

Annual Quality Assurance Report (AQAR) Of the IQAC

Period of Report : 2011-2012

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

www.prabhujagatbandhucollege.org

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

Name of the Institution : Prabhu Jagatbandhu College
Jhorehat, Andul-Mouri
Howrah 711 302
West Bengal

Year of Report : 2011-2012

Name of the Head of the Institution : Dr. Sarada Mondal (Teacher-in-charge)

Ph. No. Office : (033) 2669 4080

Residence :

Mobile : 9433105869

e-mail : sarada_mandal@rediffmail.com

Fax : (033) 2669 4080

Name of the IQAC Coordinator : Dr. Kakoli Banerjee

Ph. No. Office : (033) 2669 0221

Residence : (033) 2473 0005

Mobile : 09830040709

e-mail : kakolika@rediffmail.com
kakolika@gmail.com

Members of the Internal Quality Assurance Cell, NAAC

1. Teacher-in-Charge	
2. Dr. Kakoli Banerjee	Co-ordinator
3. Dr. Asok Kumar Das	Faculty
4. Dr. Ballari Bagchi	Faculty
5. Dr. Prasanta Sinha	Faculty
6. Dr. Tapasree Banerjee	Faculty
7. Dr. Dolon Champa Saha	Faculty
8. Dr. Santarupa Thakurta	Faculty
9. Sri Gopal Chandra Banerjee	Head Clerk
10. Sri Tapas Kumar Ray	Accountant
11. Smt. Seema Ghosh	Cashier
12. Prof. Asok Satpati	Governing Body member
13. Mr. Sital Sardar, MLA	Governing Body member
14. Mrs. Bina Chakraborty	Governing Body Member
15. Prof. Shila Chatterjee	Governing Body Member
16. Prof. Satyabrata Mukherjee	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:

- 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
- Introduction of new courses like Education, Nutrition and initiate Honors curriculum in the Department of Chemistry
- Creation of new posts in the Departments of Commerce, Bengali, Mathematics, English and Geography
- To start an Entrepreneurship Development Cell in the College
- To start some vocational courses

Outcome achieved at the end of the year:

- We have continued to work in accordance to the 11th Plan Outlay as sanctioned by UGC
 - I. **Necessary plumbing work for better supply of water within the college premises has been completed.** (Compressor wash of 4 tube wells has already been done. An additional jet pump has been installed at the 5th tube well. Pipe networks have already been installed to connect four water tanks.)
 - II. Several items have been purchased as a part of the extension of the infrastructural facilities of the college. This includes LED Projector, Photocopier machine, Branded Lenovo Desktop, Assembled Desktop, Laptop, All-in-one Desktop, Monitor 27 inches, etc., (details given in point 26).
- Books for Central Library and Departmental Library amounting to Rs 3,51,730 and Journals and periodicals amounting to Rs 5709 have been purchased. Six Almirahs for the storage of books have been purchased. For proper maintenance pest control treatment has been done twice a year.
- Construction work for Women's Hostel is in progress.
- Chemistry Laboratory is being upgraded for initiation of Honors curriculum.
- The faculty members have regularly participated in entrepreneurship development programmes and regular sessions are conducted with students in the college campus with various agencies with a view to empower the students.
- Vocational courses for students have not yet been started, however plans for the same are in consideration.

Annual Quality Assurance Report: 2011-2012

- UGC sponsored seminar on “Technology for Rural India: Problems and sustainable solutions” has been arranged on 18th-19th Feb, 2011 in the College
- The NSS wing of the college motivates the students and teachers for their participation in various kinds of community services
- Admission process have been fully computerized
- A number of career counseling programmes have been carried out for the benefit of the students.
- Arranging for co-curricular activities and departmental seminars, wall magazines and exhibitions for general upgradation of students

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

Annual Quality Assurance Report: 2011-2012

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 arbitrator 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 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

Annual Quality Assurance Report: 2011-2012

calendar which is supplied to the students at the beginning of each academic year.

4. Inter-disciplinary programmes started:

During this academic session some interdisciplinary programmes were carried out. Faculties of Economics Department take regular classes in the Department of Geography. Also faculties of various departments like Mathematics, Economics and Computer Science conduct classes in the Commerce stream as per the syllabi of Calcutta University.

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- II**), and hence grants duty leave for attending various conferences.

One of our Faculty members, **Ms. Sarada Mandal**, of the Department of Geography, was on F.I.P from 02.12.08. She was awarded **Ph. D (Sc.)** on the topic '**An Appraisal of the Silk Weaving Industry of Bishnupur, West Bengal**' from Calcutta University on 5th July, 2011. Certificate was awarded at the Annual Convocation on 22nd March, 2012. **Sri Madhusudan Pramanick**, also from the Department of Geography, has been awarded **PG Diploma in Applied Remote Sensing and Geographical Information System** organized by CAD Centre, Jadavpur University. The course duration was from 1st June, 2010 to 30th September, 2011.

8. Total number of seminars / workshops conducted :

The Seminar sub-committee organized four seminars during the academic session 2011-12. They are as follows:

- “Morality and Euthanasia”- one day seminar organized by Philosophy Department on 24.09.11. Resource person was Prof. Subir Ranjan Bhattacharya, Reader in Philosophy, University of Calcutta.
- NSIC technical services centre, Howrah, a technical wing of NSIC organized a one-day seminar for the students on 21.12.2011 on “Entrepreneurship Development”. Almost 100 students participated in the seminar.
- A seminar organized on the occasion of 150th birth centenary of Swami Vivekananda by the Department of History and NSS unit of the College on 13th January, 2012. Chief Guest for the occasion was Prof. Arup Biswas and Swami Suparnanada, Secretary, Narendrapur Ramakrishna Mission Ashrama, Narendrapur, 24 Pgs(s) and Prof. Madhuchhanda Bhattacharya, Maulana Abul Kalam Azad College.
- Swami Suparnananda presented his view about ‘Swami Vivekananda and Yuva Samaj’. Prof. M. Bhattacharya enlightened us about ‘Universal Religion’ of Swami Vivekananda. Our senior colleague Dr. Prajna Maitra also presented her views about Swamiji and concluded the programme with vote of thanks.

9. Research projects

Sumana Bandyopadhyay of Department of computer Science is a registered scholar (part time) of University of Calcutta, Department of computer

Annual Quality Assurance Report: 2011-2012

Science and Engineering. She generally uses the lab of the corresponding dept. of University of Calcutta. The name of her supervisor is Dr. Rajat Kr. Pal, an associate professor of University of Calcutta. Topic of her research is entitled as "***On the Theory of Perfect Graphs and Some of Their New Applications***". The course work as directed by UGC is completed and award list is pending.

She is currently working on the following directions:

- She has already invented an algorithm based approach for easy and profitable solution for selecting appropriate programs within different television channels on behalf of the production units.
- Invention of two algorithms for computing an invariant of a popular class of perfect graphs, i.e., computation of all possible maximal cliques of Weakly Triangulated graph.
- A theorem proving that computation of another invariant of Weakly Triangulated graph , i.e., Maximum Weighted k-Clique is NP-complete, i.e., beyond polynomially computable.
- Discovering a new class of perfect graph.

Some recent publications of our faculty members include:

Dr. Santarupa Thakurta, Department of Chemistry

"Series of Dicyanamide-Interlaced Assembly of Zinc-Schiff-Base Complexes: Crystal Structure and Photophysical and Thermal Studies"

Communicated to Inorganic Chemistry.

Dr. Tapasree Banerjee, Department of Economics

Presented paper on UGC sponsored seminar on Contemporary Issues On Development Economics held at RabindraBharati University on 20-21 March 2012.

Books Published in 2011:

“Mekal Suta Narmada” written by Dr. Sutapa Ray, Department of philosophy, was published in 2011. Dr. Ray has also published a paper, “Rorty’s sociology of knowledge”, Journal of Dept. of Philosophy, University of North Bengal, vol VIII, March 2011.

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.

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

Ms. Sumana Bandopadhyay of Department of Computer Science is engaged in research activities in Department of computer Science and Engineering, University of Calcutta.

12. Research grants received from various agencies:

Nil

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.	Inorganic Chemistry	4.6

15. Honors / Awards to the faculty:

Dr. Sarada Mandal has been awarded Ph. D (Sc.) on the topic 'An Apraisal of the Silk Weaving Industry of Bishnupur, West Bengal' from Calcutta University on 5th July, 2011. Certificate was awarded at the Annual Convocation on 22nd March, 2012.

16. Internal resources generated :

Being situated in a semi-urban area, the College authority has taken care that minimum fees are taken from the students. The college therefore endeavors to provide a better learning opportunity for the less abled and under-privileged so that they develop into self supporting individuals. A very precise information may be given as regards its current revenue utilization during 2011-2012. The highest amount is collected by way of tuition fees (about 54 % of total earning) amounting to Rs 1.8 lakhs. Closely related to other notable sources of revenue are laboratory fees (15 %) and session fees (6 %). However, revenue from other internal sources is not worth mentioning. A sum up of this estimate is as follows:

Annual Quality Assurance Report: 2011-2012

Broad heads of estimated revenue budget for 2011-12	Weights(%)
From Student Side	
1) Admission fee	2.41
2) College Exam fee	3.61
3) Session fee	6.62
4) Laboratory fee	15.05
5) Electric fee	5.42
6) Transfer Certificate, Character Certificate	0.02
7) Fine or irregularity fees	0.02
8) Tuition fee	54.18
From Non-Student side	
9) Rental income from N.C.Paul Brick Field (Lease Land)	2.26
10) Interest Income	0.90
11) Misc. Income	0.90

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.

Annual Quality Assurance Report: 2011-2012

- Distribution of books and stationary to the underprivileged children going to school (primary to Class X)
- 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 an 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 Pinky Adhikary received 2nd position in inter district shooting championship 2011. Cadet Abhijit Halder attended Thal Sena Camp 2011 and SD and SW Cadets selected for IGC 2011 and RDC 2012. Cadet Mosibul Fakir and Alivia Mukhopadhyia attended Republic Day Camp 2012 (Delhi) and participated in marching contingent on Rajpath Republic Day Parade in 2011-12 cadets participated in 22 regular camps .Apart from that cadets also took part in adventure activities like White Water Rafting in Sikkim, All India Coastal Trek in Puri, Sandakphu Trek (organized by the College NCC unit), Mountaineering and Ski Camp at Gulmarg, Basic Mountaineering and Rock Climbing Course in Susuniya Hills etc. Social service activities of the NCC include Tree Plantation week, Blood donation, Volunteer Duty in Shishu mela, Anti-drug Awareness Rally, etc. 15 SD and SW cadets took part in rally and seminar with College NSS unit on occasion of Swami Vivekananda’s Birthday. ANO and 12 SD Cadets visited Writer’s Building on the

Annual Quality Assurance Report: 2011-2012

occasion of Armed Forces Flag Day on 7th December 2011 for collection of subscription. ANO and 17 SD cadets took part in Save Electricity Rally with WWF at Kurzon Park ,Kolkata on 31st March 2012.

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. However, during the past academic session there were no fresh recruitments.

20. Teaching – Non-teaching staff ratio :

The number of Teaching staff is 28 and the number of Non-teaching staff of our College is 25. Apart from this there are also 15 part time lecturers in various departments.

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 have been taken to improve the teaching learning process on classroom basis, acting on the student feedback.

24. Unit cost of education :

Student Strength = 2461

1. Total Expenditure (including capital expenditure and salary)	Rs 2,56,44,471.00
2. Recurring Expenditure (except salary and capital expenditure)	Rs 17,00,037.00
3. Salary Expenses (except Part Time Teachers')	Rs 2,39,44,434.00
4. Part Time Teachers' salary	Rs 18,14,400.00

Unit Cost of Education = 2 / Student Strength = Rs 691
(excluding salary component)

Unit cost of education = (3 + 4) / Student Strength = Rs 10,467

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

Annual Quality Assurance Report: 2011-2012

a website-the ID address being www.prabhujagatbandhucollege.org and its annual upgradation is maintained by DSS Consultancy.

26. Increase in the infrastructural facilities :

The following items were purchased as a part of the UGC 11th Plan Period :

Statement of Expenditure of the balance fund of UGC 11th Plan Period

No. of item	Type of item	Price
1.	LED Projector	1,00,000
1	Photocopier machine	45,462
8	Branded Lenovo Desktop	2,17,600
7	Branded Lenovo Desktop	1,90,400
6	Assembled Desktop	1,34,250
4	Assembled Desktop	91,200
1	Laptop	27,800
2	All-in-one Desktop	53,900
3	Monitor 27 inches	49,320
1	Back-up Server	39,975
1	Multifunction printer	14,999
6	B/W Laser printer	41,700
1	Colour Laser printer	12,900
2	Scanner	6,400
1	Digital camera	11,990
1	Handicam	15,990
1	Almirah	13,000
8	Covered steel almirah	56,000
8	Glass-door almirah	46,400
	Book	2,12,181
5	G.I.S Software Licence	52,000
2	Locker	18,000
20	Cycle	60,000
3	Air Conditioner	1,50,000
30	UPS	1,10,000
2	Public address system	30,000

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,

Annual Quality Assurance Report: 2011-2012

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 and there is a internet connection in the staff room. However, serious thought has been given about the fact if this facility could be extended to the students as well.

29. Financial aid to students :

Student-Concession & Aid Fund Sub-committee Report for the session 2011-12

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.

Also, full-free studentship is sanctioned to students securing highest marks in C.U. Part I and Part II examinations in each Honours Department and

Annual Quality Assurance Report: 2011-2012

also to the 1st year students of each discipline who secure highest mark in Higher Secondary Examination.

Class		No. of Students applied for Concession	No. of Students availing the concession		
			Half	Full	Total
B.A.	I Yr.	161	36	45	81
	II Yr.	36	6	16	22
	III Yr.	26	8	15	23
B.Sc.	I Yr.	18	4	7	11
	II Yr.	13	3	7	10
	III Yr.	8	1	6	7
B.Com.	I Yr.	21	1	10	11
	II Yr.	7	0	4	4
	III Yr.	7	0	7	7

No of total applicants were 297. However amongst them 107 students did not appear before the committee on counseling day. Amongst 190 students who attended counseling, 176 students were given benefit.

From the above data it is evident that 92.6% of the applicant students are provided with financial assistance.

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 :

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.

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

Other Health Programme: Several Health awareness programmes are organized among the students and staff of the college 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 for various sports events in the college.

Annual Sports is organized by the college with active cooperation of the students' council (held in the month of March). Total number of participants was 214.

Annual Quality Assurance Report: 2011-2012

Number of prizes given away were 80, amounting to Rs. 14000 (approx). In addition to this, the Institution participates in **Annual Athletic Meet** (with approx. 150 participants). Four students Subha Chakraborty, Somnath Pal, Rima Prasad and Debjani Patra participated in State Meet at Yuba Bharati Krirangan on 20th and 21st March 2012. Apart from this the following students participated in the XIIIth Inter Non-Government College District Athletic Meet 2012:

Event	Position	Name (Class)
100 m run	1 st	Subha Chakraborty (1 st Year)
100 m run	2 nd	Somnath Pal (1 st Year)
200 m run	2 nd	Subha Chakraborty (1 st Year)
Long jump	3 rd	Subha Chakraborty (1 st Year)
Javeline	1 st	Rima Prasad (3 rd Year)
800 m run	2 nd	Debjani Patra (1 st Year)
Short put	3 rd	Jamuna Mandi (1 st Year)

34. Incentives to outstanding sportspersons:

Special award for outstanding performances were given by our college to Subha Chakraborty, Somnath Pal, Rima Prasad, Debjani Patra and Jamuna Mandi. They were awarded track suits.

35. Student achievements and awards :

In the session 2011-12 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 I & III**). Our Commerce students have achieved a high number of First Class in the University Examinations, 2011-12. **98 students** of our college have been awarded WBMDFC (West Bengal Minority Development and Financial Corporation) Post Matric Scholarship 2011-

2012. From this scholarship, each student has been provided a sum of Rs 4800, out of which Rs 3000 is kept as maintenance allowance and Rs 1800 as course fee from the Govt. of West Bengal.

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. Reputed Institutes like-Narendranath Institute (Academy for Defence Examination) organized a career counseling session for our students on 08.09.2011. I Plus, a training Institute for Spoken English and Government Jobs visited our college on 13.09.2011. NSIC (National Small Scale Industries Corporation) limited conducted a career counseling programme on 21.12.2011. Orion Edutech visited our College on 16.10.2012.

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
- At the time of admission, students are counseled about the rules, regulations, disciplines of Calcutta University, college and the department and also students are provided assistance on the selection of subject combination.
- Modular structure of the syllabi is provided to the students by the Departments
- Departments keep records of their teaching plans on a regular basis
- 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
- After the publication of the results of every mid-term and test examination a department-wise analysis is carried on. After this analysis concerned teachers meet the students and discuss about their performance. Students with poor marks are counseled individually and if required their parents are asked to meet the teachers.
- Faculty members frequently collaborate with other Institutions in pursuit of research work to enhance their quality of teaching. Not only this some of our teachers are actively involved in teaching as guest teachers

Annual Quality Assurance Report: 2011-2012

From Department of Geography

Dr. Sarada Mandal acts as

- a) Visiting professor in PG Courses in Geography of Vivekananda College for Women, Behala, Kolkata under University of Calcutta.
- b) Assistant Coordinator of Study Centre F-09 (Prabhu Jagatbandhu College) under Netaji Subhas Open University, West Bengal and also acts as counselor of UG and PG courses in Geography.
- c) Visiting professor in PG Courses of Directorate of Distance Education under Rabindrabharati University.

Dr. Ballari Bagchi acts as visiting professor in PG Courses of Directorate of Distance Education under Rabindrabharati University.

Sri Madhusudan Pramanick acts as visiting professor in PG Courses of Directorate of Distance Education under Rabindrabharati University.

Smt. Gargi Chakraborty acts as

- a) Visiting professor in PG Courses of Directorate of Distance Education under Vidyasagar University.
- b) Counselor of UG courses in Geography in Study Centre F-09 (Prabhu Jagatbandhu College) under Netaji Subhas Open University, West Bengal.

From Department of Chemistry

Dr. Kakoli Banerjee took classes in the field of Analytical Chemistry for M.Sc. students of Department of Chemistry, Acharya Prafulla Chandra College, New Barrackpore, West Bengal from August to December, 2011.

- The **Department of Geography** organized an academic tour for the undergraduate(second year honours) students to Darjeeling. They also went to Maldah with first year general students, and to the bank erosion point on river Hugli at Sankrail, Howrah with third year honours students.

Annual Quality Assurance Report: 2011-2012

- The **Department of Chemistry** conducted an academic tour to Saha Institute of Nuclear Physics on the occasion of Celebration of International year of Chemistry (ITC-2011) on 15th November, 2011. A team of 15 students attended the event where they participated in a quiz competition and presented a poster on the topic “Atoms for peace”.
- Encouraging students to participate in seminars, quizzes, debates etc.
In the year 2012 3rd year Geography Hons students were given various topics on ‘Hazard Management and Development Issues’ from their syllabus and 1st year students were given various topics on ‘Global and local issues of Pollution’. They made beautiful charts and brief verbal presentation on those topics.
Department arranged a nice exhibition of those charts prepared by the students.
- Most departments have a departmental library from which students are benefited.
- Various Departments of Science use their departmental notice boards to put up recent scientific achievements of mankind, to up keep general awareness of the students.

Administrative

- The administration takes initiative in effective monitoring of different Institutional activities with the help of several committees
- All departments are asked to conduct departmental meetings at regular intervals to plan their activities
- 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

Annual Quality Assurance Report: 2011-2012

- 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 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.

Annual Quality Assurance Report: 2011-2012

41. Any other relevant information :

Budget Expenditure	2011-12
Percentage spent on salary of faculty (other than Govt. approved staff)	18.75
Percentage spent on salary of non-teaching employees including estate workers	12.28
Percentage spent on books and journals	0.59
Percentage spent on building developmental assistance	9.37
Percentage spent on maintenance, electricity, water, sports, examinations, hostels and student amenities	20
Percentage spent on Academics activities of departments, laboratories, green house, animal house	10.55
Percentage spent on equipments, research, teaching aids, seminars and contingency	18.68

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

- As the fund of the XIth plan period (extended up to 30.09.2012) has been fully utilized, college is chalking out plans for claim against XIIth plan period.

- As **50 years** of the college will be completed on **15th August, 2014**, Golden Jubilee celebration will start from 2013.

- College is preparing for
 - a) enhancement of the classroom facilities (like arrangement of microphones, high quality writing boards, big monitors etc.)

 - b) enhancement of library facilities (like purchase of books, arrangement of air conditioning, more bookshelves, comfortable sitting arrangements for students)

 - c) for the enhancement of sports facilities (like up gradation of college field and multi-gym) college authority is trying to collect fund from MPLAD/MLALAD for this purpose.

- As the numbers of students are increasing every year and demand for new subjects from the hinterland is also intensifying, college requires new building. Authority is preparing plans to submit claim to UGC for this purpose in the XIIth plan period.

Name & Signature of the Coordinator, IQAC

Name & Signature of the Chairperson, IQAC