eminent resource persons on some pressing issues of the times namely, women's rights, cyber-crime awareness and value-based education to groom our young students into conscious, conscientious human beings. The first half of this academic year was spent in the lockdown but not gone in waste as we have reached out to our students on the virtual platform. Besides the online classes, the Department of Hindi has organized an International and a National Webinar, both of which have garnered lot of interest and large-scale participation from the institution and beyond. As educators we have a basic commitment to develop the employable prospects of our young learners. Towards this end, the Department of Zoology conducted a webinar for the departmental students to sensitize them about the job prospects in Bio-Science. Thus, we have connected with the students and attempted to empower them intrinsically despite the trying times.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.pmsm.org.in/admin/upload/igac/IOAC87.pdf
Upload any additional information	No File Uploaded

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

The Governing Body and the IQAC are the two core teams that chart and execute the way forward for the institution. The Head of the Institution coordinates between them. The internal organizational structure and decision-making processes lie with the Principal and all administrative and financial powers percolate down to the lower rung of the college. The Secretary of the Teachers' Council initiates the formation of different committees at the beginning of each year at several levels that take care of different activities of the institution. There is a service book committee which prepares and updates the service book of the permanent employees of the college. As an affiliated college our institution is guided by the statute of the University of North Bengal. The teachers on substantive posts

are appointed as per the recommendations of the College Service Commission and their subsequent promotion proceeds in conformity with the Career Advancement Scheme stipulated by the University Grants Commission.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.pmsm.org.in/admin/upload/igac/IOAC80.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- The institution arranges free health checkup for its employees once a year.
- Free Covid vaccination has been provided to the teaching and non-teaching staff.
- Institution provides ex-gratia to the casual non teaching staff.

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

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

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

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File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

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

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

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

7

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

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

The IQAC in consultation with the head of the institution charts out the duties of the faculty and regularly monitors the performance of the same. As primary stakeholders the students,

specifically speaking, the outgoing batch, are provided with a feedback form where they can freely opine on different matters of the college, especially the teaching and the non-teaching staff. The Parent Teacher meetings conducted at regular intervals offer another perspective to the performance of the mentors. Thus we interact and reciprocate with different stakeholders to arrive at an objective estimate of our performance that motivates us to challenge ourselves and surge ahead.

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

6.4 - Financial Management and Resource Mobilization

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

- The institution performs regular internal and external audit. The external audit is conducted by an auditor appointed by the Government of West Bengal.
- The name of the Audit Firm is recommended by the Director of Public Instruction, Government of West Bengal.
- The audit for the financial year 2021-2022 is pending.
- Any kind of objection raised are settled through the decision taken in the meeting of the Governing Body of the college.

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

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

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

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

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

The college is situated in a tribal constituency and near about 40% of students belong to scheduled tribe community. Previous year, the institution approached the Tribal Development Department to construct a Hostel for Girls (SC & ST) on the college land. The said department complied with our request and the construction has been completed this year. We are now awaiting its inauguration which will be of no mean help to many young girls in this locality.

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

6.5 - Internal Quality Assurance System

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

As a result of the initiatives taken by IQAC the following practices have become institutionalized:

1.) We have a natural commitment to the local community. Over the years, IQAC has made it customary to engage in some activities directed towards community welfare. This year we have conducted vaccination camps, thalassemia detection camps on our college campus. Our students following suit have assisted local administration and hospital authorities in neighbourhood cleaning, traffic maintenance during festivities, and blood

donation camps respectively.

2.) As an educational institution it is our bounden duty to equip our students for a promising, meaningful life. Thus, we regularly organize workshops or special lectures by motivational speakers. This year we have organized three lectures by eminent resource persons from different walks of life on women's rights, cyber-crime awareness and value-based education.

File Description	Documents
Paste link for additional information	http://www.pmsm.org.in/admin/upload/igac/IQAC90.pdf
Upload any additional information	View File

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

IQAC monitors and acts accordingly to keep the teaching learning process in our college at par with the changing times. Two such endeavors are as follows:

More than dissemination of education from a superior vantage point, the teachers now are primarily mentors who assist the students in their journey forward. In our institution we abide by this principle. We provide special tutoring to the weak students besides the regular classes and provide the advanced learners the extra resources they need to excel. Besides the academic requirements, we try to mentor them on a personal level and address their psycho-social needs.

The ICT tools are now an integral part of education. We have accordingly taken recourse to these modern methods while reaching out to our students. We now have one smart classroom and two ICT equipped classrooms, the more spacious one suitably furnished to serve as a seminar hall. However, keeping in mind the diverse composition of our students, many of whom are first generation learners, we try to follow a blended mode of teaching in the classroom, mixing the traditional mode of giving lectures and board work with the use of ICT tools.

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

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	http://www.pmsm.org.in/admin/upload/igac/IQAC55.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As a co-educational institution we try to instil in our students a feeling of mutual respect and amity for each other. Gender equity is a basic step in this regard. We have a women's cell that caters to the needs of the female students. We have a Girls' Common room with a lady attendant for them. We have constructed a separate block for Girls' toilet. We have started talks with prospective sellers and are all set to install a sanitary napkin vending machine in our college from the next

session. On November 29, 2021, we have arranged a special lecture on 'Women's Rights and Domestic Violence'. The resource person for the occasion was Leena Gangopadhyaya, Chairperson, West Bengal Commission for Women.

The sprawling campus of our college has been brought under CCTV surveillance. We are committed to providing a safe, healthy environment in our college for the girls and have zero tolerance for any act of gender discrimination or abuse whatsoever.

File Description	Documents
Annual gender sensitization action plan	http://www.pmsm.org.in/admin/upload/iqac/IQAC95.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Girls' Common Room, Separate block for Girls' Toilet, CCTV surveillance

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Previous year, we had started a mechanism of solid waste management. However, most of this year being consumed by the lockdown enforced during the pandemic, we could not proceed with the solid waste management initiatives this year. The first half of this year too was spent in lockdown. With the long-awaited resumption of campus activities post lockdown we continued with the solid waste management project.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and	E. None of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

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

Our college is located in western Dooars which is a beautiful melting pot of people from different religious, cultural, linguistic backgrounds. In short, it is a microcosm of India whose basic motto since times immemorial has been unity in diversity. Our institution accordingly is committed towards providing an inclusive environment for all its children. The different cultural programs in our college provide a wonderful platform for cultural exchange. We regularly observe International Mother Language Day when the faculty members and the students open up and perform in their mother language.

Malbazar where our college is located observes different religious festivals where people from all religious backgrounds participate. We instill in our students a similar feeling of oneness while mentoring them and prompting their participation on different occasions. There are sectional holidays for people from different communities whose festivals are enjoyed by all. Ours is a peaceful area so far where we have thankfully not witnessed any sectional unrest. Besides, there is a students' welfare fund in our college for the economically disadvantaged students. Thus, we attempt to cater to the needs of all and provide a harmonious, peaceful, inclusive environment in our college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Catering to the needs of a large population of students within a radius of 30 km in the tribal belt of Western Dooars, we have a natural commitment to the local community which we try to fulfill through several activities throughout the year. This year we have organized Vaccination camp and Thalassemia detection camp on our campus. Living up to the ideals, our NCC cadets have discharged their social responsibility through

several activities like neighbourhood cleaning, traffic management and blood donation. Observation of days of national importance namely Independence Day, Republic Day help us bond as a nation while National Voter's Day reminds us of our constitutional obligations. Through such measures, the institution tries to promote a feeling of national integration, shape its students and employees as responsible citizens of a progressing nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

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

The institution observes the days of national and international significance round the year with full participation of the faculty and students. The celebration of Independence Day, Republic Day help us to bond as a nation while National Voter's Day makes us aware of our constitutional obligations. Swami Vivekananda's Birthday recognized as National Youth Day is commemorated to inspire our young students with noble ideals while the observation of International Women's Day stirs a feeling of mutual respect and gender equity in our co-educational institution.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Motivational Lectures on Some of the Pressing Issues of the Times

2. Upgradation of the Science Building

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Augmentation of Campus Infrastructure and Facilities

As the only college within a radius of 30 km in the tribal belt of Western Dooars, we cater to the educational needs of a large and growing population of students. The density of the student

strength requires us to maintain the infrastructure at par with our needs. We are constantly monitoring the situation and planning the activities well in advance for the next year, this year likewise, we have taken several initiatives to upgrade the campus infrastructure. We have completed the furnishing IQAC room as also the Zoology and Chemistry laboratory this year with accompanying gas pipe connection. We have installed one overhead projector in the Science building. We have bought two more computers and installed OPAC (Online Public Access Catalogue) in the Central Library. The CCTV surveillance has been extended to include the Science building. Thus we have worked to upgrade the campus infrastructure and facilities in the best interests of all concerned.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To install a sanitary napkin Vending machine.
2. To develop a mechanism of rain water harvesting.
3. To start a uniform dress code for the students