YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   PANCHMURA MAHAVIDYALAYA

- Name of the Head of the institution   DR. ANAL BISWAS

- Designation   PRINCIPAL

- Does the institution function from its own   Yes
  campus?

- Phone no./Alternate phone no.   09647316488

- Mobile No: 9732230342

- Registered e-mail   iqacpmmahavidyalaya@gmail.com

- Alternate e-mail   pmmahavidyalaya@gmail.com

- Address   Village & P.O. : Panchmura, P.S.
                                        Taldangra

- City/Town   Bankura

- State/UT   West Bengal

- Pin Code   722156

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated

- Type of Institution   Co-education

- Location   Rural

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **BANKURA UNIVERSITY**

- Name of the IQAC Coordinator   **DR. ARPITA BHOWMICK**

- Phone No.   **09647316488**

- Alternate phone No.   **9073395862**

- Mobile   **9073395862**

- IQAC e-mail address   **iqacpmmahavidyalaya@gmail.com**

- Alternate e-mail address   **pmmahavidyalaya@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://www.panchmuramahavidyalaya.org/fckeditor/userfiles/file/IQAC/AQAR%20report%202019-2020.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.panchmuramahavidyalaya.org/fckeditor/userfiles/file/NAAC/Academic%20Calendar%20-%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76**	**2007**	**10/02/2007**	**09/02/2012**
Cycle 2	**B+**	**2.71**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC   **20/04/2013**

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
0	**0**	**0**	**0**	**0**

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   `12`

- 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)

`a. Considering the ongoing pandemic situation, the institution provided a good number of opportunities for the teachers and students to regularly upload audiovisual lectures, study materials and suggestions, to meet the need of the students through the existing online college portal. b. Pandemic situation has propelled us to upgrade and implement the e-learning system in a much more planned and phased manner. The institution has offered an online interaction platform for the students and teachers with the help of which we have conducted the internal assessment for students. Grading and evaluation of the internal assessment was also done online by the faculty members. c. Important notifications have been conveyed to the students and employees of the college through SMS, e-sms and emails regularly. d. IQAC has constantly encouraged and guided the Heads/Coordinators of the various academic departments for organising webinars. e. As most of our students come from poor socio-economic households, the IQAC has approached the administration of the institution to reduce the fee they pay to the institution in order to ease the financial burden in times of lockdown driven Covid pandemic. After dedicated discussion in this regard, decision was made by the college authority to reduce the concerned fee.`

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
Regular update regarding notices and NAAC related information to be given in the college website.	Notices are regularly uploaded in the college website.
Attempts to acquaint students thoroughly with the e-learning tools and resources.	Students became handy in handling online platforms like Gmeet, Zoom. They often create meeting links by themselves and conducted online meetings amongst discussing educational and co-curricular activities.
Chalking out plans to organize webinars and special lecture series to accelerate student's academic growth	Most of the departments have conducted webinars and e-lecture series during this pandemic period.
Parallel to the academic interactions, IQAC also aimed at boosting up the self-confidence level of the learners and gave prior attention to their mental health in times of stringent lockdown measures.	The IQAC team conducted webinar titled "Covid-19 and its consequences on Mental Health" to ease the mental crisis the learners were subjected to.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	12/06/2023

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	PANCHMURA MAHAVIDYALAYA
• Name of the Head of the institution	DR. ANAL BISWAS
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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)

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05-09-2023 11:08:07

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	12/06/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	27/02/2022

15.Multidisciplinary / interdisciplinary

- ○ The Vision of National Education Policy (NEP), to provide high quality education to develop human resources in our nation as global citizens, is well taken by Panchmura Mahavidyalaya. The college is affiliated to Bankura University and follows the curriculum prescribed by the University. The University is proactive in redesigning the academic programmes time to time to include Multidisciplinary/Interdisciplinary courses as electives. In order to provide a holistic academic growth among the students, the college follows Interdisciplinary curriculum/approach which gives enough freedom to students to choose their preferred options from the range of programmes offered by the college. The college is following Choice Based Credit System in running all academic programmes and the programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments.
- ○ The college promotes interdisciplinary approach through various departments. For instance, all students are encouraged to pursue a course on Karate. As a practice the college has been offering a number of certificates/add-on courses of interdisciplinary nature, from this academic session.
- ○ The institution is proactively working towards the implementation of the suggestions given by the NEP.
- ○ An inter-disciplinary learning approach is followed by our institution since the beginning aiming at making the teaching-learning process more interactive and attractive one. The academic departments both at the UG and PG level conduct student seminars on inter-disciplinary issues and invites faculties of Political Science department and English department impart lessons on inter-disciplinary issues to the students of the departments of Bengali and History.

16.Academic bank of credits (ABC):

- ○ Academic bank credits are a key component of the NEP-2020 that academic institutions must implement. In this regard the college will follow the guidelines of the affiliated University. The students can avail a smooth Academic Bank of Credits process on the courses offered in the college with the implementation of New Education Policy 2020. For monitoring ABC, proper technical support will be created. At present the college follows the Choice Based Credit System (CBCS) with the course structure of Bankura

University.

17.Skill development:

The college takes efforts to inculcate positivity among the students and focuses on starting a good number of skill development courses in order to enhance the hope of employability among the students. The college has already introduced value-added courses on e-Yoga, karate, extension and outreach programs like NCC & NSS activities and is planning to introduce IT and Soft Skill development courses from next session. Mentoring students is also one of the practices of the college, to enable students to explore future employment pathways after graduation, and help them get most of their studies.

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

- The promotion of Indian arts and culture is beneficial not only to the country but also to individuals. Panchmura Mahavidyalaya encourages learning of the national and regional languages which are embedded into various programmes it offers. Regarding the adoption of Indian languages, the college offers various Indian languages like Bengali, Santali and Sanskrit subjects in degree course.
- Preservation and promoting of languages are one of the targets of the college in future.
- In order to promote the local languages and cultural traits of heterogeneous groups the college conducts all NSS activities in adopted villages and college premises in local Bengali and Santali languages.
- Faculty members are also encouraged to deliver lectures through local language for easy understanding of weak learners.

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

- The college, being affiliated to Bankura University, follows the guideline of the University where all programmes are designed keeping in mind the global and regional requirements. The college is keen on pursuing theOutcome Based Education (OBE) system which inculcates the student-centred learning and teaching methodology.
- All departments have designed and customised teaching plan in the mode of DDTP which caters to the purpose of Outcome Based Education (OBE).
- The college has also successfully implementedtheOutcome Based Education (OBE) system with clearly stated Programme

Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) which are carefully crafted catering to local, regional and global needs and aligned with the national goals and institutional vision and mission of higher education.

- Students are also made aware of the various course outcomes, and programme specific outcome through the curriculum and orientation programme.
- Attainment of outcome is analysed and assessed at the end of the programme.

20.Distance education/online education:

- Adaptation of hybrid mode education combining online and offline resources is considered as the new normal approach, which is envisaged in New Education Policy as well.

- The college promotes teaching-learning through different online modes likewise google meet, whatsapp etc.during the Covid-19 pandemic situations.
- Faculty members prepared themselves by getting trained for using online platform for online teaching learning through FDP, FIP and Short-Term Course during the lockdown period. Thus, they have gained sufficient experience in e-content development and in the use of technological tools for the virtual teaching-learning process.
- The college has also a learning management system (LMS) for academic practice and follows innovative teaching methods.
- During the Covid-19 pandemic various programmes, meetings, seminars/webinars etc. are also organized by the college via virtual mode.
- Students are encouraged to access e-library and do registration in the National Digital Library. The college Librarian has also created a Whatsapp group to circulate online magazines and newspapers in order to make the students aware of the daily events.

Extended Profile

1.Programme

1.1   **126**

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

File Description	Documents
Data Template	View File

2.Student

2.1   **1788**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1061**

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   **428**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **84**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **88**

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	**126**

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Data Template	View File

2.Student

2.1 Number of students during the year	**1788**

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	**1061**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**428**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**84**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	88

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	50
4.2 Total expenditure excluding salary during the year (INR in lakhs)	11555929
4.3 Total number of computers on campus for academic purposes	72

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

Planning for curriculum delivery is the objective of the institution to run the teaching-learning process successfully. The academic departments prepare detailed learning modules for smooth and effective delivery of curriculum all through the semesters. The institution conducts regular, inter-disciplinary classes, internal assessment, semester-wise monitoring of students and implementsemester-wise revised routine. The students are registered under Departmental teachers for individual mentoring to document their profile. Individual departments organize seminars/webinars, on subject-related and contemporary issues also. The institution has academic committee for upgrading the quality and regularity of teaching-learning process throughout the session. The committee arrangesfrequent meeting all through the session. It is the core responsibility of the committee to monitor academic affairs. The institution prepares academic calendar for smooth running of academic business. There are routine and examination committee who follow

the academic calendar to implement academic teaching plan. Student's periodical assessment and feedback are taken.Primarily it was tough to manage pandemic situation, but the institution very quickly managed the crisis and used social media - WhatsApp groups, official facebook page, official youtube channel and google meet as teaching tools to communicate with the student as per their needs. E-library access for students have been effectively used.

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 college has followed Bankura University calendar because the university acts as the affiliating agency for the college. In the beginning of the academic session, the college has prepared academic calendar to conduct all curricular and extra-curricular activities in the online mode. Under the guidance of IQAC, the academic calendar is prepared and adopted by the teacher's council and academic committee and uploaded in the institutional website for all concerned stakeholders. It acts as an aid in executing academic planning and activities of the departments say from taking online classes, conductingwebinars, organisinge-cultural activities, e-viva-voice of the students, collecting feedback, mentoring and others.

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 represented on the following academic bodies during the year. Academic council/BoS of Affiliating University	B. Any 3 of the above

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

27

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
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)

2

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

122

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

122

File Description	Documents
Any additional information	**No File Uploaded**
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

All the programmes affiliated by Bankura University, offer various courses that integrates issues relevant to professional ethics, human values, gender questions, environment related issues and sustainability. They are from core subjects, genetic elective courses and skill enhancement courses under CBCS. The courses are Feminism and its various types, waves, human rights and girl's child rights, sex and gender, women's movement in India, ecology and environmental issues, human rights and constitutional provision, environment and sustainability in B.A (Hons & General) in Political Science, Ethics (Indian & Western), Applied Ethics, Peace and Value Education, Feminism, Human Rights in B.A (Hons & Prog) in Philosophy. The college also endorse study of moral values, ethics, gender studies through B.A (Hons & Prog) in Sanskrit. Women studies in India including patriarchy, sex and gender, concept of masculinity and feminity, gender and social studies, women's movement in colonial era, gender and law are included in B.A G.E in History. Environment and Society, Gender and Environment, Environment and Pollution, biodiversity, conservation and sustainability, environment policy in B.Sc (Hons) in Environmental Science, Environment studies and VariousApproaches, ecology, conflict between man-environment, environmental pollution like land, water and air pollution, feminism in BSc (Hons) in Geography, Nutrition, Environmental Education in B.A (Prog) in Physical Education.

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

6

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

82

File Description	Documents
Any additional information	**No File Uploaded**
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	A. All 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)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.panchmuramahavidyalaya.org/fckeditor/userfiles/file/IQAC/Summary%20report%20of%20feedback%202020-21.pdf

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

2244

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

444

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

The college being located in a rural area admits the young students belonging to diverse backgrounds. Hence, the learning ability and pace of every student is different. Some are slow to pick up the lessons but some are gifted with learning the lessons quickly. The college is committed to enhance the academic performance of each student. It makes due efforts to increase the academic performance of slow learners. The slow learners are identified on the basis of the responsiveness in the classroom and their performance in internal assessment examination and semester end university examinations. Special programmes are arranged for the slow learners by giving additional study material, uploading useful notes and lectures in the college website. They are also assisted by the faculty members in solving previous examination papers of the university.

The advanced learners are encouraged to enrich their knowledge by giving additional study materials and by interacting with them and solving their queries. They are also given some assignments which they prepare and submit to the teachers. In this process, their horizon of knowledge is enhanced.

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
1788	**84**

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

- **Experiential learning is a learning process whereby students 'learn by doing'. It is learning through reflection on doing. In normal situation experiential learning is carried out through laboratory experiments, educational tours, excursions and visits to some historical places.**
- **Participative learning includes peer teaching, group learning and collaborative learning. In this process student's participation is more active than in the normal classroom situation. Our college encourages the advanced students to take classes of the same semester. In this way the students consolidate their knowledge and they gain clarity in their understanding. In the pandemic situation experienced in this academic session, we encourage the students to participate in e-peer teaching where in an online platform advanced learner gives lessons in the presence of the teacher and the other students take part in the question-answer session. The students themselves form whats app groups where they exchange study materials with one another and through some online platform like google meet and zoom they discuss about class lectures by themselves.**
- **Problem solving methodologies include learning through solving specific problems that students face in the process of their courses. The faculty members prepare a questionaire on a particular topic which is discussed and analysed at the end of the class after the completion of lecture. The students are encouraged to solve the questions. E-Quizes, E-students seminers are regularly conducted to assess the preperation of the students.**

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

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

- **The faculty members of our college used online education resources, social networking sites (institutional & departmental facebook page), e-learning platforms like google meet to effectively deliver teaching and provide enhanced learning experience to the students. Besides the institutional you-tube channel, semester-wise WhatsApp groups were formed in order to communicate with the students, to provide reading materials, to make announcements related to academic affairs including exam schedules, form fill in, university enrollment.**
- **The college took a commendable initiative in opening the college portal in order to directly and instantly convey the important dates related to their online examination related activities say sending question papers to the students, online upload of the answer scripts both for the internal assessment and end-semester university examinations. The teachers uploaded study materials andaudio-visual lectures for effective dissemination of knowledge. The students were immensely benefited by accessing these study materials while they were remaining confined at home and had no physical access to library.**
- **In this lockdown scenario, our college librarian formed a whats app group named e-learning resources in which he used to keep the faculty members as well as the students of the college regularly updated about the current affairs and events. In this whats app group, he also endeavored to provide necessary materials useful for the students.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.panchmuramahavidyalaya.org/Default.aspx?PageID=93

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

82

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

84

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

14

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

720

File Description	Documents
Any additional information	View File
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.

- **There is a standard process of internal assessment in our college. A student has to appear in one internal assessment per paper following the CBCS curriculum of Bankura University. The internal examination is taken generally in the middle of the semester when a good portion of the syllabus is completed by the faculty members. The whole process of conducting the exams is supervised and regulated by the examination sub-committee of our college. This sub-committee chalks out the entire planning of how the exam would be conducted as well as the exam schedule. The teachers are directed to set the question papers prior to the exam schedule and the students are also informed through official notice about the exam. In this session, the exams were conducted in online mode through the college portal. After the submission of questions by the faculty members, the questions were uploaded in our college portal and the students accessed the papers by logging in to the portal**

through their user Id and password. The students were instructed to upload their handwritten answer scripts within an hour after which the portal closes. The teachers were directed to evaluate the answer scripts in a proper and just manner and accord marks to the students of the internal examination.

- Parallel to these, we also conducted e-oral class tests to assess the degree of student's understanding of a particular topic. It served as a continuous assessment of a student's academic progress throughout the year.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

- The college deals with the internal examination related grievances in a transparent, efficient and time-bound manner. In this pandemic year, the entire process of the internal examination was conducted online. Apprehending that some students might face difficulties in accessing the question papers and uploading the answer scripts in the college portal due to the non-familiarity with the e-examination system, helpline numbers were provided in the institutional website during the exam days. Besides, the departmental teachers and mentors were directed to guide and help the students should they faced any issue with regard to online internal assessment.
- Since the majority of the students live in the rural regions where the access to internet connectivity sometimes is a matter of hurdle, some students reported their problems in uploading answer scripts in time. For these learners, the examination sub-committee in consultation with the college authority gave some reasonably extra time to them to resolve the problem they faced.

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.

- **At the beginning of the academic session, a meeting of the academic council is convened. In the meeting the departmental HOD's/COD's are directed to prepare the programme outcome and course outcome of the individual course curriculum. The departmental HOD's/COD's organised a departmental meeting where all the faculty members of the department are intimated about the proceedure of the preperation of the PO-CO. The departmental teachers then collectively prepare it in accordance with the curriculum.Theseare then uploaded in the institutional website in due course of time.**
- **At the onset of the online classes, each and every teacher makes the students aware of theprogramme outcome and course outcome of the respective departments by devoting the first class on the usefulness of the programs and the courses in their academic pursuit of knowledge. The students can also access the stated PO-CO anytime in the institutional website.**

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

- **Attainment of Programme outcomes and course outcomes are evaluated through internal asseessment and end-semester university examination. After completion of each examination, a departmental meeting is convened where the performance of the students are discussed and the attainment levels that they have reached upon is assessed. We follow a standard gradation system in which the students who scored above 80% are given A grade, students who score somewhere between 60 to 80 per cent are given B grade, those who score in between 40 to 60 per cent are**

- given C grade and those who perform less than 40 per cent are graded D.
- In this academic session it has been observed that the majority of the students have scored within the range of above 60 to 80 percent and hence they have been graded A or B accordingly.

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

468

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	**No File Uploaded**
Paste link for the annual report	http://www.panchmuramahavidyalaya.org/fckeditor/userfiles/file/NAAC/Annual%20Report-2020-2021.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.panchmuramahavidyalaya.org/fckeditor/userfiles/file/IQAC/SSS_2020-21%20(1).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)

0

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)	No File Uploaded

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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

15

File Description	Documents
Report of the event	View File
Any additional information	View File
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

27

File Description	Documents
Any additional information	View File
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

37

File Description	Documents
Any additional information	View File
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

The academic year "2020-2021" was engulfed by COVID 19 pandemic, when the social outreachof students and college staffwere

restricted. During this period, teaching/ nonteaching staffs, NSS volunteers and NCC cadets were involved in developing awareness about hygiene/ health among the people in their own surroundings. A Blood donation camp was held on 22nd November 2020 in College premises during COVID pandemic period by the NCC unit. Programs were conducted to distribute masks, sanitizers, foods, medicines and other essential commodities among villagers in rural neighborhod of the college. Further, all members spontaneously contributed two-day salary to COVID RELIEF FUND of West Bengal State Govt. to battle against the pandemic. Webinars were organized to address serious related issues like mental health, women education and women insecurities during lock down period. Moreover, efforts were made by the institution to spread awareness among local rural community about the vaccination to combat the COVID pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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)	No File Uploaded
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

1

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

40

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

0

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

0

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

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.

The journey of Panchmura Mahavidyalaya started from 1965 with minimum infrastructure and physical facilities. In 2020-2021 sessions, the college has become equipped with well-maintained administrative building, classrooms,laboratories, Smart classrooms, library, reading rooms, seminar hall, ICT enabled classes, separate common rooms for boys & girls with indoor game facility and computing equipments to adopt to the futuristic education system.There arewell-furnished classrooms and laboratories with electricity facilities, a good number of benches for students, good quality large whiteboards and other necessary materials to impart knowledge to students. In front of each department, there is a notice board from where student can access their class routine and academic information,also magazine board where students display their creative writings, attractive paintings which bring forth the hidden talents of the students. LED screen is mounted in front of the office in the administrative building to display necessary information. There are two (02) water coolers to provide purified cold drinking water to students and staff.The college possesses a large well-furnished,automated central library withbooks,e-books, e-journals, magazines, weekly and daily newspaper (both English &

Bengali). There are ten (10) well-equipped science laboratories for Physics (03labs), Chemistry (03 labs), Computer Science (01labs), Geography (01 labs) Environmental Science (01 labs)& Language lab which are catering to the needs of the students.To get on with modern technology all the departments of science and arts have computer facilities along with stable internet connection.

File Description	Documents
Upload any additional information	[View File](#)
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.

- The Yoga Mandap of our college moulds the overall personality ofthe students and faculty. To inculcate the significance of yoga among students and faculty, it is included exclusively as a part and parcel of curriculum of UG courses. Yoga Day is celebrated on 21st June every year with great enthusiasm. A Three hours e-yoga programme was also conducted where students and staff participated actively. The Physical Education department of the college aims at providing a safe and healthy atmosphere for its students and staff members.
- Our institution has 2 large playgrounds which is being utilized for sports like Volleyball,Football, Cricket and Badminton Annual Sports meet of the institution is also been organised in the playground under normal circumstances. However, Covid pandemic has prevented us to organise any kind of sports oriented activitiesfor the concerned session.
- A gymnasium has been set up from college fund within college campus consisting of various equipment's like Multi-Gym 16 Stations i.e. Leg Pull Down, Leg Extension, Leg Press,Peck Deck Butterfly, Sit-Up Benches, Bench Press, Stepper,Twister, Cycling, Tread Mill etc. that are being used for exercise. Faculty members and students can use the gym as per their need.
- The College has created a homely atmosphere for cultural as well as extracurricular activities inside the campus with the guidance of Cultural Sub-committee. An online music album made by the staff and students of our college

celebrating the birth anniversary of Rabindranath Tagore was launched.

File Description	Documents
Upload any additional information	[View File](#)
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.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

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)

5038000

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)

Our Central Library plays an important role in the learning process of the students and also maintaining a rich research ambience amongst the mentors and mentees. It occupies a large space (consisting of two floors) and has a separate spacious space for the reading purpose of the students (UG&PG), faculty and staffs. It is situated in ground floor and hence can be accessed at ease by all users. It has approx 25000 books including texts and references.It is partially automated using PMLib (version 1.0) since 2008.

All stacks of books of Central Library are open access for which users can chose books by self. Beside the books central library subscribes the e-journals and e-books through NLIST. Here from approx 15000+ e-journals and 200000+ ebooks can be accessed remotely. For knowledge gathering and to share update information our central library subscribes different competitive exams magazine and newspapers for students. Central library is also the member of e-sodhsindhu and e-sodhganga. From NLIST and E-sodhsindhu, different renowned publishers like Spinger, Oxford University Press, Cambridge University Press, Taylor and Francies and their e-books can be downloaded with full text.

File Description	Documents
Upload any additional information	No File Uploaded
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	A. Any 4 or more 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)

5900

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
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

1589

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 institution has adequate IT facilities for learning management and administrative services. IT facility is well maintained and updated regularly by SITI. AMC has been signed in this regard. Free Wifi access is provided for all staff and sometimes for the students in their classrooms. There are three connection of Wifi bandwidth each of 100mbps. One LAN connection is present in our library for both academic and administrative purpose. The institution has 72 computers includingone touch screen OPAC computer in library for online public accessing catalogue. ten network printers are available (one epson inkjet, seven hp laserjet and two laserjet all-in-one facility), one colour printer with scanner facility, 3 xerox machine with network print facility, 10 inverters, ups, generators, 8 it enabled facility classroom, 11hd cctv cameras, digital notice

board.

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

4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

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	<u>View File</u>

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)

3055088

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.

Maintenance of the assets is ensured in the college by regular checking by various committees like Building Committee, Library Committee, Sports Committee and by HODs/CODs of different departments and administrative staff. The college ensures optimal allocation and utilization of the available financial resources for the maintenance and upkeep of different facilities. The Principal is empowered to deal with all problems relating to the purchase,repair, maintenance and disposal of campus facilities.The maintenance of assets and classrooms is a regular exercise.The cleanliness of classrooms is ensured by employing non-permanent workers. After the admission process in every semester, it is ensured that all the classrooms have adequate benches, tables and chairs. The fans and electrical appliances are checked. There is a gardener in the college for maintenance of the garden. The Physical Education Department and the Sports Sub-Committee of the college take the responsibility for the upkeep of sports facilities and gymnasium. Library infrastructure is overseen by the Library Sub-Committee of theTeachers' Council. Respective departments are responsible for the maintenance of the instruments and infrastructure of the laboratories.Wherever any requirement is found, the purchase committee is apprised of it. The principal is authorized to purchase the required items recommended by the purchase committee after their approval in the GB meeting.

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

1251

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)	<u>View File</u>

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

189

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)	<u>View File</u>

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	**B. 3 of the above**

hygiene) ICT/computing skills

File Description	Documents
Link to institutional website	http://www.panchmuramahavidyalaya.org/
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 benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

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	**A. All 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	**No File Uploaded**
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

15

File Description	Documents
Upload supporting data for student/alumni	View File
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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

0

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)	**No File Uploaded**

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)

There is no formal elected body of student's council but still proper communication between the college authorities and the students are maintained through informal student representation. Though the normal college life was hampered during the Covid-19 pandemic time, still the problems that the students faced were solved by the college authorities through Google meetings with the informal representatives. In 2020-21, Rabindra Jayanti was observed by the college through the student's participation by video clips of their performances that were collected by the mentors who were given responsibility on the same. Online Yoga

Day Celebration also took place during this time, where with proper guidance of the Yoga teacher the students participated for the same with great zeal. Also, participation of learners is ensured in academic committees that require their participation.

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

0

File Description	Documents
Report of the event	No File Uploaded
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)	No File Uploaded

5.4 - Alumni Engagement

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

The College has an Alumni Association where the responsibility of the Association is headed by a teacher who happens to be an ex-student of the same institution, so, that it facilitates better conversation. The college authority has tried to communicate with a list of pass-outs who now have settled in good official posts in their respective areas. It is expected by the college that through their Association the students of the new era will find motivation and proper guidance from their seniors. The aim of this association is to help motivate the present youth from the seniors who have established themselves

or who have engaged themselves with new startups through proper dialogue and discussion, so that even if they do not get any secured mainstream jobs they can still manage and find their passion and make a living out of it.

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	View File

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

Panchmura Mahavidyalaya envisions partnering with the Vision of success and quality education to contribute to the creation of a just, humane, and inclusive society on earth through providing transformative education. The mission of Panchmura Mahavidyalaya echoes to the excellence of oblivion,along with fostering competences, compassion and conscience, working towards sustainable development, aim to be the beacon of women empowerment by promoting women education,giving financial assistance to all students and educating the socially backward(particularly the tribals). Guiding over teaching, grooming over learning,cultivating over raising, practicing over preaching is embraced,makinglearners raise questions, intervene in the given socioeconomic or environmental issues, pilot through the changing stream of time in a robust way,promote awareness on their rights, responsibilities towards societal causes andsticking to the single sighted goal of being employed.

The smooth functioning of our institution is ensured through the proper functioning of sub-committees - Academic Council, Exam committee , Sports committee , purchase committee, Placement cell, Cultural committee and many more -hence

allowingdecentralization of power in the setup. .Embracing a comprehensive view of education, the core values of Panchmura Mahavidyalaya -mutual trust, teamwork, promotion of social capital, and easy sharing of knowledge, skills, and resources is being reflected in its functionings& seeks to collaboratively contribute to national development while fostering global competencies among students.

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.

Decentralisation and participative management are evident in all the institutional practices at Panchmura Mahavidyalaya, related to - Leadership, Management and Governance. The long standing practice of establishing various committees at Panchmura Mahavidyalaya is to ensure effective management and governance of administrative, curricular, co-curricular, inter and intra-mural engagements.The spirit of decentralisation and participatory style of management assists the Leadership and Management team to be contextual, contemporary and rigorous.Departments are taking over leadership in taking rampart initiatives to bring out a fullfledged blooming of the institution. Academic sub committees are onthe front to plan a better teaching -learning environment and have decision making capacity. Departments are given full operational autonomy.Administrative decentralization is ensured through formation of anumber of statutory bodies. Theconveners as well as all the members have influences in supervising and leadingthe welfare design. Conditional financial autonomy is also delegated.

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

Flowing from the Vision and Mission Statement of Panchmura Mahavidyalaya, the strategic action planwas drawn up to address short and medium-term perspectives. The strategic plan in consultation with the various committees is designed to collaborate with all the stakeholders to ensure inclusion and participation. The strategic plans at Panchmura Mahavidyalaya are always mindful of addressing the needs of all the stakeholders in a balanced manner. The effective deployment of action taken plans include specific action taken to ensure the appropriate deployment of personnel, material, and resources to ensure its implementation. The action taken plan among other things indicates the optimal use of resources on the Panchmura Mahavidyalaya Campus, the upgradation of teaching and learning infrastructure, revisiting discipline-centric programmes of study, rigorously enhancing inclusion on campus, and cultivating wellness on Campus. The disruptions due to Covid 19 outbreak, challenged the strength and direction of our teaching and learning relationships. As someone rightly said "change is the only constant" and taking a page from the book of change, Panchmura Mahavidyalaya constructed a three stored building for academic purposes and was later named as The RUSA Building in the period of stringent lockdown. Aimed at expansion of the existing IT infrastructure, smart board was installed in classroom. Proposal for solar imbibed electrification of college campus have been made.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
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 Organizational Structure of the institution consists of the Governing Body, Principal, teaching staff, non-teaching staff, and students. The Governing body is the highest decision-making body that is in constant touch with the stakeholders regarding the smooth functioning of Panchmura Mahavidyalaya. Regular meetings of the Governing Body are conducted to discuss affairs

promoting overall development of the College. The Principal is assisted by HODs/COD's of UG & PG departments &the Staff Council - Academic, Administrativeand other support staff. The permanent teaching faculty members are appointed in the college via interviews conducted by the West Bengal College Service Commission. Service book is maintained, the appointment of SACTs are also done adhering to existing rules of the state government. The HODs/CODs oversees the functioning of the department. Staff Council meetings are held every semester for effective planning and implementation of programmes like academic, administration, curricular and extracurricular activities. The Internal Quality Assurance Cell (IQAC) of the college works towards the realization of quality enhancement and monitors its internal quality. It is vigorous and focused. Student Council meetings are held regularly to address student-related issues and organize extracurricular activities. The Library's organizational structure includes the Librarian and attendants. Various committees are constituted for planning and executing academic, administrative, and extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.panchmuramahavidyalaya.org/fckeditor/userfiles/file/IQAC/organogram.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	View File
Screen shots of user interfaces	View File
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

Well-being of the staff is important for effective functioning of the Institute. The institution has effective welfare measures for all the staff members. The institution conducts quality improvement programs for faculty and training programs for non-teaching staff periodically. In order to improve their qualification andupdate their knowledge/skill sets, faculty members are given academic leave to attend FDP's, Workshops/Seminars/Conferences organized by HRDC or equivalent institutions. As a financial aid, our college runs "Panchmura Mahavidyalaya Employees Credit Society Ltd" from which the members can avail quick loans at reasonable rates. Faculty is encouraged to register for PhD programs and support is given to the faculty to attend to the course work by the affiliating university or premier institution. Although the day care center facility for working parents, gymnasium facility within the college campus remained available yet it was not much needed in this session as all activities were made online.

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

5

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

0

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)	**No File Uploaded**

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

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal forms. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment. The PBAS proforma filled by the Faculty Member is checked and verified by the governing body, followed by the Principal.

All non-teaching staff are assessed through annual performance appraisal forms . The various parameters for staff members are assessed under different categories i.e. Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, efficient organization of documents and technical abilities.The report generated are analyzed by the Governing body, in case of any kind of lacuna the governing body advises to take required and suitable actions and measures, they are also shown ways to uplift their performance and raise the quality of service rendered by them.

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

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

Internal audit is a continuous process. After every financial transaction, the college itself carries out the initial stage whereby the Principal scrutinizes and verifies the financial data. The Bursar, the Principal, and accountant closely monitor Income/Expenditure. The institution has formed a Purchase Committee to ensure a proper procedure for purchases whereby quotations are called for and prices are compared. For the purpose of External audit the college has approached the concerned body. Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The Utilisation Grant Certificates are also audited. The audit objections/compliance, if any, is handled by the Finance Committee.

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

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

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

0

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

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

The institution maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees and Accounts section. The college has designed specific rules for fund usage and resource utilization. A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses .The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The quotations are scrutinized by the development, finance and purchase committee before making final decision based on parameters like pricing, quality, terms of service. The Principal, members of the finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The final verdict in this regard lies within the ambit of governing body.

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

Panchmura Mahavidyalaya keeps a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning.

1. Improvement in quality of teaching by regular inputs to all concerned based on feedback from students.

2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

3. Providing inputs for Academic and Administrative Audit.

4. Creating a positive research ambience within the teaching staff and students of the institution.

5. Providing encouragement and assistance in the organisation of seminars, webinars and workshops.

6. Conducting analysis of results of learners for improvement in areas found weak.

7. Upholding and maintaining the institutional distinctiveness throughout.

8. Prioritizing mental health of all stakeholders particularly learners - thereby conducting a survey.

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

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

The primary focus of all initiatives taken by the IQAC is to provide high quality teaching learning experience where they can realise their full potential. Active initiatives are taken by IQAC towards preparation, circulation and strict adherence of Academic Calendar. IQAC advises for compulsorily attendance of new entrants in Orientation Programme organised by the institution. Students are apprised of the programme structure and syllabus of the courses during such induction programme. All teaching and non-teaching staff are asked to maintain high quality standards in all their operations. Our institution firmly believes in imparting quality education to all the students - Teaching learning process is continuously reviewed by the IQAC. Structured feedback is taken from the students and all other stakeholders. IQAC involves in teaching learning process right from the starting of the academic year to the semester end. IQAC advises for the conduct of the continuous assessment whether curricular, co-curricular and extra-curricular activities as per the academic calendar. Student's centred teaching program should be opted by the institution to cultivate multidimensional abilities of the students as advised by the members of IQAC.The departments have been asked to conduct webinars on contemporary relevant issues. IQAC accorded priority to the mental health of the learners in times of stringent

lockdown; thereby asking mentors to keep in regular contact with their mentees – leading to arrangement of online interactive sessions.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.panchmuramahavidyalaya.org/fckeditor/userfiles/file/NAAC/Annual%20Report-2020-2021.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
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

- **There is a separate common room for female students with all necessary facilities.**
- **Lady Attendants are provided in Girl's Common Room.**

- 11 CCTV cameras are installed.
- Security guards stationed at college gates.
- Help Desk is run by the women employee in the office for girls Students.
- Helpline number for Girl students is displayed throughout the campus, displayed in website and also circulated through social media so that they reach all girl students of the college.
- Sanitary Napkin vending machines to be installed in Girl's toilets.
- Self-defencetraining programmes for female students are organised regularly.
- Security at Girls' Hostel is strictly maintained.
- Seperate Reading room area for the girls has been set up keeping in mind any disturbance.
- ID Cards are issued to the students.
- The college has Internal Complaints Committee and Prevention of Sexual Harassment Cell duly constituted as per the guidelines; the contact numbers of members are displayed in campus and college website.
- The college has constituted Anti-Ragging Committee and Discipline Committee to ensure safety and to protect the interests of students.
- Online and offline mode of compliant registration for girls students is available for any violation of women's rights.
- Every year, special lectures by invited speakers are organized to spread awareness of gender rights, domestic violence, recent trends acid attacks etc. among the girls' students.

File Description	Documents
Annual gender sensitization action plan	http://panchmuramahavidyalaya.org/fckeditor/userfiles/file/IQAC/7_1_1.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	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	D. Any 1 of the above

Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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

At present our college does not these facilities but we have the plan to avail these facilities as Waste generated in our college comes from various sources which include the hostel kitchen, canteen, offices, classrooms, and laboratories. The waste will be segregated at the source in different coloured collector bins - Red for Bio-Medical waste, Blue for nondegradable, and Green for degradable wastes. Bio-Medical waste from laboratories is incinerated or destroyed in a shredder. Degradable waste which includes mainly kitchen waste, food waste, paper, and leaf litter will bechannelled into a Biogas facility and a significant portion of this waste will be used in our Vermicompost facility along with cow manure for the generation of vermicompost for our garden and as well as for marketing in the local market.

We have also a plan for an AMC to be done with Government and other approved agencies for the disposal of E-waste.

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	**D. Any 1 of the above**

water recycling Maintenance of water bodies and distribution system in the campus	

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: 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**	**A. Any 4 or All 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 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	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

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).

- **The College imparts to its student's mutual respect, effective interpersonal relationship, love for the motherland and clear communication and explicit understanding to create an inclusive environment with**

tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.Staff members also preach and practice these values among the students during the course of teaching every day.

- The socially-backwardstudents like ST/SC/OBC (non-creamy layer)/Minorities are offered special privileges for admission by relaxation of the entry marks, by offering different types of incentives and scholarship opportunities from the college resources State Government and UGC.
- SC/ST Cell is active and contact numbers of members are displayed on the website of the college.
- College provides concessions to needy students.
- Mentor-group meetings are held regularly and students are encouraged to share their problems – academic or personal with their mentors.

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

The college fosters community responsibility by organising blood donation camps routinely. In every camp, around 40 volunteers donate blood.The College is initiating various activities for inculcating values for being responsible citizens as reflected in the Constitution of India. The constitutional obligations on the part of the citizens are values, rights, duties and responsibilities. To sensitize students and staff of the College to the constitutional obligations, many events are celebrated with zeal and rejuvenated interest. As a part of strengthening the democratic values, seminars are organized by many departments every year to spread awareness among students and for promoting active participation in the electoral process. "Republic Day" is celebrated every year on 26th January to commemorate the adoption of the constitution. "International Yoga Day" is observed on 21st June.

As part of the environmentally safe practices, the college has

banned the uses of plastics and tobaxxo in the campus. It has also put emphasis on the importance of water conservation.Maintainence of pollution-free zones are promoted regularly.The college enshrines the sovereign and democratic values of our nation by commemorating Republic Day annually. Seminars and webinars on Indian democracy are organised each year by the Department of Political Science.

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	**A. All 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

Panchmura Mahavidyalaya celebrates national and international commemorative days to inculcate constitutional values and responsibilities, encourage the patriotic spirit and foster unity among fellow citizens.

- Republic Day.
- Netaji Birthday.
- National Youth Day.
- International Women's Day is celebrated . On this occasion, the Women's Cell addresses issues related to gender disparity and promotes gender equity in our society. Women working in the surrounding area in different sectors are felicitated.
- International Yoga Day is celebrated every year on 21st June.
- Rabindrajayanti celebration.

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.

The best practices followed by the institution during the grave situation of pandemic are mentioned below:

- Swapner Udaan
- Alor Sopan - Community Support Program Initiative.
- Promotion of sustainable environment.

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

Our institutional distinctiveness lies in the fact that due to its locational status where a significant student population hails from financially backward and weaker sections, our primary target and challenge is to provide our students with the opportunity for Higher Education at a minimum financial cost. The official Facebook page and WhatsApp groups have been used effectively as modes of communication with students during pandemic. Official YouTube channel is effectively used as a teaching tool along with G-suite accounts for live google meet classes. Effective use of the Learning Management System with class notes and regular assessments is done.100% scholarship is given to the students.Half-free and Full-free facilities are provided to the students. Measures taken to promote holistic development of the students by providing all kinds of facilities and amenities such as sports equipment's, availability of smart class rooms, E-library facility, high skilled faculty members, Women football team and hostel facility containing all types of modern facilities, that our college can afford to with its dedicated service and determination.

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

- Aiming to achieve enhanced oppoutunities of employment for learners.
- Augmentation of IT enabled classrooms.
- Upgrading the institute through Capacity building and skill enhancement initiatives.
- Installation of solar power.
- Installation of sanitary napkin vending machine.
- Conduct of energy, environment and green audit.
- Getting ISO certified.
- Participation in NIRF.
- Conducting tree plantation programs in an accelerated manner.
- Expansion of IT infrastructure.