

Annual Quality Assurance Report (AQAR) Of the IQAC

Period of Report: 2009-2010

SUBMITTED TO

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, BANGALORE**

SUBMITTED BY



Internal Quality Assurance Cell

Prabhu Jagatbandhu College

Jhorehat, Andul-Mouri

Howrah

West Bengal

PIN- 711 302

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**The Annual Quality Assurance Report (AQAR)
of the IQAC**

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Jhorehat, Andul-Mouri
Howrah 711 302
West Bengal

Year of Report : 2009-2010

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Members of the Internal Quality Assurance Cell, NAAC

1. Dr. Asok Kumar Das	Teacher-in-Charge
2. Dr. Kakoli Banerjee	Co-ordinator
3. Dr. Prajna Maitra	Faculty
4. Dr. Asok Kumar Das	Faculty
5. Dr. Ballari Bagchi	Faculty
6. Dr. Prasanta Sinha	Faculty
7. Dr. Tapasree Banerjee	Faculty
8. Dr. Dolon Champa Saha	Faculty
9. Prof. Saumitra Chakrabarty	Faculty
10. Sri Gopal Chandra Banerjee	Head Clerk
11. Sri Tapas Kumar Ray	Accountant
12. Sri Ajoy Kumar Chatterjee	Cashier
13. Dr. Jayoti Ghosh	Governing Body member
14. Dr. Sambhu Nath Das	Governing Body member
15. Mrs. Bina Chakraborty	Sabhapati, Sankrail Panchayet Samiti, the Hon'ble Governing Body Member

Part A: 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:

The plan of action has been outlined below:

- Utilization of funds received from UGC from 11th Plan with regards to conveyance allowance for economically weak students, extension of internet facilities to students, remedial coaching for SC/ST/OBC/Minorities etc.
- Continuation of the work of Women's Hostel and other infrastructural facilities. Canteen infrastructure has been provided by the college including LPG connection, gas stove, utensils and a room and a shelf.
- Efforts would be made to fill up the vacant posts of teaching and non-teaching staff at the earliest
- To introduce new courses as well as new subjects
- To continue with the practice of preparing yearly calendar before the beginning of the academic year and implement it accordingly
- Exploring the research potentials of the faculty, formal collaboration with Institutions of higher learning and research centres to be taken up
- UGC sponsored seminars to be arranged in the College
- To motivate students and teachers for their participation in various kinds of community services
- To improve upon the existing infrastructure facility, including technology upgradation

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- To make placement and counseling services more effective and productive
- Arranging for co-curricular activities and departmental seminars, wall magazines and exhibitions for general upgradation of students

Outcome achieved at the end of the year:

- Utilization of the allocated funds has already been started under the supervision of different sub-committees
- Continuation of the work of Women's Hostel was started but it was grossly affected by the dredging of the river Saraswati flowing alongside the College. For this a temporary boundary wall on the banks of river Saraswati was constructed to protect the college building and further construction of the damaged building will be soon pursued
- Fresh recruitments in the departments of Chemistry, English and History have taken place
- No new courses were introduced in the current year, however attempts are being made in pursuit of the same
- College Prospectus provides an Academic calendar to each student at the very outset of the academic session 2009-10. Examination schedule was also followed according to it
- The Institution has consistently promoted Faculty Improvement Programme (FIP). One of our faculties, Prof Sarada Mondal is pursuing her Ph. D. program under UGC-FIP scheme and is likely to submit her thesis at the end of 2010. **Dr. Sanjib Kar**, Department of Physics, has been awarded **Young Scientist** from DST for his research contributions in the field of Atmospheric Physics

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- Grants for UGC sponsored seminar, “Technology for Rural India: Problems and Sustainable Solutions” have arrived in the college and the required preparations are in progress
- Extension activities were carried out by the NSS and NCC unit of the College with utmost sincerity and they could motivate general students as well as faculty into active participation
- Our admission processes have been completely computerized. Most of our Departments have their own computers with internet facilities
- College has organized several career counselling sessions for our students in the year 2009-10
- Almost all the Departments were actively involved in some kind of co-curricular activities like internal seminars, wall magazines, debates, cultural programme, exhibitions etc.

Part B:

1. Activities reflecting the goals and objectives of the institution :

The vision of our college is to energize the human resources of this region 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.

To realize that vision of our college we are committed to provide an academically rich, multicultural learning experience that prepares all its students to realize their goals, pursue meaningful lifework, and to be socially responsible contributors to their communities, locally and globally.

By communicating the above to our student, teachers, staff and all stakeholders we hope to achieve a new educational landscape. Some key elements to help us in this effort are the Principal's Welcome Address to the students, the prospectus of our college, counseling provided to all students- prior to admission as well as mid term, and several orientation meetings with all relevant personnel. It promises to transform not only the college but also the entire region we serve.

As is well known, Calcutta University itself is the sole arbiter of the curriculum in all its colleges. However, we would like to stress that it gives us genuine pride in arranging a variety of seminars, in providing very well equipped laboratories, ample computers and internet access, and a fine Gymnasium - all of which accentuates the core values of NAAC.

None of the affiliated colleges under the affiliation of Calcutta University (CU) has any independent power to chose or shape the curricula in force. However, the CU conducts various Workshops to decide on and modify the

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syllabi of various departments. We take every opportunity to attend these workshops and make worthwhile contributions to them.

It should be mentioned that several informal channels (e.g., meetings with external examiners, suggestions from Teachers' Council and Academic Committee meetings) have proven valuable in shaping the courses of study at our University.

2. New academic programmes initiated (UG and PG) :

Nil

3. Innovations in curricular design and transaction :

Since the college follows the guidelines set by the Calcutta University in designing its curricula (vide encl. of letter no. C.U.S/214(Cir)/08 dt. 24.11.08), it has limited scope in incorporating innovations in curricular designs and transactions. All the Departments have modularized their syllabi and have their respective academic calendar which is supplied to the students at the beginning of each academic year.

4. Inter-disciplinary programmes started:

In the Department of Geography:

The Faculty of the Department of Economics, Dr. A. K. Das has taken classes of 3rd Year Honors students. He has taught on "Concept of Development and Underdevelopment and Various aspects of Development".

5. Examination reforms implemented:

The University of Calcutta has taken a major step towards evaluation reforms i.e. instead of 2+1 system, 1+1+1 system of evaluation has been initiated since 2005-2006 session. The time schedule of the periodical and terminal tests has also been changed accordingly. Our college strictly follows the evaluation guidelines recommended by the University. Examination under the new Three years B. A / B. Sc/ B. Com (Honours/ General) Degree Course is usually conducted in three parts: Part-I, Part-II, Part-III with Part-I Examination to be held generally in June after the completion of first year of study, Part-II Examination to be held tentatively around May after the completion of second year and Part-III is held usually in the month of April at the end of third year's course work. Meanwhile the college follows the strictures given by the Calcutta University in maintaining the Academic Calendar for the Academic Session 2009-10, i.e.

1. Mid Term Examination was held at the end of November.
2. College Test Examination was held maintaining the University Examination Schedule.

6. Candidates qualified: NET / SLET / GATE etc.

Since this is an Institution that offers courses in the Undergraduate level only, there is no scope for the present students for appearing in the above mentioned examinations.

7. Initiative towards faculty development programme :

It is mandatory for our teachers to attend and successfully complete various UGC Sponsored Orientation and Refresher courses at reputed Universities. The college provides duty leave to the faculty. We are also

encouraged to participate in local seminars and contribute to conferences within a convenient distance.

The Governing Body grants study leave to any teacher enrolled in the Faculty Improvement Programme for research work and career advancement. This may often extend for two or three years. Short-term leave is also granted for submission of a Ph.D. thesis, for pursuing M.Phil. Studies, for joining a qualified training programme, etc.

The college administration encourages its teacher to participate in State level / National / International conferences (please see **Annexure- I**), and hence grants duty leave for that.

Quite a few faculty members have availed of these helpful opportunities. Two in the F.I.P., three for thesis submission, one for her M.Phil, and a whole host of teachers attended various conferences.

One of our Faculty members, **Ms. Sarada Mandal**, of the Department of Geography, is on F.I.P from 02.12.08. Her Research topic is-"Appraisal of silk weaving industry of Bishnupur, West Bengal" (Ph.D registration under University of Calcutta, registration date 08.01.08)

8. Total number of seminars / workshops conducted :

A grant of Rs. 60.000 has been sanctioned by UGC for conducting the seminar titled "Technology for Rural India: Problems and Sustainable Solutions". The objective of this seminar is to explore the scope of technology to be applied to both farm and non farm activities in the rural area. Also our aim is to devise user friendly technologies which will link booming, bits and bytes India with Bharat, so that the knowledge driven sector serves as an engine of growth that pulls along the rural economy. Further we are looking forward to find out different social institutions that will help to develop rural markets through technological innovations.

This seminar is likely to be held by March, 2011.

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Department of Bengali organized a seminar on 25.11.09 on “Madhusudhan: O Narimukti Bhavna” on the life of eminent poet Sri Michael Madhusudhan Dutta. Resource person Dr. Sanat Nasker, Head of the Department, Calcutta University delivered the lecture on the above topic.

9. Research projects

Dr. Ajit Kumar Bera, Department of Bengali, is presently working in UGC funded minor research project titled “Madakashakti: Rashtra Samaj Sahitya o Sanskriti” awarded on September, 2009.

Dr. Tapasree Banerjee, Department of Economics, is presently working in UGC funded minor research project titled “ Choice of fuel in an EKC framework: a probit analysis”, awarded on September, 2009.

- Dr. Sanjib Kumar Kar, Department of Physics, is presently working in DST sponsored research project for his research contributions in the field of Atmospheric Physics. This was awarded on July 2010.

Some recent publications of our faculty members include:

Ms. Santarupa Thakurta, Department of Chemistry

1. Ferromagnetic exchange coupling in a new bis(μ -chloro)-bridged copper(II) Schiff base complex: Synthesis, structure, magnetic properties and catalytic oxidation of cycloalkanes

Polyhedron 28 (2009) 695–702.

2. A novel tetra(μ_3 -phenoxo) bridged copper(II) Schiff base complex containing a Cu_4O_4 cubane core: Synthesis, structural aspects and magneto-structural correlations

Polyhedron 28 (2009) 819–825.

3. The interplay of $\text{O—H}\cdots\text{O}$ hydrogen bonding in the generation of three new supramolecular complexes of Cu^{II} , Ni^{II} and Co^{III} : Syntheses, characterization and structural aspects

4. The interplay of $\text{O—H}\cdots\text{O}$ hydrogen bonding in the generation of three new supramolecular complexes of Cu^{II} , Ni^{II} and Co^{III} : Syntheses, characterization and structural aspects

Inorganica Chimica Acta 362 (2009) 2828–2836.

5. Synthesis of octahedral cobalt (III) complexes with mono- and di-condensed Schiff base ligands: A template-directed approach for the isolation of a rare kind of mixed-ligand complex

Journal of Molecular Structure 929 (2009) 112–119.

6. Syntheses, Crystal Structures and Photophysical Properties of Two Doubly μ -Phenoxo Bridged Ln^{III} ($\text{Ln} = \text{Pr}, \text{Nd}$) Homodinuclear Schiff Base Complexes

European Journal of Inorganic Chemistry (2009) 3993–4000.

7. Ferromagnetic Coupling in a New Copper(II) Schiff Base Complex with Cubane Core: Structure, Magnetic Properties, DFT Study and Catalytic Activity

European Journal of Inorganic Chemistry (2009) 4385–4395.

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8. Sterically-controlled nuclearity in new copper(II) complexes with di-compartmental ligands: Formation of antiferromagnetically coupled angular trimer and mononuclear inclusion complex

Inorganica Chimica Acta 363 (2010) 1395–1403.

Ms. Indrani Chakraborty, Department of English

“Our Bankim, Their Bankim: Reading the Text and the Index in Krishnakanta’s Will”

Journal of the Dept. of English, University of Calcutta, (2006-07), 247-257

Ms. Sandhya Ghosh (Pal), Department of Commerce

“Employees perception and performance appraisal effectiveness in public sector service organizations”

Proceedings of the National Conference on Management- A Changing Scenario- NCMCS, (2010), 188-192

“Performance appraisal of public sector service organization”

Books of International Conference on Industrial Engineering and Operations Management, Dhaka, Bangladesh, (2010), 29

Ms. Sumana Bandopadhyay, Department of Computer Science

“Some new applications of perfect graphs”

Proceedings of the National Symposium on applied Mathematics and related computational problems, Department of Applied Mathematics, University of Calcutta, (2009), 7-8.

“Computation of Minimum Frequency Requirement for a Wireless Communication System in Polynomial Time using a Graph Theoretic Approach”
Proceedings of Third International Conference on Information Processing (2009).

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Books Published in 2010:

“Shatabdir Shadhona: Baishnav Bhakti Dharma o Sri Ramakrishna bhab parimandal”

“Nabaprekshitey Rabindranath: Chena mukh ochena manush”

Both books are written by Dr. Ajit Kumar Bera, Department of Bengali

10. Patents generated, if any:

At present the college has not been able to generate any patents.

11. New collaborative research programmes:

Although no institutional collaboration in research programmes has been pursued but several of our faculty members are actively pursuing research work in renowned institutions.

Ms. Santarupa Thakurta of Chemistry of Department is engaged in research activities in Department of Chemistry, Jadavpur University.

12. Research grants received from various agencies:

Dr. Ajit Kumar Bera, Department of Bengali, is presently working in UGC funded minor research project titled “Madakashakti: Rashtra Samaj Sahitya o Sanskriti”. Grant received Rs. 1,00,000.

Dr. Tapasree Banerjee, Department of Economics, is presently working in UGC funded minor research project titled “Choice of fuel in an EKC framework: a probit analysis”. Grant received Rs. 72,000.

Both the above projects have commenced from October, 2009.

13. Details of research scholars:

The institution catering to under graduate students has limited scope for guiding research scholars.

14. Citation index of faculty members and impact factor:

Although a considerable section of our faculty have been regularly publishing in both International and National Journals as has been highlighted in the above point (no. 9). The impact factors of some of the international journals are hereby furnished.

Serial Number	Journal Name	Impact Factor (2009-10)
1.	Inorganica Chimica Acta	1.98
2.	Polyhedron	1.84
3.	Journal of Molecular Structure	1.50
4.	European Journal of Inorganic Chemistry	2.67

15. Honors / Awards to the faculty:

Many of our faculty members are actively involved in research work. **Ms. Santarupa Thakurta**, department of Chemistry, has submitted her thesis entitled “SYNTHESIS AND CHARACTERISATION OF A FEW MONO, DI- OR POLYMERIC METAL COORDINATION COMPLEXES” for the award of Ph. D. (Science) of Jadavpur University.

16. Internal resources generated :

The sole objective of the College have been the enhancement of education in the locality and at the same time percolating this spirit to the downtrodden and vulnerable section of this rather backward area of the district. By backward we mean primarily educational and economic backwardness apart

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from the related social & cultural backwardness. So, in relation to this perspective that the great sons of the soil had once upon a time dreamt of, the present administrative legacy of the college is also striving hard to carry forward the sermon of “depriving nobody from realm of attaining higher education”. Despite the present day stupendous amount of expenditure needed to run such an educational Institution, the College authority demands minimum fees to be taken from the students to attain their long cherished dream of becoming a respectable citizen of the country. Internal resource, is, therefore, far less as compared to the huge amount of expenditure (even the recurring expenditure to meet up regular needs of college is not compensated properly from the own fund). A sum up of this estimate is as follows:

Broad heads of estimated revenue budget for 2008-09	Weights(%)
From Student Side	
1) Admission fee	2.46
2) Self Tuition fee	6.16
3) College Exam fee	4.62
4) Session fee	2.77
5) Laboratory fee	9.23
6) Electric fee	2.62
7) Transfer Certificate, Character Certificate	0.05
8) Fine or irregularity fees	0.31
9) Tuition fee	46.18
From Non-Student side	
10) Rental income from N.C.Paul Brick Field (Lease Land)	0.28
11) Interest Income	0.92
12) Misc. Income	0.77
13) Part time remuneration receivable	23.63

It appears from the above table that in respect of estimated revenue budget (excluding the income from Building Development Fund & Development Fee) more than 45% of revenue income is coming from tuition fee, followed by another major component viz, laboratory fee contributing about 10% and the next important item is the self tuition fee, about 6% and so on. The College examination and session fees, however, account for about 5% and 3% respectively each of revenue income of the college during that year. All other heads however do not play any significant role in revenue mobilization of the

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college. In terms of nominal value, the estimated ordinary income for the year 2009-10 is around Rs. 32.49 lakhs (and the revenue from development fee along with building development fee is around Rs. 3.5 lakhs) from which about Rs.14,28,000 (about 43% of income) has been spent for remuneration of part time teachers in the college. This in comparison to previous year shows a declining trend as some amount of grant has been received from the Government for paying the salary of the part time teachers.

Despite this preliminary limitation our Institution has been striving to deliver the best for the college to attain a lofty height taking into account academics, sports, culture, debate, departmental programs, seminars and the like.

17. Details of departments getting SAP, COSIST (ASSIST) / DST.FIST, etc. assistance /recognition:

Nil

18. Community services:

Since its inception the NSS and NCC units of the College have been engaged in community development programmes both within the College campus as well as in the near vicinity. This year the adopted village was Khetrapaltala, Mashila, Howrah in the vicinity (~ 5 km) of the College. Some of the community development programmes regularly undertaken by the volunteers include:

- Cleaning the College Campus, beautification of the College garden, planting of trees in the adopted village, alerting people against the menace of smoking and drugs etc.
- Distribution of books and stationary to the underprivileged children going to school (primary to Class X)

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- Awareness programmes on public health was held in a nearby village with doctors and local people. A survey on health, public sanitation and personal hygiene was conducted.
- As planned in the previous year, the NSS unit has successfully set up a district level “Legal Aid Clinic” in our College. Hepatitis B Vaccine has been provided at low cost to a considerable number of students.
- National Cadet Corps or the N.C.C. in the College started since 1968 under the able guidance of Prof. Manoranjan Adak has been existing successfully. It is army wing company under 41 Bengal Battalion N.C.C. of West Bengal and Sikkim Directorate. Our Unit organizes many camps and the cadets participate in the camp for the training required for Nation Building. At present the Unit is running with 160 cadets under the supervision of Lt. Palash Patra, A.N.O. Our cadet JUO **Partha Nandi** has obtained **first** position in intermediate **Best Cadet Competition** in 2009. Three of our cadets, SUO Kausik Banerjee, SUO Subrata Sahu and SUO Babai Roy won the Governor’s medal for the year 2009-10. Four of our students - SUO Pritam Kundu Choudhury, Cdt Arpan Samanta, JUO Kaveri Giri, Cdt Bina Gayen had participated in the prestigious Republic Day Parade, 2009. In the year, 2010 Cdt Sk. Totan Ali participated in the Republic Day Parade. SUO Babai Roy won the best shooter award for 2009-10.

19. Teachers and officers newly recruited:

The recruitment of eligible faculty in this Institution is made only after the recommendation of West Bengal College Service Commission, following which the Governing Body issues an appointment letter. During the past academic session three of our faculties have been recruited and they are:

Ms. Santarupa Thakurta, Department of Chemistry, joined on 12th April, 2010

Ms. Indrani Chakraborty, Department of English, joined on 12th April, 2010

Mr. Nimai Dan, Department of History, joined on 12th April, 2010

20. Teaching – Non-teaching staff ratio:

The Teaching – Non-teaching staff ratio of our College is 28:25. There are 28 members in the faculty position.

21. Improvements in the library services:

The College Library which started its open access system in 2003-04 is computerized at present. Reading Room facilities have been provided for students as well as for the staff of the college separately. About twenty five journals and periodicals are available and these include those providing career information like 'Employment News', 'Pesha Prabesh', 'Karmakhetra' etc. There is also an internet access to the students and reprographic facilities whereby a student can photocopy study material against a nominal charge. Thus the students are benefited from the library by three major sources:

- i. Central library books
- ii. The Book Bank which provides an additional number of books
- iii. The Departmental Library which is managed primarily by the Faculty of the respective Department

22. New books / journals subscribed and their cost :

Periodicals and Journals worth Rs 6030/- have been purchased and some Bengali books have also been purchased.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

Since the college is not an autonomous Institution, it cannot introduce any such course on its own. However, various steps has been taken to improve the teaching learning process on classroom basis, acting on the student feedback.

24. Unit cost of education:

Student Strength = 1960

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1. Total Expenditure (including capital expenditure and salary)	Rs 2,41,55,533.90
2. Recurring Expenditure (except salary and capital expenditure)	Rs 63,93,621.50
3. Salary Expenses (except Part Time Teachers')	Rs 1,93,59,743.00
4. Part Time Teachers' salary	Rs 9,83,762.00

Unit Cost of Education = 2 / Student Strength = Rs 3262
(excluding salary component)

Unit cost of education = 3 / Student Strength = Rs 10.379

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

The office of the college is totally computerized in all its section, viz., cash, accounts, student's records regarding admission and results. The College has a website-the ID address being www.prabhu Jagatbandhu college.org and its annual upgradation is maintained by DSS Consultancy.

26. Increase in the infrastructural facilities:

A meeting of the finance committee was held on 08.04.2009 to prepare and consider the revenue budget for the year 2009-10 and it was placed in the GB and GB approved the same. It was a deficit budget of Rs. 5,04,548, i.e., excess of expenditure over income. Due to unavoidable circumstances no such remarkable development work was done. Only Rs 1 lakh was sanctioned in the meeting dated 19.09.2009 to construct a temporary boundary wall on the banks of river Saraswati to protect the college building which is highly damaged by the floods. Another meeting was held on 17.04.2009 to prepare and pass the revenue budget for the year 2010-11. It was a deficit budget amounting to Rs.

17,86,535 and the deficit amount increased compared to last year budget due to increase in salary of part time lecturers.

27. Technology upgradation:

Software based on Visual Basic is used for the purpose of academic and financial management. Internet access has been established in the College. This has been restricted to only three areas, namely the Principal's Chamber, the Library and for carrying out official activities pertaining to NAAC. Apart from this, a number of departments like Mathematics, Geography, Commerce, Chemistry and Philosophy have their own computers. This is primarily used for maintaining database related to the respective departments as well as for academic use. There is also an LCD projector which is well maintained and is used as teaching aid as and when required, particularly when special lectures or seminars are arranged in the College.

28. Computer and Internet access and training to teachers and students:

The college has a well equipped computer laboratory which caters to the need of not only the students in the Department of Computer Science but also final year undergraduate students of Mathematics, Physics and Commerce students as well. Although there are at least two nodal points for Internet access in this laboratory, it has not been activated so far. Only Teaching Faculty can avail the Internet facilities till now. However, serious thought has been given about the fact if this facility could be extended to the students as well.

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29. Financial aid to students:

Student-Concession & Aid Fund Sub-committee Report for the session 2009-10

This sub-committee, comprising of some teachers, non-teaching members & a student representative (usually General Secretary of Students' Union of the College) being elected both by teachers & non-teaching Council for electing the members from their respective floors, thereby headed by the senior most teacher of the college called as convener of the sub-committee dwells upon considering the prayers of Fee Concession & Aid fund benefits to the students.

Class		No. of Students applied for Concession	No. of Students availing the concession		
			Half	Full	Total
B.A.	I Yr.	80	48	25	73
	II Yr.	43	22	19	41
	III Yr.	30	17	13	30
B.Sc.	I Yr.	10	6	4	10
	II Yr.	13	10	1	11
	III Yr.	8	3	5	8
B.Com.	I Yr.	20	10	6	16
	II Yr.	18	11	7	18
	IIIYr.	21	11	10	21

Total Applicants = 243

Availed of 228 (Full = 90, Half = 138).

In all, 243 students applied for some of concessional assistance of fees in the college and out of them 228 students availed of the benefits. About 94% of the intending candidates have been benefited from this facility.

Besides, the Committee has sanctioned some amount to Ground ten students as financial assistance from this fund for fulfilling some financial commitments towards the poor students. The upper limit of this amount is however ---- Rs. 150 to 200.

30. Support from the Alumni Association and its Activities:

The College took the initiative to organize the Alumni Association in December, 2002. The College always had a deep rooted relationship with its ex-students. Although Annual General Meeting was held regularly in the past, one could not be arranged in the last academic session. However, it will be our endeavor to get the Alumnus involved in some activities of the College so that their valuable suggestions help in the general upgradation of the College.

31. Support from the Parent – Teacher Association and its Activities:

A Parent-Teacher Association is not formally existent in our College. However, most departments are in touch with parents/guardians of the students by means of counseling which takes place not only at the time of admissions every year but also mid-term or if situation demands. It can be mentioned here that some serious thought by the authorities on the Parent-Teacher Association in future is under consideration for the better functioning of the College.

32. Health services:

College Health care Unit: The College Health Centre is located in the campus besides Student's union room.. A medical practitioner has been attending our health care center thrice a week to treat the ailing students. Consultation and Medicine costs (to some extent) are provided by the college.

Student's Health Home: Consultation at the Home is free of charge and only nominal charges are made for the medicines supplied, investigations for the hospitalization there. Ailing students will have to visit the home and get their Health Care prepared there by presenting their acknowledgement Cards. Main Health Home is situated at Moulali, near Sealdah in central Kolkata. Now, the Students' Health Home is under its control at Shibpur D.B. Institution (College), 8k.m away from the college.

In near future college authority has a target to open a branch of Students' Health Home in the college premises to enable not only every student of the college, but also all the students of the schools and colleges, in this region to get the service of the Home.

Other Health Programme: Several Health awareness programmes are organized among the students and staffs of the college in every year by different NGOs. Blood donation camp is conducted every year by the college through Students' Union.

33. Performance in sports activities:

The institution also has a Sports and Games Committee which plans programmes for various sports events in the college.

Annual Sports is organized by the college with active cooperation of the students' council (usually in the month of January-February). In addition to this, the Institution participates in Annual Athletic Meet (with approx. 150 participants), Our College has won the Annual Volleyball Tournament (for boys), 2009. In Inter-Collegiate programmes, we have students participating in Men Athletic District Championship, as also in State-level Championship. Moreover, students also participate in Inter-University programmes or National Programmes.

In the field of athletics, our College has performed extremely well in the ***Inter College Athletic Championship meet*** (venue: Calcutta University Ground). One of our students, Sri **Bapi Senapati** secured 3rd and 2nd positions in the 5000m and 1500m Boys' run events respectively. Again, in the ***Inter non- Government College District Athletic meet***, Sri **Bapi Senapati**, won the 2nd position for both the run events- Boys' 800m and 1500m. In Discuss Throw, Sk. Nurulla won 2nd position, Prasanta Gayen won 2nd position for Javelin Throw for Men, Rima Prasad won 1st position for Javelin Throw, Women category. Satish Singh won two awards- both 3rd positions in Short Put and Discuss Throw.

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34. Incentives to outstanding sportspersons:

Programmes	No. of students participated	Achievements	Incentives offered by the College
College Annual Athletic meet	156	63 Awards given in 21 no. of events	Rs. 500 each to both Boys and Girls champion
Volleyball Championship (District)	16	Champion	Rs. 32 for each student i.e. Rs.500 for the total team
Inter College Atheletic Meet, Calcutta University	06	3 rd position- 5000m 2 nd position – 1500 m	Rs. 1000 for all participants
Non-Govt. Inter College District Atheletic meet	8 boys 4 girls Total - 12	07 prizes 1 st position - 1 2 nd position - 4 3 rd position - 2 2 students (1 boys & 1 girls) selected for the state level.	Rs. 1000 for all participants
Non-Govt. Inter College State Atheletic meet	3 boys 1 girl Total - 04	—	Rs. 50 for each participants by Calcutta University

35. Student achievements and awards:

In the session 2009-10 performances of the students in various University Examination was quite satisfactory. A resume of the results for the year is presented below (please see **Annexure – II & III**). Our Commerce students have achieved a high number of First Class in the University Examinations, 2009-10.

36. Activities of the Guidance and Counselling Cell:

Guidance and Counselling in the College is primarily dependent on the Faculty members of respective Departments. Since the one to one interaction of the students with Faculty is best achieved when students belonging to a particular Department or pursuing a specific subject approaches the teacher concerned, academic, career and personal counselling is carried out when approached. The College does not have a Guidance and Counselling Cell which can look after the needs of students in general.

37. Placement services provided to students:

The Institute has a Placement Cell which organizes Campus Interviews for the outgoing students. Faculty members give sufficient effort to organize such recruitment drive. Reputed Companies are approached officially to conduct such interviews on Campus. We had a recruitment drive earlier (06.10.2007) by HBL Global Pvt.Ltd.(a subsidiary of HDFC bank) where 10 of our outgoing students were selected for financial sales job. There are certain companies like ITD Cementation India Ltd., who recruit our meritorious students from the Faculty of Commerce almost regularly. Very recently we had arranged for a Campus Interview by Reliance HR Services on 28.08.2009, where 40 of our students from different streams (B.A./B.Sc./B. Com) were interviewed and 14 of them were selected. In the year, 2009, although no recruitment drive was carried out, we could arrange for career counselling for our students by different reputed organizations. One of them was ECIL-ECIT Computer Centre, an Organisation in collaboration with the Labour Department, Govt. of West Bengal and Dept. of Atomic Energy, Govt. of India. They advised on short term courses on various software packages as well as programming. They offered special concessions for the SC/ST candidates. Also another Institute-Narendranath Institute (Academy

for Defence Examination) organized a career counseling session for our students on 28.08.2010.

38. Development programmes for non – teaching staff:

A few non-teaching staff working in the college is computer literate. To make most of them adept in computer handling is under consideration. Also, those working in laboratories receive on the job training by our faculty.

39. Best practices of the Institution:

The best practices of the Institution can be summarized into three distinct heads namely- Academic, Administration and Finance which are well coordinated:

Academic

- An academic calendar is provided to each student alongwith the college prospectus at the time of admission
- Modular structure of the syllabi is provided to the students by the Departments
- Open access system in the library and also a number of Departmental libraries for better access of books by the students
- SC/ST reservation quota is duly maintained at the time of admission
- Faculty members frequently collaborate with other Institutions in pursuit of research work to enhance their quality of teaching
- Conducting Educational Tours – The **Department of Chemistry** organized an academic tour for the undergraduate science students to **Birla Industrial and Technological Museum** on 22nd January, 2010
- Encouraging students to participate in seminars, quizzes, debates etc. In connection with this, it may be worthwhile to mention that annual Cultural Programmes-“Rakhibandhan” and “Teachers’ Day” were organized by

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Department of Geography and the Department of Political Science respectively.

- A software company, 21st Century Solutions conducts GIS Certificate course in the Department of Geography

Administrative

- The administration takes initiative in effective monitoring of different Institutional activities with the help of several committees
- A gymnasium with various types of modern equipment available to all students
- Health Care Centre within the College Campus with a General Practitioner
- Placement Cell is a significant landmark on the part of the administration, keeping in mind the rural hinterland
- A lot of best practices are brought out by the extension activities like the NCC and the NSS such as blood donation camps, general awareness programme in the semiurban areas

Finance

- Providing Half/Full free studentship for poor/meritorious students through Students' Aid Fund
- The College provides subsidy for canteen facilities to students

40. Linkages developed with National / International, academic / research bodies:

The faculty of the institution has consistently remained engaged in collaborative work with other institutions/ organizations which have fostered academic enrichment of the institution and also improved the teaching learning process. The Department of Geography has collaborated with a software company named Twenty First Century Solutions since 2005 to train both honours and general students on G.I.S software

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package. Collaboration has been done with various research organizations like School of Energy studies, Jadavpur University, Centre of Advanced study in Economics, University of Bombay, Geographical Information System. The faculty has collaborated with various local and state bodies for extension activities including Lekhak Shilpi Sangha (an organization for writers and artistes), Neheru Yuva Kendra, Indian Medical Association, the district Blood Bank etc. Such collaboration has benefited the institution.

41. Any other relevant information:

None

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Part C: Detail the plans of the institution for the next year

- We shall continue the work in accordance to the XIth plan outlay as sanctioned by UGC to our College
- Enhancement of library facilities through purchase of books both in the Central as well as the Departmental Library
- Continuation of the work of Women's Hostel and other infrastructural facilities
- Proposals for the creation of new posts in the Departments of Commerce, Bengali, Mathematics, English and Geography to be submitted to the Higher Education Department
- To start an Entrepreneurship Development Cell in the College

Name & Signature of the Coordinator, IQAC

Name & Signature of the Chairperson, IQAC