Prabhu Jagatbandhu College

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year : 2012-2013

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **Prabhu Jagatbandhu College**

1.2 Address Line 1

> Jhorehat, Andul-Mouri

Address Line 2

City/Town

> Howrah

State

> West Bengal

Pin Code

> 711 302

Institution e-mail address

> info@prabhujagatbandhucollege.edu.in

Contact Nos.

> 033 26690221

Name of the Head of the Institution:

> Dr. Sarada Mandal

Tel. No. with STD Code:

> 033 26690221

Mobile:

> 9433105869

Name of the IQAC Co-ordinator:

Dr. Kakoli Banerjee

Mobile:

9830040709

IQAC e-mail address:

sarada_mandal@rediffmail.com

kakolika@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

WBCOGN13554

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

EC/45/A & A/44 dated 28-03-2008

1.5 Website address:

www.prabhujagatbandhucollege.org

www.prabhujagatbandhucollege.edu.in #

Web-link of the AQAR:

www.prabhujagatbandhucollege.org/Click here to view the Self Study Report 2014

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.74	2008	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

08/04/2009

1.8 AQAR for the year *(for example 2010-11)*

2012-13

#: this website will be effective from June 01, 2014

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR _____December, 2009 _____ (DD/MM/YYYY)4
  ii.   AQAR_____December, 2010 _____ (DD/MM/YYYY)
 iii.   AQAR_____December, 2011_____ (DD/MM/YYYY)
 iv.   AQAR_____December, 2012_____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                   Urban [ ]   Rural [√] Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [ ]   UGC 12B [ ]

               Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*   [Calcutta University]

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   N.A.

University with Potential for Excellence | | UGC-CPE | |

DST Star Scheme | | UGC-CE | |

UGC-Special Assistance Programme | | DST-FIST | |

UGC-Innovative PG programmes | | Any other (*Specify*) | |

UGC-COP Programmes | |

2. IQAC Composition and Activities

2.1 No. of Teachers   08

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   00

2.4 No. of Management representatives   03

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

   community representatives   00

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   05

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [03]

Non-Teaching Staff Students [ ] Alumni [ ] Others [ ]

2.12 Has IQAC received any funding from UGC during the year?   Yes   No √

If yes, mention the amount [ ]   [ ]   [ ]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [00]   International [ ]   National [ ]   State [ ]   Institution Level [ ]

(ii) Themes   [ ]

2.14 Significant Activities and contributions made by IQAC

Intimation of quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders are done by the following processes:

- The teaching and non-teaching faculty, the two wings of internal stakeholders are made aware of quality assurance policies, mechanisms and outcomes through meetings of Governing Body, of teachers' council, of non-teaching council, of subcommittees;

- The students, the third wing of the internal stakeholders, are informed through meetings (where there is Students' Representatives) and through walling up and circulation of notices of the authority.

- The External Stakeholders, including the retired staff, the alumni, the guardians and the local populace are communicated about the various quality assurance policies and outcomes through notices at college gate, college website, and also by personal contact.

The institute publishes magazines, prospectus annually. These are circulated to the students and well-wishers. These publications provide the latest updates on the happenings on the institute. Moreover the happenings related to academic matters are placed in the institute's website www.prabhujagatbandhucollege.edu.in [#].

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Academic :

- Spoken English and basic computer training for SC/ ST/ Minority/ OBC non creamy layer (under Merged Scheme)

- NLIST membership of all staff in 2013

- Conducting all Calcutta University Honours Practical Examinations in the College

- Centre for Geography Honours Practical Part II Examination of Calcutta University

Administrative :

- Perspective plan for future development have been formulated

- Enhancement of Online admission procedure

- Inclusion of admission database into the already running software of the college

- Introduction of digital I-card for students

- Gender harassment cell has been formed

- Women empowerment through Women's Cell

- Collaboration with Students' Health Home has been revived

Infrastructure :

- New internet connection in the staffroom, Geography, Commerce, Physics and Maths in 2012

- New internet connection in Philosophy, Physical Education, Chemistry, History, Political Science, Commerce, Accounts Division, Computer Science, Library, NAAC office , central administration in 2013

- Smart Room

- Digital Library

- Introduction of Wi fi system

- Water Cooler and Aquaguard installed in 2012

- Introduction of three more computers in the office

- Gymnasium has been revived with addition of equipments

2.15 Whether the AQAR was placed in statutory body   Yes   √   No

Management | √ | Syndicate | | Any other body | |

Provide the details of the action taken

AQAR passed through G.B. and actions are taken accordingly.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03	00	00	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				
Interdisciplinary	02			
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / **Open options √**
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual √	03

1.3 Feedback from stakeholders*   Alumni ☐ Parents ☐ Employers ☐ Students ☑
    (On all aspects)

   Mode of feedback   :   Online ☐ Manual ☑ Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

   N. A.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

   None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	16	09	00	01 (librarian)

2.2 No. of permanent faculty with Ph.D.

11

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year: Nil

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty | 02 | | 00 | | 15 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	01	10
Presented papers	06	01	02
Resource Persons	00	00	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- Spoken English and basic computer training for SC/ ST/ Minority/ OBC non creamy layer (under Merged Scheme)

- NLIST membership of all staff in 2013

- Conducting all Calcutta University Honours Practical Examinations in the College

- Centre for Geography Honours Practical Part II Examination of Calcutta University

- New internet connection in the staffroom, Geography, Commerce, Physics and Maths in 2012

- New internet connection in Philosophy, Physical Education, Chemistry, History, Political Science, Commerce, Accounts Division, Computer Science, Library, NAAC office , central administration in 2013

2.7 Total No. of actual teaching days
     during this academic year

192

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

N. A.

2.9   No. of faculty members involved in curriculum restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop | 03 |

2.10 Average percentage of attendance of students | 75% |

2.11 Course/Programme wise distribution of pass percentage :

Subject (Honours)	C.U. Exam	Appeared	QH	QG	Failed	Success rate in %
Bengali	Part-I	65	60	05	00	100
	Part-II	65	62	02	01	98.4
	Part-III	54	53	01	00	100
Eng	Part-I	20	05	15	00	100
	Part-II	18	09	09	00	100
	Part-III	04	04	00	00	100
Commerce	Part-I	82	42	00	40	51.2
	Part-II	87	23	01	63	27.6
	Part-III	27	23	04	00	100
Computer Science	Part-I	08	01	01	06	25
	Part-II	01	01	00	00	100
	Part-III	14	12	02	00	100
Economics	Part-I	00	00	00	00	-
	Part-II	01	01	00	00	100
	Part-III	01	01	00	00	100
Geography	Part-I	34	25	03	06	82.3
	Part-II	32	30	02	00	100
	Part-III	20	20	00	00	100
History	Part-I	48	41	01	06	87.5
	Part-II	46	42	01	03	93.4
	Part-III	30	29	00	01	96.6
Mathematics	Part-I	25	11	05	09	64
	Part-II	15	11	02	02	87
	Part-III	18	07	06	05	72.2
Philosophy	Part-I	46	29	06	11	76
	Part-II	37	17	08	12	67.5
	Part-III	17	14	01	02	88.2
Physics	Part-I	23	12	03	08	65.2
	Part-II	12	03	05	04	66.7
	Part-III	06	03	03	00	100
Political Science	Part-I	16	15	-	-	93.7
	Part-II	21	14	-	-	66.6
	Part-III	30	22	-	-	73.3

Results (General)			
Course	Appeared	Qualified	Success %
B.A.	367	194	52.86
B. Sc.	34	29	85.19
B. Com.	26	18	69.2

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC functions as an overall advisory body operating constantly for the betterment of the teaching learning process. The IQAC meetings often result in the emergence of new ideas which help invigorate teaching methods. IQAC serves notices regarding effective teaching plans, modules maintained by the department and regular departmental meetings to be held for a holistic improvement of the academic environment. Not only this, feedbacks from students are obtained from time to time to ensure the best quality of teaching. In fact the IQAC acts as a guide and moral boost to all the new ventures that the faculty members conceptualize for their students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	10	00	00
Technical Staff	00	N.A.	N.A.	N.A.

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The internet facility is always available so that the faculty can access information. The INFLIBNET facilities are availed by both staff (teaching and non teaching) and students. The Institution encourages faculty to actively participate in new and emerging areas of research. There are instances where faculty members are granted leave to participate in various workshops related to research methodology.

3.2   Details regarding major projects

None

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01 (MRP UGC, 2010-2012)			03
Outlay in Rs. Lakhs	Rs. 147250			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	08		
Non-Peer Review Journals			
e-Journals			
Conference proceedings	03	01	03

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [11]   Nos. in SCOPUS [16]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2010-2012	UGC	Rs. 147250	Full
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 03 | Chapters in Edited Books | 01 |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from – N.A.

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					03
Sponsoring agencies					college funded

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

3.13 No. of collaborations: Nil   International [ ]   National [ ]   Any other [ ]

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs : N.A.

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	None
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
      Of the institute in the year

Total	International	National	State	University	Dist	College
01				Calcutta University		

3.18 No. of faculty from the Institution
       who are Ph. D. Guides
     and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil   SRF Nil   Project Fellows Nil   Any other Nil

3.21 No. of students Participated in NSS events:

University level 100   State level ☐

National level ☐   International level ☐

3.22 No. of students participated in NCC events:

University level ☐   State level 130

National level 25   International level ☐

3.23 No. of Awards won in NSS:

University level ☐   State level ☐

National level ☐   International level ☐

3.24 No. of Awards won in NCC:

University level [ ] State level [14]

National level [01] International level [ ]

3.25 No. of Extension activities organized

University forum [ ] College forum [ ]

NCC [ ] NSS [ ] Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

COMBINED ANNUAL TRAINING CAMP:
1. CATC P. K. H. N. Mahavidyalaya Jun 2012,
2. CATC Diamond Harbor college May 2012,
3. CATC & Fairing Capsule Asansol August 2012,
4. Gangadharpur vidya Mandir Sept. 2012,
5. CATC Kolkata May 2012,
6. IGC & Pre RDC- Kakdip Oct 12, Kancharapara I-II-III-IV Nov.12,
7. CATC P.K.H.N Mahavidyalaya Feb.2013

LOCAL REPUBLIC DAY CAMP:
LRDC-2 Red Road Kolkata 8-1-13 to 17-1-13

NATIONAL INTEGRATION CAMP :
1. NIC Bharatpur Rajasthan 20-11-12 to 1-12-12,
2. NIC New Delhi (Participated in cultural Program on PM Rally 2013) 18-1-13 to 29-1-13,
3 . NIC Siliguri 11-2-13 to 22-2-13, NIC Agartala Tripura Feb 2013.

ARMY ATTACHMENT:
1. Army attachment 14 Bihar Rgt. salt lake 10-12-12 to 24-12-12,

ADVENTURE ACTIVITIES:
1. Skiing J&K 10-3-12 TO 25-3-12, 2. White Water Rafting Darjeeling Dec. 2012.

SOCIAL SERVICE ACTIVITIES :
1. Tree plantation program on 26th January 2013, 2. Attend Blood Donation Camp March 2013, 3. Attend a Rally on environment at NCC Club House.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing sq.mts.	Newly created	Source of Fund	Total
Campus area	8943.553			
Class rooms	1808.0838			
Laboratories	616.000			
Seminar Halls	90.6700			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 219551	348558	UGC	568109
Others				

4.2 Computerization of administration and library
- On-line admission gives the College a bigger opportunity to serve a bigger hinterland.
- Annual maintenance and upgradation of around 50 computers
- Library committee has arranged for access to e-journals & books through INFLIBNET.

4.3 Library services:

Library holdings	Existing		Newly added (academic session 2012-13	
	Number	Total Cost	Number	Total Cost
Text books	1982	420687	731	197989
Reference Books	65	7073	39	4335
Journals/ Periodicals	919	19278	319	6271
e-resources	INFLIBNET			
Any other (specify)				

Note: the above table refers to data of last four years

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Other s
Existing		27	17			12	16	
Added								
Total								

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

       The College provides internet facilities to all the Departments and thereby the scope to access international journals and books through N-list, INFLIBNET etc. provided by the UGC. The students are given open access facility in the central library.

4.6 Amount spent on maintenance in lakhs :

  i) ICT   71,107

  ii) Campus Infrastructure and facilities   3,69,763

  iii) Equipments   27,794

  iv) Others (Canteen, beautification,   16,903
      electrical & generator maintenance)

        Total :   485567

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

    □ Development and application of quality benchmarks/parameters for the various academic and administrative activities of the college

    □ Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

    □ Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;

Dissemination of information on the various quality parameters of higher education;

 Documentation of the various programmes/activities of the college, leading to quality improvement;

 Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices;

5.2 Efforts made by the institution for tracking the progression

The college has a formally stated quality policy inferring to its progression. The policies are discussed and reviewed in the management meetings and also with the Staff Council as and when required. Implementation of the plans depends upon various factors such as the financial position, state laws, university statutes, etc.

Policies are executed by the Teacher-in-Charge with the help of office, staff council and students' Union. Also the IQAC monitors the proper functioning and maintains quality assurance of the Institution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2727			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%			No	%
Men	1388	50.9	Women		1339	49.1

Last Year (2012)						This Year (2013)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1017	226	09	46	-	1298	1155	176	12	63	-	1289

Demand ratio
B.A.: 1:4 to 1:5.3, B.Com: 1:3.01 to 1:3.22., B.Sc. : 1:0.3 to 1:3.54

Dropout %
B.A.: 30.87, B.Com: 33.70, B.Sc. : 60.30

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Teachers arrange for preparatory classes for Examination of School Service Commission in different subjects for students belonging to SC/ST/OBC/Minority non creamy layers by UGC sponsorship under the head of 'Entry in Service'.
- Spoken English and Basic Computer Handling classes are arranged for students belonging to SC/ST/OBC/Minority non creamy layers by UGC sponsorship under the head of 'Entry in Service'.

No. of students beneficiaries   50

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

We actively organise various career counselling sessions by professional bodies/ Institutes for the benefit of these students. The students are made aware of such counselling programmes through notices. A good response from the students has been observed. The college actually provides a platform for student awareness for various programmes or courses and it also arranges for walk-in-interviews for various companies.

No. of students benefitted   140

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	140	Nil	Data not available

5.8 Details of gender sensitization programmes

The college has a Women's cell, Gender Harassment Cell, Equal Opportunity Cell which act together to resolve issues (if any) pertaining to sexual harassment.

- On 22nd December, 2012 there was an interactive session of the women's cell between the female students and female staff of the college regarding the procedures of

functioning of the cell with its definite aim in mind. Around 36 female students all female staff actively participated in the said session.

- On 15th January, 2013, the cell organized a seminar-cum-workshop on women's health in which we were obliged to have as speaker a gynecologist from the London Hospital, Dr. Devasree Mitra, who spoke on "A Girl, a Woman, a Mother – The Journey Continues".
- On 8th and 9th March 2013, the student members of the women's cell in collaboration with the NSS team of this college conducted a survey of female members of a nearby village (Mashila). They collected general information regarding the health problems of the women residing in Mashila.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 03/62 | National level | 06 | International level | 01

No. of students participated in cultural events

State/ University level | 00 | National level | 00 | International level | 00

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 07 | National level | 06 | International level | 03

Cultural: State/ University level | | National level | | International level |

5.10 Scholarships and Financial Support

	Students	Amount
Financial support from institution	157	Rs. 57,317
Financial support from government	08 65	Rs. 10000 Rs. 4800
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [03]

5.13 Major grievances of students (if any) redressed:
                    None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

   The vision of our college is to energize the human capital of the hinterland of the college by setting new standards for excellence, access, and stewardship for a new era. Our goal is to produce enlightened citizens who will boldly lead India to her rightful place in the global family, based on the ancient wisdom of her past, her all round innovative superiority of the present, assuring a glorious future of harmony.

6.2 Does the Institution has a management Information System

   • The Teacher-in-charge, the Secretary of the Governing Body, shares the raised issues in the meetings of the Governing Body with the members therein and thereby conveys the information to the top management.

   • Further, the discussion and resolution made in the meetings of Teachers' Council, Non-teaching Council and in the joint meetings of teachers and non-teaching staff are represented by the four teacher representatives and two non-teaching representative in the Governing Body.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

             N.A.

6.3.2 Teaching and Learning

   • In addition to conventional talk and chalk-board method, LCDs and OHPs are used in teaching.
   • ICT has been introduced.

- Basic Computer handling course is now offered as a subsidiary subject to all SC/ST/Minority/OBC (non-creamy layer students irrespective of stream under UGC sponsorship.
- Classroom sessions are interactive in nature.
- Internet facility has been made available to all the faculty and students.
- Extra classes can be arranged by the faculty for the students who are lagging behind.

6.3.3 Examination and Evaluation

- Project/ assignment based learning and student seminars are promoted.
- Answer scripts of Mid-term exams are shown to the students.

6.3.4 Research and Development

1. Staff members are motivated to take up UGC Research Projects (Major and Minor) and publish research articles.
2. Most of the departments have been equipped with computer and internet facility.
3. Encouragement is given to faculty members to attend international/national conferences/symposia/seminars.
4. Project work is mandatory in some subjects which helps to inculcate research aptitude among the students.
5. Some teachers have their established linkages with Indian and foreign research institutes and universities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. All faculty members have been provided with unique user id and password of INFLIBNET.
2. Grants are provided to each department for subscription of research journals.
3. The library is also well equipped with required titles and several volumes of text books, e-journals, computer hardware and software for conducive learning.

6.3.6 Human Resource Management

- The institute takes care of its human resources. Employees are given utmost importance and their needs are recognized well. The service rules are made transparent and they are benefited with PF, Gratuity, GSLI etc.

- The faculty and staff are entitled with other benefits like Casual Leave, Earned Leave, Medical Leave, Study Leave etc. Pay slips are given to the staff every month and the salary is credited to the salary account of the employees on the last working day of every month.

- Every time equipment is purchased and installed, software is purchased and installed, the department arranges for a demo session by the supplier.

6.3.7 Faculty and Staff recruitment

N.A. (recruitment through Collge service commission, W.B.)

6.3.8 Industry Interaction / Collaboration

There is no such scope for direct Industrial interaction. However, the students of Commerce Department on account of project work in their curriculum are exposed to some amount of Industrial interaction.

6.3.9 Admission of Students

The primary innovation introduced during the last three years was the introduction of the on-line admission process by the authority. This not only helped the students but also avoided unnecessary feuds which often took place when admission forms where issued from the college campus itself. This also helped in maintaining transparency during the admission process.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

> N.A.

6.12 Activities and support from the Parent – Teacher Association

> Parent – Teacher meetings are held as and when necessary

6.13 Development programmes for support staff

> Five days Administrative Training Program (dated from 10.12.2012 to 14.12.2012) for the non-teaching staff members organised by Administrative staff college, University of Calcutta relating to admission, examination and other allied matters of the students.

6.14 Initiatives taken by the institution to make the campus eco-friendly

∗ **Energy conservation**

College authority has planned to replace traditional light and fan fittings with modern energy efficient fittings step by step as per guidance of WEBREDA.

∗ **Water harvesting**

College Authority has planned to build a new green building in which at least 70 to 80 thousand liter rainwater could be harvested from the roof of the building itself for use in toilets all the year round. For this the College authority has communicated with Institute of Environmental Studies and Wetland Management, Govt. of West Bengal.

∗ **Plantation**

Planting trees and beautification is a regular feature in our NSS program schedule

∗ **Hazardous waste management**

Hazardous waste management procedures are followed in disposing of hazardous waste that is generated in the laboratory in order to minimise risks associated with the disposal of laboratory waste. Waste is stored in suitable containers till proper disposal.

∗ **e-waste management**

The e-waste generated is stored in the campus and disposed as scrap.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The primary innovation introduced during the last four years was the introduction of the on-line admission process by the authority. This not only helped the students but also avoided unnecessary feuds which often took place when admission forms where issued from the college campus itself. This also helped in maintaining transparency during the admission process.

Every year, during College Test Examinations, feedback forms on infrastructural facilities and the teaching faculty are distributed to the students   so that the College authority can reflect on and rectify their decisions for the benefit of the students. The women's cell has worked perseveringly and arranged Health Awareness Program both for female students of the college and women in the nearby locality who would be interested.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Computer with internet facilities was planned for all departments and most departments were provided with such facility
- Digital ID card with bar code was provided to all bonafide students
- NLIST facility for all staff of the college
- Conversion of database from online admission to college running software
- Various cells recommended by UGC – anti-ragging, gender harassment, equal opportunity for SC/ST was established
- Students' Health Home was revived
- Office was Wi-fi enabled
- Seven water purification machines was installed for the purpose of safe drinking water
- Gymnasium was restructured

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> **Annexure1**

7.4 Contribution to environmental awareness / protection

1. Cleaning programme- NSS room, class rooms, college field, garden etc.

2. Gardening-sapling of flowers and other plants both in pot and land.

7.5 Whether environmental audit was conducted?   Yes [　]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- Highly qualified and dedicated faculty members

- Persevering office staff for smooth functioning of college activities

- Well-behaved and obedient students

- Cordial relationship among 3 wings - teaching, non-teaching and students

- Active governing body

- Central and departmental libraries with adequate and updated resources

- Well equipped laboratories

Weakness:

- There is not sufficient land for building extension

- Although requirement is there, hostel for boys and girls have not yet been constructed

- Insufficient rooms for extension of other faculties

- There is no full-fledged Bio-Science wing

- High drop-out rate especially in Science

Opportunities:

- College is well connected by road as well as railways

- On-line admission gives the College a bigger opportunity to serve a bigger hinterland

Challenges:

- Many students are first generation learners, to boost them financially and psychologically

- Developing communication skills in English for students who are comfortable only in vernacular

- Insufficient fund and staff shortage results in poor infrastructure and service quality of the Department. Keeping pressing demands of the hinterland, opening of PG and B. Ed courses

- Student placement through campus recruitment

<u>Plans of institution for next year</u>

- The college is in its Golden Jubilee Year, so we aspire for a substantial building grant to be utilised for building extension purposes

- Plans for expansion of Bio-science wing, introduction of B.Ed . section, P.G. Section

- Introduction of two new subjects, Education and Sanskrit from the forthcoming session.

Name: Dr. Kakoli Banerjee   *Name:Dr. Sarada Mondal*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure 1

7.3   Best Practices

Best Practice I

1.   Title of the Practice

The Women's cell of Prabhu Jagatbandhu College is a body comprised of female members from teaching and non-teaching community and female students of the college. The cell is named '*SACHETANI*'. Implicit in the name, is the spirit of the cell, i.e., to generate consciousness about one's self, to breed self esteem and sense of worthiness in the mind of a woman—the weaker gender of the society.

2.   Goal

The purpose of this cell is to deal with the problems faced by female members of the college (staff as well as students) in different arena of their life. It provides a counseling forum for the female students to tackle those problems on a regular interval. In addition, there are awareness programmes about different preventive measures of such problems. Moreover, it encourages them to build a precious life in their professional as well as personal areas.

3.   The Context

This activity involves women from the village who do not have enough education to come forward and address problems related to their daily lives. Moreover, they are not comfortable disclosing different gynecological issues and required serious convincing from the volunteers.

Another important issue is the time constraint. Most of the women are involved in odd jobs which made it difficult for them to reach the college within the stipulated time when the practitioners are present. This is indeed a challenging issue as the program schedule has to be adjusted to accommodate them.

4.   The Practice

The practice began with interactive session of the women's cell members- between the female students and female staff of the college regarding the procedures of functioning of the cell with its definite aim in mind. Valuable suggestions were received from all who attended, which had enriched the cell in its future planning process. Dr. Asok Das, Head, Department of Economics of this college, who has successfully completed a Post Graduate Diploma Course in Human Rights from National University of Juridical Sciences (NUJS), delivered an extempore lecture on Women Rights which was valuable and educative for the students as well as for the staff.

Among important proposals, activity of the cell was initiated with seminars by dynamic resource persons related to the field.

To get maximum success the NSS team of this college was asked to participate with the student members of the women's cell. This collaboration indeed worked in synergism and also gave students an orientation towards survey work. The aim was to arrange a health camp for these villagers.

Finally, organising health camp in the college campus with eminent doctors was the main target of the practice. We intend to carry out several such camps and on a regular basis as this appears to have a

tremendous positive impact on the local villagers. Also the NGOs largely appreciated our step towards a noble cause. Among the patients initially the majority was our students and their guardians. We hope to reach out to a greater mass through those who have visited such a camp. The primary limitation in such a venture is the inhibition of the local people to join such a camp. The first hand information from the participants would be more convincing and we hope to get a larger participation in the subsequent camps.

5.   **Evidence of Success**

On 22nd December, 2012 there was an interactive session of the women's cell between the female students and female staff of the college regarding the procedures of functioning of the cell with its definite aim in mind. Around 36 female students all female staff actively participated in the said session.

On 15th January, 2013, the cell organized a seminar-cum-workshop on women's health in which we were obliged to have as speaker a gynecologist from the London Hospital, Dr. Devasree Mitra, who spoke on "A Girl, a Woman, a Mother – The Journey Continues". There was an overwhelming response in participation from the students in the workshop. Dr. Mitra's presentation was remarkable. She provided a number of fine visual aids. The lucid presentation in Bengali coupled with the helpful demonstration came as a very rare event for our girls. They were encouraged by Dr. Mitra's easy going manner to bring up all sorts of questions. It was indeed an experience that will live with our students for years to come.

On 8th and 9th March 2013, the student members of the women's cell in collaboration with the NSS team of this college conducted a survey of female members of a nearby village (Mashila). They collected general information regarding the health problems of the women residing in Mashila. The aim of the survey was to arrange a health camp for these villagers.

6.   **Problems Encountered and Resources Required**

As mentioned above in the context since the practice involves women from village background, they were not very enterprising and relented only when it was assured that lady practitioners would be present for their checkups.

Although, College authority helps in funding such program, if the fund flow is improved it would enable proper execution of the project.

        Best Practice II

1.   **Title of the Practice**

A three day Entrepreneurship awareness camp

2.   **Goal**

- To encourage and assist in setting up enterprises by individual including first generation entrepreneurs through appropriate training
- To create awareness among various target groups on entrepreneurial opportunities
- To organise vocational training for skill upgradation including establishment of vocational training centers

3.   The Context

        To spread entrepreneurial education at the college level in order to help and assist unemployed youth in rural hinterland in acquiring skills for both wage and self-employment.

4.   The Practice

        A three day Entrepreneurship awareness camp (under the aegis of National Science and Technology Entrepreneurship development board DST- Govt. of India was held on 12-14th March, 2013 and was conducted by Enterprise Development Institute (EDI). Interested students of all streams were allowed to participate in this event. This campaign included a factory visit to Howrah, Dasnagar region to gain first- hand experience on entrepreneurial ventures.

5.   Evidence of Success

        A good response was observed from the students. Around 100 students participated in this event. Many of them were benefitted by the expert guidance of the resource persons.