



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	PGP COLLEGE OF ARTS AND SCIENCE
• Name of the Head of the institution	Dr. P. Maheswaran, M.Sc.,M.Phil.,Ph.D.,
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04286267592
• Mobile no	9952664829
• Registered e-mail	naacpgpcas@gmail.com
• Alternate e-mail	arts@pgpews.com
• Address	PILLAIKALATHUR, PARAMATHY (PO),
• City/Town	NAMAKKAL - DIST
• State/UT	Tamilnadu
• Pin Code	637207
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Periyar Universaity</b>				
• Name of the IQAC Coordinator	<b>Dr.M.Venkatraj</b>				
• Phone No.	<b>04286267592</b>				
• Alternate phone No.	<b>04286267592</b>				
• Mobile	<b>8248103617</b>				
• IQAC e-mail address	<b>naacpgpcas@gmail.com</b>				
• Alternate Email address	<b>arts@pgpews.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://pgpartscollege.ac.in/">http://pgpartscollege.ac.in/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://pgpartscollege.ac.in/">http://pgpartscollege.ac.in/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.47</b>	<b>2008</b>	<b>01/09/2008</b>	<b>01/09/2013</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.62</b>	<b>2014</b>	<b>01/05/2014</b>	<b>01/05/2019</b>
<b>6.Date of Establishment of IQAC</b>			<b>10/06/2008</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>No</b>		
• Upload latest notification of formation of IQAC			No File Uploaded		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Books and Journals were purchased additionally for Library.	
Covid-19 Awareness Programme conducted by various Departments	
Certificate Courses and Value Added Courses were conducted by various departments through Online.	
10 new functional Memorandums of Understanding have been signed.	
Government and non-government organisations provide financial support to eligible students.	
<b>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</b>	
Plan of Action	Achievements/Outcomes
Seminars & Webinars	All the departments conducted various Webinars and Seminars
Faculty Development Programmes	Faculty Development Programme were conducted to develop their Research Activities adopted by new technologies through Online mode
To develop Communication Skills	Online training were given to all the students
<b>13.Whether the AQAR was placed before</b>	<b>No</b>

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-2021	18/02/2022
<b>Extended Profile</b>	
<b>1. Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	762
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2. Student</b>	
2.1 Number of students during the year	1071
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1054
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	329

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		123
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		123
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		85
Total number of Classrooms and Seminar halls		
4.2		1053243.21
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		248
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>The Institution adheres to the curriculum laid down by the PeriyarUniversity, Salem and prepares a well planned month wise year planner at the beginning of each academic session for all the subjects in the under graduate courses. These planners are</p>		

distributed to all the students at the beginning of each academic session. The senior in-house faculties along with some eminent academicians in the relevant area. Year planners are also prepared in this case after the framing of the syllabus and are distributed to all the students at the beginning of each academic session. The Principal takes feedback of the departmental meetings about the even distribution of syllabi amongst all the faculty members and ensures timely completion of the assigned syllabus and HODs and IQAC coordinators are regularly monitoring the delivery of curriculum. Academic feedback are collected from the students through online in a regular interval. The teaching faculty are entrusted with the task of mentoring students on academic and non-academic issues. Class committee meeting is conducted where student representatives can express about grievances. The outcome-based education focuses on effective curriculum delivery to meet. The internal assessment tests are conducted to assess the attainments of the course outcomes. The academic audit is done by IQAC to ensure the quality of delivery of curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

As an affiliated institution of the Periyar University, the evaluation norms of the University are strictly followed. The current session followed a Credit based evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per PU norms. The College conducts the Internal Assessment department-wise according to a proper schedule and under strict invigilation. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. In the Humanities stream, a Tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule. The syllabus and timing of these assessments are communicated to the students well in advance. For PG and Research courses too, the examination pattern follows the norms laid down by the Periyar University. Besides these formal assessments, revision work, class tests, assignments and student presentations are integral to the teaching-learning process. During the pandemic

sessions, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery and a Fulfillment Report is submitted to the Principal every month by each faculty member.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="http://pgpartscollege.ac.in/pdf/academic-calendar-2020-2021.pdf">http://pgpartscollege.ac.in/pdf/academic-calendar-2020-2021.pdf</a>

**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 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**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## **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**

**47**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

954

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The Institution has been functioning for the development of the students. The various programmes are arranged related to Gender Equity, Sustainability, Human Values and Ethics. The Institute engage the students in various activities through various clubs and conduct programs to create awareness among the students through these clubs like National service scheme club, Rotract club, Youth



red cross Club, Red Ribbon Club, Gender Equity Cell, Women Empowerment cell, Anti ragging committee, Students Grievances and Redressal Committee, Counseling and mentoring committee, Discipline Committee, Cultural Club, Nature Club.

1. Gender sensitization programmes like lectures, seminars and workshops 2. Observance of Women's Day 3. Environmental education through projects, field work, nature club activities and Green Audit. Students are also encouraged to participate in different programmes like online quiz contests organized by other Institutions for enhancing awareness related to the environment. 4. Human values promoted through the activities of the NSS. The NSS unit of the College refers to the Handbook of NSS, 5. Community outreach and other social welfare programmes 6. Value education and mental health workshops. 7. Handbook of Ethics and Code of Conduct uploaded in the College website and also enunciated by the Principal during Students' Orientation.

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.	<a href="#">View File</a>

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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
342	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	A. All of the above
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://pgpartscollege.ac.in/pdf/action-taken-report-2020-21.pdf">http://pgpartscollege.ac.in/pdf/action-taken-report-2020-21.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	

<b>2.1.1.1 - Number of students admitted during the year</b>	
540	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
1423	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>learners. For advanced learners the approaches adopted are as follows:-</p> <ul style="list-style-type: none"> <li>• More challenging work in the form of Mini projects and assignments</li> <li>• A well stocked library with advanced reference facilities with N-list and DelNet</li> <li>• Incentives in the form of merit scholarships and prizes</li> <li>• Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT</li> <li>• Special lectures by eminent speakers from industry and academia</li> <li>• Free internet access</li> <li>• Counselling by faculty to appear for competitive examinations</li> <li>• Career fairs, seminars and workshops</li> <li>• Opportunities for publication in departmental journals and students' magazines</li> </ul> <p>Identification of weak students made on the basis of interactions and assessment tests during classes.</p> <p>The strategies adopted to level up the slow learners are as follows:</p> <ul style="list-style-type: none"> <li>• Meeting and communicating to the weaker students their areas of weakness</li> <li>• Organizing remedial classes</li> <li>• Teachers available beyond class hours to counsel the weaker students</li> <li>• Monitoring the progress of the students through written assignments and the progress record maintained</li> <li>• Evaluated answer scripts of college examinations</li> </ul>	

discussed with students to identify and address their shortcomings

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1476	123

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips, institutional visit, slide shows, case study based research projects, internship etc. have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Interactive projectors and smart boards
- Personal laptops for faculty
- Fully Wi-Fi campus
- Internet room
- Open access library
- Facility to download e-resources
- Digitization of lessons
- Seed money for students' research projects
- Reprographic facility at subsidized rates
- Fund allocation for institutional visits and excursions
- Fund for publication of departmental journal
- Fund for purchase of laboratory instruments, equipments and materials
- Sponsoring international students' collaborative initiatives
- Fund for organizing workshops, seminars and conferences

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 ICT enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students. Faculty is provided with the requisite facilities for preparation of computer aided teaching - learning material. Both faculty and students have access to the following modern teaching aids: The online teaching -learning facility was very much in place with the support of a renowned online platform provider since 2019. The platform has been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between the teachers and the students. Regular classes are taken through this on-line platform according to a fixed routine set by the institution. Classes are accessible 24X7 as recorded material in the LMS reaching out to the students beyond the regular teaching hours Adequate number of high end interactive projectors and computers for use in seminars and lectures Digitization of lessons Media Lab, Computer Labs, Language Lab and Audio-Visual room Interactive smart boards High end personal laptops for faculty A well-equipped open access computerized library with internet facility is available for faculty and students. E-resources are available through national networks.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

**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**

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

123

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 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

47

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)	<a href="#">View File</a>

### 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



File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Examination Committee coordinated all the internal examinations (mid-term & selection test) of the college before the commencement of the CBCS. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. Tutorials were also held on a regular basis. After commencement of the CBCS, some departments conduct the internal examination through google form, while other departments set question papers.

Re-Evaluation: Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of the re-evaluation will be announced as per the university norms.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The Central Examination Cell is supervised by a faculty member chosen by the authorities. Institute carefully adheres to the affiliating University's norms at the time of conducting Internal Tests and Semester Exams,

Viva-voce and lab copy evaluations are explained in front of students to keep the process transparent and minimize grievances.

Project Seminars are held in Google Meet/Seminar Halls in front of the entire class ensure complete transparency in internal assessment.

The Examination Cell, in close collaboration with the University, deals with any student grievances regarding Admit Cards, Registration Cards, etc.

Any exam malpractice is reported to the Examination Cell and dealt with as per University guidelines. The Invigilator can cancel a paper online, and the Examination Cell can mark it as "Reported Against (RA)". If the student cannot substantiate his case to the satisfaction of the Committee, he has to repeat the examination the next semester.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The POs, PSOs, and COs are disseminated through Institute Website, Prospectus, Course file, Departments, Laboratories, etc. As a part of the Induction Programme, Institute apprise about POs, PSOs, and COs, and other academic details to the fresh batch of students of respective academic programs. Each Course Outcome is mapped to Program Outcomes in terms of relevance. Three levels of relevance are based on the degree of correlation i.e. 1 for low, 2 for medium, and 3 for high correlation. The contribution of course to each PO is expressed in terms of the average relevance of COs mapped to that particular PO. Similarly, the value computed for all the courses including first-year courses is entered for the corresponding PO and PSOs. The agreed-upon COs form the basis for achieving POs and PSOs and thus contributing towards achieving the Mission and Vision of the Institute.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The efficiency and effectiveness of the process of attainment of POs and COs is monitored, assessed, and improved by taking inputs from the discussion/suggestion/decision taken in the meetings of the Department Academic Council, Academic Council, and IQAC Cell. The following method is used to assess course outcomes.

Course attainment levels are defined based on prior performance and are expressed as a proportion of students achieving a target score. Theory subjects: 1. Internal Evaluation (weightage 30%)  
Continuous internal assessment

Each CO has a target level and is achieved if the attainment is equal to or exceeds the target. Once the total attainment of CO is calculated, it is used for measuring the level of attainment of POs and PSOs.

Direct Attainment (80% weightage) and Indirect attainment (20% weightage).

Direct attainment is calculated from CO attainment based on four Continuous Assessments and Semester Examination and Indirect attainment is calculated based on 25% Program Exit Survey + 50% Alumni survey + 25% Employer Survey.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://pgpartscollege.ac.in/pdf/cos-pos.pdf">http://pgpartscollege.ac.in/pdf/cos-pos.pdf</a>

### 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

530

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 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://pgpartscollege.ac.in/pdf/action-taken-report-2020-21.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)**

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 teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

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

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

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

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

## 3.2 - Innovation Ecosystem

### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college is giving adequate importance to research as per the last NAAC peer team's suggestion. The institute has a central research committee, that oversees the research activities of the college. Impact, an annual publication by central research committee of college published the students projects. The institute has a fund that provides finances for faculties to attend seminars and conferences. This fund also finances student research projects that are overseen by the departmental faculties. The college has 10 existing MOUs. The post graduate students are encouraged to join these seminars. The faculties supervise the students in both these activities. Many seminars have been organised by different departments entered around entrepreneurship and Intellectual Property Rights (IPR). The two post graduate departments bring out their journals which are solely based on students' projects. The Commerce department has published a book with ISBN number with their student contributions.

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

15

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

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

### 3.4 - Extension Activities

3.4.1 - 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 college has a number of committees to engage students in such activities. The college has 2 NSS unit. The college tries to take an active role in the upliftment of the nearby locality. The students of NSS regularly clean the Adopated village, spread bleaching powder and water the trees. Posters and leaflets on ways to prevent Dengue and Chikungunia, on conservation of water are regularly distributed amongst the shopkeepers and local residents. . The social welfare committee makes regular visits to a nearby old age home, puts up cultural programmes and spends time with the inmates. Not only the immediate locality, during the Pandemic the students has taken to the electronic media and helped COVID affected people of Kolkata be it with oxygen cylinders, information on available beds in the hospitals and blood. Some of our volunteers have started their own career with NGOs. The college gives them every opportunity to explore all ways of helping the community. The students are coming up with new ideas and ways to reach out to the community. Many of our studenst are part of NGOs like Blood Connect, Lions Club etc.

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

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

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

### 3.4.3 - 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

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

502

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

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

6

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

6



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	<a href="#">View File</a>

## 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 Institute has following adequate physical infrastructure to accommodate all departments for conducting its effective teachinglearning process.

Well equipped spacious 70 classrooms and ICT enabled with projector facility

Hostel facility for Boys and Girls.

Principal Quarters provided

Tutorial rooms as per AICTE requirement

Dedicated Seminar halls Laboratories with experimental set-ups, computers & peripherals and Instructors to provide constant support and maintenance.

Language Lab with modern accessories Adequate Staff rooms, Toilets, etc.

Wi-Fi enabled campus Two dedicated Central Computer Centres with 248 desktops 20 computers in Digital Library,

24 computers in various departments and offices. 20in Digital Library with a total of 248 computers having uninterrupted power supply backed by sufficient number of UPS Five generators with 22 KVA for back-up power supply.

Two Auditoriums with state-of-the-art facilities to carry out extra-



**curricular activities.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://pgpartscollege.ac.in/gallery.html">http://pgpartscollege.ac.in/gallery.html</a>

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

Institute has created both infrastructural and instructional facilities to bring about all round development for the students including games & sports and extra-curricular activities.

Large playing fields support a wide variety of games

A 200-metre athletic track and courts for Basketball, Volleyball, Handball, and Throw Ball with Day-Night facilities to conduct matches. The institute also has a large indoor gymnasium facility for both boys and girls.

Yoga sessions are carried out regularly by a permanent Yoga teacher

The Institute has appointed full-time qualified Sports Personnel to train and guide students in various sports.

Dedicated spaces for Indoor sport. Many entertaining events are arranged in auditoriums as part of cultural activities to exhibit the talent of the students in music, dance, band, etc. with uniqueness and magnanimity.

Photography club, Quiz Club, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://pgpartscollege.ac.in/sports.html">http://pgpartscollege.ac.in/sports.html</a>

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

85

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)	No File Uploaded

#### 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)

2.45

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Central Library of the Institute occupies a very important place in the campus. Central Library supports study, teaching-learning process and research activities and provides a learning space for the students (UG, PG and research), staff and faculty members. Total collection of 3349 titles and 15,122 volumes of books including Departmental Libraries. The Central Library is automated with Integrated Modern LibSoftware version 2.0. Additionally, there are 1248 volumes in the Book Bank. Library subscribes to about 34 Printed Journals and 20 magazines. The Central Library is also a member of DELNET and N-List and has access to publications of all major publishers like Elsevier, Springer, etc., with access to around 1547 E-books, 1275 from Elsevier, 113 from SAGE and 1617 from DELNET. Each department has a reasonably well stocked departmental

library for reference to the students. The digital library has 20 computer terminals. The library also has books for competitive examinations.

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**

B. Any 3 of the above

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

**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)**

**2.41**

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

**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**

256

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

### 4.3 - IT Infrastructure

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

The institution has a policy for periodical upgradation of the IT facilities. New IT infrastructure are created taking into consideration the requirements of the entire college.

The Institute has a 50 MBPS high-speed internet connectivity through OFC/LAN/Wi-Fi, with access points/switches (including L2) strategically located across the campus. Wi-Fi is authentication driven with restrictions at different levels to ensure maximum security. Wi-fi facility in all hostels are for 24 hrs.

Our ERP server on the cloud offers ERP services to the college from any end of the globe.

YEAR 2020-21 Number of Computers (in working Condition) 248 Laptops  
2 Servers 2 Wi-Fi / Access Points/ Switches 70 Open source software  
20 Types of Licensed Software 68 Printers (in working condition) 22  
No. of Scanners 7

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

#### 4.3.2 - Number of Computers

248

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
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File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 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)

#### 4.28

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

Institute continuously strives to meet the growing needs of the academics making available adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching learning environment.

Academic Council/IQAC convenes regular meetings to assess the infrastructural facilities and requirements. In order to ensure maintenance and optimum utilization, various systems and procedures are established so as to benefit all the stakeholders.

Administrative officer of the Institute oversees the campus maintenance which includes buildings, classrooms, laboratories, hostels, playground, lawns etc. Cleaning, Dusting, Sweeping and

Mopping, Maintenance of Garden, Pest control, entire campus snag work etc. is undertaken daily by the housekeeping staff. Institute has a workforce of Carpenters, Masons, Electricians and Plumbers for minor repair work.

CCTV cameras have been placed at strategic places to help in maintaining discipline and a sense of security, in addition to Security Guards hired through an external private agency. The Institute has deployed Fire Alarm Systems too.

Files relevant to Library and Library services are well maintained and labelled for easy access.

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

264

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)	<a href="#">View File</a>

#### 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**

1260

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)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**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



<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

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

## 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

130

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

77



File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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 )

The Students' Council members are elected by the students through a system of secret ballot to uphold fair and democratic practices, under the vigilance of Student Council Teachers. Teachers' Day, Fresher's Welcome, Students Farewell. Departmental academic programmes like Memorial Workshop, seminars and webinars are organized by the Students' Council with the guidance of the teachers. Council members play active role in College Annual function, College Sports and during new admission. Inputs and suggestions are sought from Students' Council members when organizing student related events. Council acts as a liaison between teachers and students as well as between college administration, various committees and students to facilitate easy flow of information. The Students representation is also there in various committees like Library Advisory Committee, etc as well as in many college societies In the present pandemic situation where face to face interaction with students is difficult the role of Class Representatives that are selected by the fellow classmates have increased a lot for disseminating vital information and acting as a link between students and teachers.

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

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

Since its inception, the Alumni association has provided enormous support to motivate present students to enhance the employability and shared their expertise regarding various educational opportunities available in country and abroad.

Due to pandemic situation it was not possible to organise Alumni meet physically in 2020-21. Till date a large number of Alumni are serving the Institute as Faculty Members.

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)**

A. ? 5Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

To ensure the quality and imbibe the culture of excellence, IQAC has developed the Strategic Plan aligning with vision and mission of the Institute. Faculty opinions and participation is given due weightage by their participation in various committees like Anti-ragging, IQAC, Research, Examination, Placement, Internal Complaint Committee (ICC) to ensure the value addition

Student Council meetings are held every month to brief students on important decisions and consider their suggestions and look into their grievances, if any

File Description	Documents
Paste link for additional information	<a href="http://pgpartscollege.ac.in/index.html#Management">http://pgpartscollege.ac.in/index.html#Management</a>
Upload any additional information	No File Uploaded

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

The management has a participative management system with collective decision-making involving Principal, HODs, and Senior faculty member. Case Study The Institute has developed a well-defined decentralized system to follow the university guidelines for conducting the Internal Assessments as well as end-Semester Examinations.

Semester-wise and Department-wise Students' Enrolments, Marks uploading of Internal Assessments (Theory and Practical) and endSemester Practical, Examination Form fill-up (Regular and Backlog), Scrutiny and Review process are carried out by the Departmental Exam Coordinators under the advice of HoDs and IC, Exam of the Institute. Internal Assessment marks and end-semester final lab marks are scrutinized by Departmental Marks Committee headed by

the HoDs and being endorsed the marks are uploaded by individual subject teacher tagged by the university. The requirement for setting question papers are informed to the Principal and the IC(Exam), by the University which is sent to the HoDs for distribution amongst the faculty members in confidential manner. End-Semester Paper checking is carried out by individual tagged teachers.

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

The Strategic plan of the institute is displayed in the website. The College is working on Three Equity in education and Excellence in academics which will together lead to optimum levels of Employability.

### Case study

Institute have set their priorities as being a prime aide in employment generation for their students. A few comprehensive strategic changes over the last two years have redefined the performance standards.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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 Institute has an internal Organizational Structure that has evolved which is displayed in the website. The hierarchy is followed at every level. The Institute is managed by the Governing Council. The Institute has decentralized its operations and has delegated

authority at various levels to ensure good governance.

The Principal is the academic and administrative head who monitors the overall functioning and growth of the Institute.

The involvement of the effective leadership is achieved through the well-defined system and organizational structure.

The Institute has Service and Recruitment Rules as per the norms of the Government of West Bengal.

File Description	Documents
Paste link for additional information	<a href="http://pgpartscollege.ac.in/admissions.html">http://pgpartscollege.ac.in/admissions.html</a>
Link to Organogram of the institution webpage	<a href="http://pgpartscollege.ac.in/index.html#Management">http://pgpartscollege.ac.in/index.html#Management</a>
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Progress of an organization depends on its employees. The Institute has effective welfare schemes for the benefit of its teaching and non-teaching staff. Pay structure being followed is the Consolidated pay. Faculty and staff are entitled to EPF and gratuity. All faculty

and staff are insured for medical coverage. Maternity leave of ninety days is provided for maximum of two times. Institute encourages its teachers in acquiring the latest skills by deputing them for various programs/conferences. Institute supports the teachers by providing Special Leave/Study Leaves to pursue Project/Doctoral/Post-Doctoral research. The Institute has rules for Leaves, DA and HRA, EPF, Gratuity, ESIC scheme, Medical insurance, Transport facility, Residential Accommodation, Canteen Facility etc. All the above facilities are mentioned in the Service Rules.

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**

0

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)	No File Uploaded

### **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**

3



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

7

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

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

A systematic and effective Performance Appraisal System of the Institute provides teaching and non-teaching staff with eloquent appraisals that encourages professional learning and growth.

Appraisal System for performance review of the faculty members is conducted by the Appraisal Committee of the Institute comprising of

senior academicians/technocrats duly appointed by the Principal on the basis of following criteria.

A structured "Self-Appraisal Form" is given to each faculty member for evaluation purpose. The concerned HOD gives their remarks on the performance of the faculty member.

Performance Appraisal form for Non-Teaching staff is based on the qualitative and quantitative responses towards performance parameters. Performance Review is conducted at the end of an academic year. Wherever, there is scope for improvement, it is communicated to the concerned faculty/staff through the HoDs/ Reporting officials.

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

#### 6.4 - Financial Management and Resource Mobilization

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

College conducts internal and external financial audits regularly.

**A. Internal Audit** The Internal audit is entrusted to qualify Auditors who carry out internal audit checks every quarter and they do a thorough check and verification of all financial transactions with the supporting documents and approval of proper authority for each transaction. The financial transactions are accounted in Tally.ERP-9 by the college.

Internal Auditor will examine all vouchers on cent percent basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. On such verification any errors or omissions and commissions when pointed out by the audit team are immediately corrected/rectified and precautionary steps are taken to avoid recurrence of such errors in future.

**B. External Audit** All the financial transactions of the college are audited by an external agency. The external audit is carried out by the auditors as per the provisions of the Government rules and regulations. The College has maintained the highest level of

transparency in all financial transactions. It may be seen from the audited reports that all the financial transactions are carried out as per the standard norms.

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

**Being a self-financed institute.**

The annual budget is prepared according to the need and requirements of the departments taking into consideration the annual intake of students, laboratory and infrastructure development, students, faculty & staff requirements and promotions and latest technologies etc. The college obtains proposals from the concerned departments regarding expenditure in an academic year, which is matched with the projected income for an academic year and is consolidated by the Principal of the College for approval by the Society that manages the affairs of the College.

Once it is approved by the Society, the Principal apprises the Departments of the allocation so that reappropriation of budget outlays are avoided or kept to the minimum. After the allocation, the departments can avail the financial resources within the given

limit.

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

## 6.5 - Internal Quality Assurance System

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

As an IQAC quality initiative, all the departments were suggested to initiate Research Proposal and consequently submit to the funding agencies for procuring Govt. fund as well as begin IndustryInstitute partnership through MoU signing.

There was further refinement to the learning goals, learning objectives and rubrics subsequently with reduction in the number of programmes and based on the suggestions received from the mentor in 2018. Adequate amount of professional staff support is in place to collect and document from faculty, and this helps in compiling and reporting the results as per the timelines.

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 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 (For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives) Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC

within a maximum of 200 words each

(1) To have an effective teaching-learning process during the pandemic through virtual mode, IQAC has taken initiative such that all the students are provided with class notes as per the Class Schedule, after the on-line mode of teaching is over through Google Meet.

(2) IQAC suggested for Academic-Administrative Audits for all the departments to be made mandatory for overall improvement of teaching learning process at large with the hope that after the Institute opens in physical mode, the same may be conducted.

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	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **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

Gender Sensitization is a critical issue. The Institute organizes programs and events at regular intervals in order to spread awareness about the issue.

The Institute aims to help provide gender equity by conducting seminars, debates, group discussions for both boys and girls on a single platform, awareness programme on women's empowerment and gender sensitivity, cybercrime and self-defense.

The institute has constituted various committees with senior female faculty/staff members viz. Anti-harassment Committee, Women Redressal Cell and Internal Complaint Committee (ICC), as per rules and regulations of Statutory Authorities.

Separate Common rooms for boys and girls with basic facilities exist in the College. Counseling of girl as well as boy students is conducted in a regular manner by the lady faculty members of the above mentioned Committees.

File Description	Documents
Annual gender sensitization action plan	Nil
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	<a href="http://pgpartscollege.ac.in/others.html">http://pgpartscollege.ac.in/others.html</a>

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

The environment of the Institute is eco-friendly. The institute has taken conscious efforts to enhance and nurture the eco-friendly environment and always strives for sustainable environment in the campus.

A dedicated team of gardeners and sweepers take care of lawns, gardens, plantation, maintenance, etc. to maintain the green environment in the campus in a regular manner.

The Institute has taken all initiatives in line with the Swachha Bharat Abhiyan to sensitize its students and staff through different activities e.g. seminar, webinar, NSS cell etc.

Liquid waste is collected and then discharged into the municipal sewage system.

E-waste is assembled in the innovation labs where students cannibalised the required parts, while the rest of the scrap is then sold to E-waste collection company.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**



<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3.Pedestrian-friendly pathways</b></li> <li><b>4.Ban on use of plastic</b></li> <li><b>5.Landscaping</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>										
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Any other relevant documents	<b>No File Uploaded</b>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>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</b></p>	<p><b>C. Any 2 of the above</b></p>										
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Certificates of the awards received	<b>No File Uploaded</b>										
Any other relevant information	<b>No File Uploaded</b>										
<p><b>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</b></p>	<p><b>A. Any 4 or all of the above</b></p>										

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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).

Institute is well known for its endeavour towards academic excellence but also because of its HR policies of empathy, societal consciousness, and harmonious relationship with its ambient culture and sensitivities.

Faculty / Staff Members and the students of the Institute have an all India mix and they celebrate each others' festivals, music and art. Orientation Programs for the students have some artistic offering from every section of students' home states. Students' band and cultural events reflect diversities in musical/ cultural performances.

Communal divides are rare. The Institute has a robust and longstanding commitment to its social responsibilities. The NSS Cell has undertaken many a socially responsible drive in the areas of charity initiatives towards the underprivileged in society.

Differently-abled students, staff, or teachers are supported with ramps, lift facilities, even special assisting staff members designated.

<http://pgpartscollege.ac.in/gallery.html>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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 Institute is fully aware of its noble role as architect of India's generation next. The Institute is committed to the philosophy espoused by the Indian Constitution, in word and spirit.

A copy of the Constitution Preamble is preserved in the reception of Main office building to ensure the expression of the value the Institute puts on it.

On Constitution Day, Institute renews its pledge to the Constitution by repeating aloud, word for word, the Preamble. Institute focuses on installing a sense of responsibility in its students towards the Constitution through various efforts some notable being New India Pledge taking ceremony on Republic Day and Independence Day.

As part of the curriculum a non-credit offering, Constitution of India/Essence of Indian Knowledge & Traditions is offered. In keeping with the values and ethics of Community Service, Institute routinely conducts Swacch Bharat and Swasth Bharat Abhiyaans. In association with NGOs, Organ Donation Pledge Workshops are organized in every year under National Service Scheme (NSS) to acquaint the students with the pressing need for more individuals to become Organ Donors.

World Environment Day awareness quiz was conducted online.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code**

**B. Any 3 of the above**

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

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute has a tradition of celebrating the Republic Day and Independence Day with full vigour and enthusiasm. The celebration includes parade of NCC members of the student group, unfurling of the tri-colour national flag, singing of national anthem and address by the Principal for the special days.

The institute takes all efforts to commemorate the Birth anniversary of Swami Vivekananda at the Vivek Jeyanthi, which is named after Swami Vivekananda.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

#### Best Practice 1 Content beyond Curriculum Objectives of the Practice

The main objective of the practice of Content beyond Curriculum is to help students in following aspects.

1. To groom the students in a progressive environment to become competent professionals.

#### Constraints of the Practice

1. Committed faculty members are required to clarify doubts of the students participating in MOOCs courses. This requires continuous up gradation of knowledge of faculty through FDP programs.

**Evidence of Success** The practice is successfully implemented through constant monitoring by the MOOCs coordinators and motivating students by the mentors. Following are some of the achievements:

#### Best Practice 2.

**The use of ICT:** the Institution has been one of the pioneers to introduce ICT for regular operations of the college in its neighbourhood. ICT has been put to regular use in academic as well as all administrative activities of the Institution. Regular upgradation of ICT infrastructure is a regular feature for the institution ensuring the best outcome for all the stakeholders.

2. **The Social Outreach Activities:** Social outreach activities have been a priority for the Institution since its inception as it was build on the values of Mahatma Gandhi.

File Description	Documents
Best practices in the Institutional website	<a href="http://pgpartscollege.ac.in/gallery.html">http://pgpartscollege.ac.in/gallery.html</a>
Any other relevant information	<a href="http://pgpartscollege.ac.in/pdf/pgp%20group%20prospectus_new.pdf">http://pgpartscollege.ac.in/pdf/pgp%20group%20prospectus_new.pdf</a>

### 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

The Institute is celebrating more than two decades of its meaningful contribution in the promotion of higher technical education with a focus on sustainable growth projectile through positive industrial tie-ups, faculty expertise and media relationships. Earning media reputation over the years is one distinctive area to its priority and thrust.

The teaching excellence at the Institute is inspirational for the young minds. In the environment of pandemic due to COVID 2019, the faculty members utilized e-learning modules when chalk-and-board teaching is not possible. Numerous Webinars on various beyond syllabus topics and digital events on extra-curricular activities were conducted for the next generation learning .

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

#### 7.3.2 - Plan of action for the next academic year

To increase Ph. D enrollment.

To motivate faculty members for the FDP programmes

To increase alumni and industry interaction to students