Prabhu Jagatbandhu College

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year : 2014-2015

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

> P.O. Andul-Mouri

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:

> 8697251733

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(SC)/05/RAR/001 dated 03-03-2015

1.5 Website address:

www.prabhujagatbandhucollege.edu.in

Web-link of the AQAR:

www.prabhujagatbandhucollege.edu.in /AQAR 2014-2015

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	B	2.85	2015	5 years
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)*

2014-15

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   October, 2014

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	07
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	05
2.9 Total No. of members	23
2.10 No. of IQAC meetings held	07

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [04]

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   [3 lakh]   [   ]   [   ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [01] International [   ] National [   ] State [   ] Institution Level [01]

(ii) Themes | Quality enhancement in higher education through IQAC: with special reference to governance and audit |

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 second cycle of accreditation was carried out in November 2014.

- 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.

- CAS as per recent guidelines initiated

- Application for Post Graduate studies in Geography was accomplished

- Online examinations were conducted for Bridge Course and Formative assessment for first year students

- Online Feedback was taken from faculty

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

- Bridge course examination and formative assessment will be conducted online

- ICT classes incorporated in the academic time table will be conducted accordingly

- More student participation in various club activities will be ensured.

- IQAC will monitor and guide all CAS related matters.

- Application for PG studies (Geography).

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

Management | GB | Syndicate | | Any other body | TC |

Provide the details of the action taken

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

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.

   Sanskrit and Education

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	17	11	00	15 (PTT)

2.2 No. of permanent faculty with Ph.D.

17

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	10	-	-	-	-	-	-	03	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

27   00   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	13	05
Presented papers	05	03	01
Resource Persons	02	-	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Online examination- Bridge Course and Formative Assessment

- 360° feedback

- Online job portal

- SMS facility from management to stakeholders

- Online uploading of power point lectures

- Alumni registration form

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

223

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

> 1.Bar Coding
> 2. Online Multiple
> Choice Questions

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

00

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	87	83	02	02	97.7
	Part-II	63	60	01	02	96.83
	Part-III	59	51	06	02	96.6
Eng	Part-I	24	15	05	04	83.3
	Part-II	14	08	05	01	92.85
	Part-III	09	03	06	00	100
Commerce	Part-I	94	91	00	03	96.80
	Part-II	120	76	37	07	94.17
	Part-III	26	26	00	00	100
Computer Science	Part-I	18	07	01	10	44.4
	Part-II	01	00	00	01	0
	Part-III	03	03	00	00	100
Economics	Part-I	01	00	00	01	0
	Part-II	-	-	-	-	-
	Part-III	01	00	01	00	100
Geography	Part-I	37	30	04	03	91.89
	Part-II	27	25	02	00	100
	Part-III	29	28	01	00	100
History	Part-I	59	42	06	11	81.36
	Part-II	43	37	04	02	95.35
	Part-III	43	31	07	05	88.37
Mathematics	Part-I	48	35	02	11	77.08
	Part-II	24	16	04	04	83.33
	Part-III	22	11	02	09	59.09
Philosophy	Part-I	41	25	06	10	75.6
	Part-II	33	18	07	08	75.75
	Part-III	18	13	02	03	83.33
Physics	Part-I	26	22	02	02	92.31
	Part-II	19	09	05	04	73.68
	Part-III	02	02	00	00	100
Political Science	Part-I	27	20	03	04	85.19
	Part-II	19	09	05	05	73.68
	Part-III	15	13	02	00	100

Results (General)			
Course	Appeared	Qualified	Success %
B.A.	1937	1560	80.54
B. Sc.	126	96	76.19
B. Com.	263	206	78.33

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	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
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	03		
Outlay in Rs. Lakhs	1. 32	9.60		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	09	-	28
Non-Peer Review Journals	-	01	-
e-Journals	03	-	-
Conference proceedings	02	05	03

3.5 Details on Impact factor of publications:

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

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	2014-2015	UGC	Rs. 960000	Rs. 960000
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.　[　　]　Chapters in Edited Books　[01]

ii) Without ISBN No.　[02]

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			01		
Sponsoring agencies			UGC		

3.12 No. of faculty served as experts, chairpersons or resource persons [　]

3.13 No. of collaborations:　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	None
	Granted	
International	Applied	
	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

3.18 No. of faculty from the Institution
     who are Ph. D. Guides

01

     and students registered under them

01

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

National level   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 [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [   ]   College forum [02]

NCC [   ]   NSS [   ]   Any other [   ]

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

CAMP   : ADVANCE MOUNTAINEERING CAMP
VENUE   : MANALI, HIMACHAL PRADESH
DATE   : 01ST   JUNE TO 30TH JUNE 2014
STRENGTH   :   01

CAMP   : CATC - I [Combined Annual Training Camp]
VENUE   : Bainan, Howrah
DATE   : 13th   JUL Y TO 22nd JULY 2014
STRENGTH   : ANO - 01, Cadets - 20

CAMP   : CATC - III   [Combined Annual Training Camp]
VENUE   : Bainan, Howrah
DATE   : 10th   September TO 19TH September 2014
STRENGTH   : Cadets - 30

CAMP   : CATC - [Combined Annual Training Camp]
VENUE   : BIRLAPUR HIGH SCHOOL
DATE   : 13th   OCT TO 22nd OCT 2014
STRENGTH   : Cadets - 05

CAMP   : CATC - I [Combined Annual Training Camp]
VENUE   : P K COLLEGE
DATE   : 25th   OCT TO 03RD NOV 2014
STRENGTH   : Cadets - 45

CAMP   : ADVANCE LEADERSHIP CAMP
VENUE   : FORTWILLIAM
DATE   : 4TH MARCH 2014 TO 13RD MARCH 2014
STRENGTH   : CADETS- 02

CAMP   : ADVANCE LEADERSHIP CAMP

VENUE   : I I T KHARGAPUR
DATE   : 2ND JULY TO 13TH JULY 2014
STRENGTH   : CADETS- 01

CAMP   : NATIONAL INTEGRATION CAMP
VENUE   : DARJEELING
DATE   : 8TH DEC 2014 TO 19TH DEC 2014
STRENGTH   : CADETS- 02
CAMP   : C A T C/ DICKETING
VENUE   : FORTWILLIAM
DATE   : 31ST JAN TO 09TH FEB 2015
STRENGTH   : CADETS - 15

CAMP   : ARMY ATTACHMENT
VENUE   : 14 BIHAR REGIMENT [SALTLAKE]
DATE   : 09TH FEB TO 23RD FEB 2015
STRENGTH   : ANO – Capt P K Patra
                       CADETS – 05 (SD)
CAMP   : SPECIAL SPORTS CAMP
VENUE   : XT. XEVIERS COLLEGE
DATE   : 21ST FEB 2015
STRENGTH   : CADETS - 07

CAMP   : COMBINED ANNUAL TRAINING CAMP
VENUE   : JOYPUR (HOWRAH)
DATE   : 17TH MAY TO 26TH MAY 2015
STRENGTH   : CADETS - 30

CAMP   : EAST ZONE SHOOTING CAPSULE
VENUE   : ASANSOLE
DATE   : 19TH MAY TO 28TH MAY 2015
STRENGTH   : CADETS - 02

CAMP   : ADVANCE LEADERSHIP CAMP
VENUE   : KHARGAPUR (I I T)
DATE   : 30TH MAY TO 10TH JUNE 2015

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)		8.71336		
Others		43.80416		

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 2014-15)	
	Number	Total Cost	Number	Total Cost
Text books	4336	1002546	65	7920
Reference Books	139	22854	-	-
Journals/ Periodicals	1312	27443	224	8928
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	Others
Existing	84	30	20	-	-	12	20	02
Added	04	04	-	-	-	-	-	-
Total	88	34	20	-	-	12	20	02

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   0.94

ii) Campus Infrastructure and facilities   3.28

iii) Equipments   1.72

iv) Others (Canteen, beautification,   2.78
    electrical & generator maintenance)

Total :   8.72

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
4214			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
661	43.43

Women

No	%
861	56.57

Last Year (2014)						This Year (2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1147	179	10	67	00	1403	1137	243	08	134	00	1522

Demand ratio
B.A. : 1: 2.16, **B.Com. :** 1 : 3.73, **B.Sc. :** 1 : 2.9

Dropout %
B.A. : 24.4, **B.Com :** 68.3, **B.Sc. :** 51.8

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 | 25 |

5.5 No. of students qualified in these examinations

| NET | | SET/SLET | | GATE | | CAT | |
| 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 | 80 |

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

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 19.05.2015 a workshop on Gender Sensitisation sponsored by Government of West Bengal was organized by Women's Cell of this College. The programme was conducted in two technical sessions alongwith the Inaugural session. The two sessions were- 'Power With"- The Role of

judiciary and administration in ensuing Women's protection and "Power Within"- The Role of psychological counselling to enhance self-esteem and awareness.

5.9 Students Activities

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

State/ University level | 04 | National level | 0 | International level | 0 |

No. of students participated in cultural events

State/ University level | 0 | National level | 0 | International level | 0 |

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

Sports : State/ University level | 0 | National level | 0 | International level | 0 |

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Students	Amount
Financial support from institution	200	Full Free and Half free-ship regarding tuition fee
	14	Cycle distribution by College
Financial support from government	242	Kanyashree Prakalpa
	108	Minority Scholarship
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 | none |

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 Association 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. The library is also well equipped with required titles and several volumes of text books, e-journals, computer hardware and software for conducive learning.
3. ICT classes have been incorporated in the routine of all Departments.

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. Also, the website of the College provides useful link to interested students for job opportunities. Companies on a recruitment drive can communicate through webportal provided by the college.

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

Rs. 75,000 p.a

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	e-paathsala	Yes/No	Authority
Academic	yes		No	
Administrative	yes		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

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

20 KW grid connected solar power plant have been sanctioned through WEBREDA.

∗ **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 for proper disposal. Also sensitisation programme have been carried out.

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 academic session was the activities of the various clubs and cells. The activities of two of these have been mentioned in the Best Practices (Annexure I & II). Human Rights Cell was formed on October, 2014 need special mention. International Human Rights Day was observed on 10th December in collaboration with District Legal State Authority. A state level workshop was arranged. Mentor, Human Rights Cell, Prof, Manojit Ghosh attended Youth Development Programme on Rule of Law and Governance in the RGNI, Chennai on April, 2015

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

Academic Plan

1. Every department will have a separate routine, in which those classes will be mentioned where teacher will deliver lectures with ICT facilities like showing Power point Presentations, or relevant and appropriate study videos.

2. The Power point lectures will be available in the college website as reference for the students.

3. The routine will be so adjusted that, every subject teacher can use the college smart room and the three LCD projectors in alternate manner.

4. At the beginning of the session, there will be on-line examination to identify academically weak students in every subject. A bridge course will be arranged for those students so that they can catch up with the under graduate studies.

5. At least two on-line formative assessments will be made for every student, one before mid-term test and another after the mid-term test.

6. For these series of on-line tests, a question bank will be generated for every subject.

Outcome:

- All Departments have incorporated ICT classes in their routine and several power point lectures were uploaded in the website during academic session 2014-15

- Installation of Wifi systems. BSNL Broadband, CITI cable. Computer with internet facilities was planned for all departments and most departments were provided with such facility

- On-line examinations for bridge course and formative assessments were conducted for Part I students with good response

- NLIST facility for all staff of the college

- **NME-ICT – Add on courses introduced (Best Practice II)**

Administrative Plan

1. Library will be fully computerized and issue return facilities will be provided on digital environment

2. Six air-conditioning machine will be installed in the Library.

3. There will be false ceiling with LED lights and glass windows in the library to make library more attractive as well as eco-friendly to the students.

4. A separate section will be created for the enhancement of reading habits in the students.

5. The Book Bank Facility will be revived for the SC/ST/OBC/Minority/Non-Creamy Layer students.

6. Certain Quality Policies will be prepared by the college authority to run the college smoothly and properly, like

   a. Quality Assurance Policy

   b. Anti-Ragging Policy

   c. Anti Harassment Policy

   d. Green Policy

   e. Computer and Data Use Policy

   f. Policy toward Social Commitment

   g. Student Code of Conduct

7. 360 degree Feedback facility will be provided in the college website for the students, faculty and the Principal / Teacher-in-Charge

8. Alumni Registration Page will be available in the college website.

9. On-line Job posting Page will be available in the college website to provide the better placement facilities to the ex-students and the out-going students.

10. On line attendance facilities will be provided for better record keeping.

11. A Language Lab will be constructed in the college

12. On line entry in Service courses will be provided to the intending students free of cost

13. Switch off drill will be conducted by the Eco club with participation from both the staff and the students.

14. Value education Cell, Human Rights Cell and ICT club will be formed by the Teachers' council for the students

Outcome:

- Library has been fully computerized and issue return facilities provided on digital environment

- Four air-conditioning machine will be installed in the Library

- False ceiling with CFL lights and glass windows were installed in the library

- A separate section was created for the enhancement of reading habits in students.

- The Book Bank Facility revived for the SC/ST/OBC/Minority/Non-Creamy Layer students

- Apart from Computer and Data Use Policy and Policy toward Social Commitment all others were taken up by the college and displayed in the college website

- 360^0 Feedback, Alumni registration and On-line job posting Page were all made available in the college website *however* On line attendance facilities, Language Lab and On line entry in Service could not be arranged during this academic session

- Switch off drill was conducted by the Eco club with participation from both the staff and the students

- Value education Cell, Human Rights Cell and ICT club was formed by the Teachers' council for the students

Infrastructural Plan

1. Measurement of whole college premises including college ground by HIT

2. To prepare Concept Plan of the future buildings

3. To construct 3D miniature model of the master plan of the college building

4. To prepare Structural and architectural drawing and estimate of the Jubilee Block 1, 2, 3 and 4 and the Ladies Hostel

5. Construction of Pit for drainage of Acid and toxic waste from the Chemistry Department

6. Installation energy saving lights Phase by phase

7. To prevent tap leakage in the premises

8. To make arrangement for a separate Medical room

9. To remodel the gym

Outcome:

- Plans 1-3 were carried out
- Structural and architectural drawing and estimate of the Jubilee Block 1, 2, 3 and 4 and were done
- Construction of drainage pit carried out
- Installation of energy saving lights were initiated from the library followed by several classrooms
- Plumbline of the entire college was checked and prevention of leakage ensured
- Separate Medical Room was set up
- Gymnasium was enhanced with more facilities

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

> **Annexure 1**

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

Plans of institution for next year

- Additional seven classrooms will be provided with smart facilities – projector, digital visualize and sound system
- Dust free green ceramic chalk board will be introduced in every classroom
- One laptop will be provided to every department
- Infrastructure and academic environment will be developed for PG course to be introduced in Geography
- After achieving 2.85 score in accreditation process by UGC, RUSA Grant of 2 crore has been sanctioned. Procurement, upgradation and new infrastructure will be developed from it
- CAS/ Fresh recruitment in substantive posts through will be continued
- 20 KW Grid connected Solar Power Plant Unit will be installed
- Construction of New Building will be initiated

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

_____   _____

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

<u>Annexure 1</u>

7.3   Best Practices

Best Practice I

1.   Title of the Practice

Health & Wellness club is focused on creating awareness on various aspects that contribute to physical as well as mental health. Keeping in mind the complete well being of an individual two camps were performed namely 'Knowing your body' and 'Being responsible and safe'.

2.   Goal

To enable adolescents and young students to fulfil their potential, problems related to health and hygiene is approached by the Club through periodic counseling for both male and female students.

3.   The Context

India being home to 243 million adolescents who account for almost 22 % of the country's population who represent her future, the Rashtriya Kishor Swasthya Karyakram launched by the Ministry of Health and Family Welfare (MoHFW) supports adolescents on various issues related to health and education. In this context, our college organized camps on regular basis for Health Checkup followed by screening of students who were under-nourished.

4.   The Practice

The practice involved the following :

- Periodical counseling for both girls' and boys' students on mental and physical health
- To perform haemoglobin test on underweight students
- The college plans to distribute iron tablets and other medicines required, freely among the students in need
- The college further plans to provide subsidized meals to malnourished students from economically weaker sections of the society studying in the college

Among important proposals, activity of the cell was initiated with seminars by dynamic resource persons related to the field. Also, Doctor's List for Student's Health Home provided in the college website and displayed in the college premises so that *bona fide* students of the college can avail of the facilities. The Chief Medical Officer of Health, Howrah, organized a Health Checkup cum Screening Camp in the college for the students on 9th and 11th September, 2014 through Sankrail Block Hospital. Body Mass Index (BMI) of the students was measured to identify the undernourished. A General

Physical examination including Optical & Dental Check up was conducted by registered medical practitioners.

On 13th and 16th December, 2014 a camp for psychological counseling of only girl students were carried out. The Alumni took active role in establishing a liaison between the college and the Block General Hospital.

5.   Evidence of Success

Inspired by the drive for social responsibility Prabhu Jagatbandhu College, conducted health camps with tremendous response. In the health camp conducted on 9th and 11th, September, 188 students participated. Examination of BMI revealed 27 % of the examinees were underweight. This indicated a low state of health with special requirement for nutrition.

Problems of the students identified by the teachers and counsellor from " Anwesha Clinic", Sankrail Block Hospital were as follows.

- The students are suffering from mental stress mainly due to
  i. Financial constraints
  ii. Fear of unemployment
  iii. Slow learning
  iv. Exam fear
  v. Breaking up of relationship
- From the session 2014-15 we have started formal mentoring of students with proper documentation.

6.   Problems Encountered and Resources Required

- Lack of interest/ hesitation in participation/ lack of consciousness is a bar for motivation
- As 27% of the students were found to be undernourished, lack of funds for proper execution of the project
- Shortage of manpower and infrastructure facilities
- 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.

Best Practice II

1.   Title of the Practice

The ICT club, Prabhu Jagatbandhu College in collaboration with IIT Bombay through "Speak To A Teacher" project funded by National Mission on Education through ICT, MHRD, Govt. of India, is conducting training programs for the students.

2.   Goal

Conducting Software Training workshops on Free & Open Software, absolutely free of cost, with the aid of Spoken Tutorials

3.   The Context

Responding to the initiative of National Mission on Education through ICT (NMEICT), MHRD, Govt. of India, and the Indian Institute of Technology Bombay is conducting Software Training workshops on Free & Open Software, absolutely free of cost, with the aid of Spoken Tutorials.

The University of Calcutta decided to join the initiative to bring its benefit to all the affiliated colleges. Thus our college set forth in this mission as guided by the University.

4.   The Practice

- We started with the Basic computer handling classes and Spoken English classes under UGC sponsorship from 2012-13
- In 2013-14 we created a new and dynamic website and collected the free on-line basic soft training modules on various subjects in the link "on-line training" and these courses are not restricted under User-id log-in and password, so that, staff, students or parents , anybody can easily avail the facility.
- In the session 2014-15 the college authority has purchased on-line Entry-in-Service training modules and it is linked with our Website. Only students and staff can avail this facility of training with their particular user-id and password.
- In the session 2014-15 college signed a MOU with "INFINITY', a Division of Hiya Educare Pvt. Ltd, so that the company will conduct coaching classes with experienced faculty for Govt. service examination like Rail, Bank, Staff selection Commission, PSC, LIC, WBCS Prelims etc. in the college premises.

5.   Evidence of Success

The club is encouraging/ promoting the use of open source software's. We have conducted a total of 10 training sessions for the students in the academic year 2014-15, for open source software's with the motive to develop IT skills of the students. This training enhances employability and

also helps to reduce the growing digital divide in this country. The club is looking forward to conduct course specific training program relevant to a particular curriculum. We are receiving good response and have created a general interest for the courses delivered till date and more such sessions will be organized in the academic year 2015-16.

6.   Problems Encountered and Resources Required

Although two ICT enabled rooms with ceiling mount LCD Projector, five semi-ICT enabled rooms with projection screen and portable LCD Projector have been arranged, these courses cannot be conducted during usual college hours. Owing to growing interest in students for such courses, therefore, a separate unit exclusively for such training programmes would indeed benefit the students.