Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**THAKUR PANCHANAN MAHILA MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. Sati Singh**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03582222695**
Mobile no.	**9775835575**
Registered Email	**tpmm.naac@gmail.com**
Alternate Email	**tpmm_cob@rediffmail.com**
Address	**MAGAZINE ROAD**
City/Town	**COOCH BEHAR**
State/UT	**West Bengal**
Pincode	**736101**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**DR. UPENDRA NATH BARMAN**
Phone no/Alternate Phone no.	**03582222695**
Mobile no.	**9083110059**
Registered Email	**tpmm.naac@gmail.com**
Alternate Email	**iqactpmm@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://tpmm.org.in/doc/2018-2019.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://tpmm.org.in/doc/2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C+**	**60.35**	**2004**	**16-Sep-2004**	**15-Sep-2009**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**09-Mar-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting to prepare academic calendar and to frame plan of action	**10-Jul-2019** **1**	**11**
IQAC meeting to analyze feedback of stakeholders	**06-Mar-2020** **1**	**11**

Departmental seminar (guided by IQAC)	13-Mar-2020 1	74

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Thakur Panchanan Mahila Mahavidyalaya	Sanitary Pad Vending Machine	DPI, Govt of West Bengal	2020 0	65696
[View Uploaded File]()				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

The departments are encouraged to organize seminars. The teachers are assigned duties related to NAAC accreditation. Annual report for All India Survey of Higher Education is successfully submitted. Teachers and students are encouraged to adopt online mode of teaching learning in the wake of Covid19 pandemic.

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

Plan of Action	Achivements/Outcomes
Departments will be encouraged to organize seminars.	Department of English organized departmental Seminar on 13/03/20.
Encouraging teachers to use ICT tools in the classroom.	Use of ICT tool in the classroom increased. The trend helped in the wake of Covid-19 pandemic that forced the teaching learning process to be conducted completely in the online mode.
NAAC accreditation	Efforts continue but with little success.
Introduction of value added course	Four value added courses are offered.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	20-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Our institution uses MIS module CAS 5.0 for managing students related data especially of admission and fees collection.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Being a constituent college of Cooch Behar Panchanan Barma Universty, Cooch Behar, Thakur Panchanan Mahila Mahavidyalaya follows the curriculum designed by the parent university. The college ensures effective curriculum delivery through a well-planned process. The institution follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delineates a schedule for teaching, examination, semester break and vacations, which is strictly followed by the college to ensure smooth functioning of its

teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. All the aforementioned information is reinforced during the collegiate and departmental orientation of new students at the beginning of academic session. The Principal also conducts meetings with faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled. The Head of the Departments allocate subjects to teachers and prepare time table. The teaching plan is prepared by the individual teachers of respective departments. Generally the Curriculum delivery methods are Lectures, PPT Presentations to illustrate ideas and concepts, Laboratory work, E-Learning, online mode of teaching, identifying online resources for self-learning and seminars, film shows and video clippings on themes pertaining to the syllabus, followed by question-answer sessions, often arranged by the departments, break the monotony of classroom lectures and energise and inspire the students to think out of the box. For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind. The students are informed well in advance about the deadline for assignment submissions and dates for class tests and presentations. The mentor-mentee periods are created specially to supplement this kind of academic framework with the extra academic support that the students might require the quality of class room teaching is enhanced by encouraging faculty to improve and update teaching learning method through participation in Orientation Course, Refresher Course etc. Extension lectures by eminent personalities from the concerned fields also enrich the understanding of the students. Field-based excursions and educational tours enable the students to have a hands-on experience. The institution's approach is reoriented to suit the learner's pace, ensuring the mitigation of any pressure on the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Communicative English	03/09/2019	280
Personality Development	12/09/2019	275
Technology in Modern World: Application of GPS	06/09/2019	282
????? ???????? ? ????? ?????? ????	23/09/2019	278
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Most of the departments of this institution follow a well-planned mechanism of obtaining feedback from all kinds of stakeholders. Feedback from Parents/Guardians is received during Parent-teacher meetings and parents are encouraged to meet teachers to discuss student progress as and when required. Feedback forms for students are distributed from the departments. The feedback forms are collected by the departments and necessary steps taken after discussion in the Departmental Meetings. Feedback regarding academic and developments issues is discussed in Teachers' Council and IQAC meeting and necessary steps taken and the suggestions given by the stake holders have been conveyed to the respective department.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	577	2007	504
BA	Programme	1170	1490	959
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3823	0	30	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
30	20	4	4	1	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

All the faculty members function as mentors of a group of students assigned to them. After the completion of the admission procedure, each department organizes a class test to categorize students based on their ability into groups. The number of the groups depends on the number of teachers in the concerned department. In the departmental meeting, each department discusses and decides which teacher is to be the mentor of which group. The lists of the mentors along with the mentees are published to ensure that the students come to know the name of their mentor. The mentees can have person to person interaction or small group interaction with the respective mentor to discuss any problem related to academics, co-curricular activities, and psychological heath. Teachers do not only mentor the students' academic development but also counsel them to handle stress and depression. The slow learners who fail to cope with the pace of the class are taken special care in the form of extra remedial classes. The confident students are encouraged to do peer-tutoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3823	30	1:127

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	30	3	1	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

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

the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honours and Programme	1st, 3rd and 5th sem	18/12/2019	11/02/2020
BA	Honours and programme	2nd, 4th and 6th sem	14/10/2020	21/10/2020

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

In the newly introduced CBCS system, the process of Continuous Internal Evaluation system is conducted by the college though the modalities have been fixed by the university. The departments decide to conduct the evaluation by selecting any one of the following methods: class test, project work, field work, seminar presentation, group discussion. Most departments choose project work for evaluation of most of the papers.

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

Academic calendar has been prepared and shared with the students. The calendar includes the holiday list, tentative date of internal evaluation and the semester examination of the university and the dates of co-curricular activities.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://tpmm.org.in/index.aspx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Bengali Honours	96	93	96.8
UG	BA	English Honours	84	79	94
UG	BA	Sanskrit Honours	24	20	83.3
UG	BA	Philosophy Honours	25	21	84
UG	BA	History Honours	75	66	88
UG	BA	Political Science Honours	21	18	85.7
UG	BA	Geography	22	21	95.4

UG	BA	Education	28	25	89.2
UG	BA	Programme	323	268	82.9

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://tpmm.org.in/doc/2.7.1.%20Student%20Satisfaction%20Survey%202019-2020.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)

International	Bengali	2	Nill
International	English	1	Nill
National	Sociology	1	Nill
National	History	1	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NIL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	0	0	0
Presented papers	0	1	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	0	0

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
District Level Competition on Videos, Songs Recitations for Awareness of Covid-19	NSS, Cooch Behar College	Participated in awareness video, song, recitation, poster category	1	6
District Level iGOT Training Orientation Programme on Protection and Prevention of Covid19	NSS, Cooch Behar Panchanan Barma University and NSS, Cooch Behar College	Students Participated in Training and teacher participated as resource person	1	5
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Nill	NIL	2024

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17518	2463409	0	0	17518	2463409
Reference Books	431	322564	0	0	431	322564

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	21	0	0	6	0	5	10	2	0
Added	0	0	0	0	0	0	0	0	0
Total	21	0	0	6	0	5	10	2	0

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	0.34	0	0.19

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) • Laboratory: Maintenance of Geography laboratory is the responsibility of Geography department, with the non-teaching member of the department providing necessary support in maintaining a stock register which is regularly updated, monitoring usage of equipment, and ensuring clean and hazard-free environment and fire-fighting facilities • Library: the college has a library with both lending and Reading Room facilities. The Library is located in the Annexe Building. The Library is maintained by its staff comprising Librarians (2), and support staff. There is also a Library Committee, of which the librarians are ex officio members, and which meets periodically to review activities and suggest improvements for providing better service. • Sports facilities: The Students' Common Room is also equipped with facilities for indoor games like carrom and table tennis. A Sports Committee comprising teaching and non-teaching staff and students supervises all sporting activities in the college, including Annual Sports. • Computers and Peripherals: The teachers are responsible for maintenance of computers and peripherals in the teachers' staff room, while those in use in the Office and Accounts are maintained by the office staff. For purchase of hardware and software, requisitions are submitted by departmental heads to the Principal's office, which then arranges procurement of the same. AMCs are made for hardware and software maintenance. • Classrooms: classrooms, corridors and staircases undergo periodic inspection by the Building Committee which arranges for renovation and repair work as and when necessary, after due process of submitting report to the administration.

http://tpmm.org.in/Policy_docs.html

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	SVMCM, K1, K2, NSP	438	7946000

b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	01/07/2019	267	Departments of College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	Career counselling	0	38	0	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	BA	English	Banaras Hindu University	MA
2019	1	BA	English	North Bengal University	MA
2019	1	BA	English	Cooch	B.Ed

2019	1	BA		Behar B.Ed Training Colleg	
2019	1	BA	English	Jalpaiguri College of Education	B.Ed
2019	1	BA	English	IGNOU	MSW
2019	4	BA	GEOGRAPHY	CBPBU	MSc
2019	1	BA	Geography	Diamond Harbour Women's University	MA
2019	2	BA	Geography	WBUTTEPA	B.Ed
2019	2	BA	Education	CBPBU	MA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1

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

Activity	Level	Number of Participants
Freshers Welcome (History Dept)	Institution	52
Teachers Day	Institution	47
Vidyasagar Janma Jayanti	Institution	49
Birth Anniversary of Ishwar Chandra	Institution	30
Freshers Welcome (Geography)	Institution	30

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	NIl	NIL

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

Students are not only the most integral part of any academic institution, but also the most significant stakeholder of it. Naturally, their involvement in various decision-making processes is a 'must have' for any institution to excel

in its true endeavour, i.e. holistic development of the pupil. Elected representatives take part in different committees of our college. As the college has been run by an administrator appointed by the government, the scope of participation got technically limited for now. But the college authorities have tried their best to compensate that by delegating some serious duties to them, like that of organizing the annual college fest or the preparation for Saraswati Puja. Our college takes pride in the matter that the students were actively consulted while devising various ways and means which can directly benefit them, such as the running of the college gymnasium or organizing the annual sports. They are also part of the process when various departments take initiatives for multitude of academic and related activities, be it arranging departmental tours/ excursions or holding of seminars/ talks, etc. Capturing students' sentiment through a feedback mechanism also helps the institution in understanding if there remains any deficiency on part of the administration and, the college sincerely tries to take amendment measures in tandem with the student body, both elected as well as others.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

"Empowering Women Through Education" following this motto, the story of Thakur Panchanan Mahila Mahavidyalaya is a continuously forward story. Since its inception in 1981, the institution has stood as a beacon of inclusive education for women in Cooch Behar. As the sole womens college in the district, it plays a vital role in providing higher education opportunities for women from diverse backgrounds, regardless of their physical ability, caste, religion, or social status. Recognizing its unique position, the college has pushed to utilize its two major strengths, which are accessibility and decentralized participatory management system. During last academic year, it had implanted the strategies of making various sub-committees under the IQAC, and also prioritized the Feedback Mechanism. Following the same trend, the college authorities has gone further to strengthen the departmental committee system to ensure smooth transaction of ideas, and also to build up a positive work environment that ensures a daily linkage between the office and the teaching community. Keeping the welfare of students in mind, the college has also encouraged a mentor-mentee system for all the departments. As the teaching-learning process took a drastic new turn with the onset of Covid-19 pandemic, it was instrumental that the teachers are present for every need of their pupil, even though online. These two initiatives, having departmental colleagues in one platform to interact with the office for effective delivery of curriculum and a familial

bond between teaching and student fraternity through a mechanism of mentor-mentee system, in fact, held the ship together in such time of distress during the pandemic.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum is developed by the affiliating university (CBPBU) following UGC guidelines for affiliating colleges.
Teaching and Learning	Teaching is done according to the class routine and learning is made interactive through various means like Group Discussion, Field Trip, Movie Screening, etc. Online mode of teaching and learning has been readily adopted by the college in the wake of Covid-19.
Examination and Evaluation	Examination is done as per the schedule provided by the parent university and evaluation is also done centrally by the same authority. College is only responsible for taking and evaluating Internal Assessments.
Research and Development	Undergraduate colleges have very limited scope for conducting research programs for students. The authority does encourage the faculty members in conducting research though.
Library, ICT and Physical Infrastructure / Instrumentation	Students benefit from a vast library with numerous text and reference books, complemented by computers offering internet access. Additionally, the Geography department shines with its modern and well-equipped lab.
Human Resource Management	For this, the government has provided a platform called HRMS (Human Resource Management System), by which salary is disbursed. As a grants-in-aid college under the government of West Bengal, the college can access the system partially.
Industry Interaction / Collaboration	As an undergraduate college, offering humanities and social science courses only, the college does not have any industry interaction or collaboration.
Admission of Students	Thakur Panchanan Mahila Mahavidyalaya prioritizes transparency and efficiency in its admissions process by utilizing a secure online portal. This platform streamlines the application journey for

E-governace area	Details
Planning and Development	College website www.tpmm.org.in is used for all practical purposes.
Administration	Our institution uses MIS module CAS 5.0 for managing students related data especially of admission and fees collection.
Finance and Accounts	For financial management, IFMS (Integrated Financial Management System) is used.
Student Admission and Support	Students' admission is done through online portal maintained by the college. Students also fill up semester-wise admission forms, deposit all kinds of fees online.
Examination	Examination form filling up, fees deposit, internal assessment marks uploading, results publication, etc. all are done online now.

| | students, adhering to the latest government regulations. |

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Empowerment	2	02/06/2020	08/06/2020	7

in online teaching, learning and evaluation for combating Covid-19 pandemic situation				

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Policy, Group Provident Fund loan facility, Study Leave, Leave for Faculty Development Programme.	Group Insurance Policy, Group Provident Fund loan facility, Leave for Faculty Development Programme.	Group Insurance Policy, Student's Health Home, Financial Assistance, half and full waiver of admission fees for needy and specially abled students. Psychotherapy unit for student counselling and support. Anti-Ragging Cell, Sexual Harassment Redressal Cell actively functional. Canteen facility for the students.

6.4 – Financial Management and Resource Mobilization

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

Internal audit is conducted regularly. External financial audits are done regularly by Directorate of Public Instruction, Higher Education Department, Govt. of West Bengal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Gyandhara Grant from P.C. Chandra Radhamadhab Institution	25000	Library books purchase

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6.4.3 – Total corpus fund generated

25000

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	No	NIL
Administrative	No	NIL	No	NIL

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

NIL

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

NIL

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

NIL

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC meeting to prepare academic calendar and to frame plan of action	10/07/2019	10/07/2019	10/07/2019	11
2020	IQAC meeting to analyze feedback of stakeholders	06/03/2020	06/03/2020	06/03/2020	11
2020	Departmental seminar (guided by IQAC)	13/03/2020	13/03/2020	13/03/2020	74
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness	12/11/2019	12/11/2019	50	0

programme on Child Marriage				
International Women's Day	08/03/2020	08/03/2020	45	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The students are made aware of the significance of keeping the environment of the college clean and green through various measures. The ancient siris tree (Albizia lebbeck) in the campus is one of the strongest identity markers of the college. Students participate in different programmes related to environmental consciousness. Students are taken out for bird watching session in order to inculcate eco-consciousness and love for environment in their minds. Students are also reminded of switching of the lights and fan in the classroom when not in use.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	Nil	nil	Nill
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	30
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Gardening, 2. Preservation of the large ancient trees, 3. Declaring the campus as No Smoking Zone, 4. Creating students' awareness regarding the misuse of water, 5. Creating students' awareness regarding the misuse of energy.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice – 1 Title of the practice: Clean and Green Campus Context One important mission of the college is "To develop a commitment among Students Staff members towards the conservation of Environment with a goal towards

sustainable development." The college has framed well defined and viable strategic goals for creation of a Clean and Green Campus help students to dream achieve a sustainable and healthy environment in and outside the college Campus. Objectives To carry out the swachhta activities in the campus smoothly. Creation of a Green Campus Water Conservation to be done to reduce unnecessary water usage. Recycling of waste paper. Waste Management to be performed in the college campus To conserve energy and reduce wastage in the campus Practice The college has formed Swachhta Action Plan Committee with Staff Students to carry out the swachhta activities in the campus smoothly. The cleaning of the campus, classrooms, laboratories, toilets and College Garden are done by supporting staff supervised by the NSS Unit, Students Head of the respective Department. Plastic free campus drive by introducing cloth bags, paper-bags, paper plates earthen glass in the campus. Maintenance of taps, cisterns water pipes is done regularly. Leakages are immediately taken care of by availing the service of the plumbing agency. The college has facilities for the management of degradable non-degradable waste. Plantation programmes have been done for the greenification of the campus. Outcomes The green campus developed by the college is not only a step towards saving the environment but also an addition to the beauty of the campus. Due to this practice, there is an increase in plantation of trees in the campus. We have also succeeded in maintaining plastic free campus. Best Practice--2 Title of the practice: Psychological Counselling Cell Context Mental wellness is essential for the learners. Addressing the physical and mental health issues of students was imperative to rule out future impairments. Mentoring was necessary to wipe out the trauma caused to the young minds, the sense of despair and listlessness. Counselling is confidential and recognizes that each person is unique. The Psychological Counselling cell was set up to ensure the mental wellness of the students. The focus of the sessions was to help students in their mental crisis and to provide them necessary guidance. Objectives To create awareness on to manage daily hassles and stress from the same. There were interactive sessions on Depression in which several causes and symptoms of depression were discussed. Remedial measures were explained. To create awareness among students on Suicide and how treatment can help them. To create awareness on cyber addiction and cyber bullying General discussion on potential, aptitude and interest are undertaken. Steps are outlined to sustain attention during counselling. Practice The Cell conducts both individual and group sessions at the commencement of the academic session in July, the Cell conducts group sessions for students to give them an overview of counselling. The Cell also organises group sessions related to specific topics such as Stress Management and Examination Phobia. About 30 students attended the individual sessions and 79 participated in the group sessions. Outcome Interactive sessions on causes and remedial measures of social interactions and anxiety have been truly fruitful to the students. As a result of continuous supervision and counselling of the students, attendance has improved and concentration has increased.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://tpmm.org.in/doc/BEST%20PRACTICES%202019-2020.pdf

7.3 – Institutional Distinctiveness

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

Since our institution is the one and only Women's College in the entire district of Cooch Behar, we always hold a broader vision before us: "Women Empowerment through Higher Education." In the process of attaining the vision, Our College provides an inclusive environment for students of diverse socio-economic, cultural and religious backgrounds. However, their diverse

backgrounds do not stand in the way of their uniform sense of belongingness as a member of Thakur Panchanan Mahila Mahavidyalaya family. The priority and thrust area of our college is the comprehensive development of the students by providing quality and value-based education to the students and also by encouraging Co-curricular Activities. Admission (Online) of students is done completely on the basis of merit adhering to the circulars and Schedules issued by the Higher Education Department, Govt. of West Bengal and the parent University (Cooch Behar Panchanan Barma University). The institution stringently follows the regulations of the government regarding reservation policy. An assessment test for detecting advanced and slow learners is conducted every year to address varying learning abilities. Remedial classes are held for slow learners. Various forms of student- engagement programmes are undertaken by the Departments. Students are encouraged to make PPT and paper presentations to create interest in the subject. Maintenance of discipline and monitoring of attendance is an integral part of our institution. Webinars, invited lectures, educational tours, collaborative programmes with neighbouring colleges are regularly organized. Departments organize awareness raising programmes regarding the issues of gender discrimination, human dignity national unity, communal harmony and environmental conservation. The NSS unit of our college offers an excellent opportunity for students to imbibe the notion of social service. The College takes initiatives in organizing various events and programs for moulding the students to become responsible citizens by sensitizing them to the constitutional obligations: values, rights, duties and responsibilities of the citizens. Our college being exclusively a girls' college is always very keen on providing safety and security of students and staff in the campus and takes necessary measures to raise awareness regarding gender equality. The college has zero tolerance for sexual harassment of women in the institution. The college also has Anti –Ragging Cell which helps to prevent any incident of ragging or harassment of the students. To ensure protection for students Staff, the entire campus is under the surveillance of CCTV cameras with an overall viewing facility at the Principal's office. The college is intent on the holistic development of the students and hence, the objectives are to chisel them into sensitive, responsible, uncorrupted citizens, imbued with virtues like universal brotherhood, forbearance respect and train them "to strive, to seek, to find and never to yield."

Provide the weblink of the institution
http://tpmm.org.in/Policy_docs.html

8.Future Plans of Actions for Next Academic Year

In the wake of the Covid-19 pandemic, IQAC plans to facilitate the online mode of teaching. Developing awareness regarding health and hygiene and environment will be of paramount importance. Plans should be made to monitor the mental health of the students and staff.