



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

PRABHU JAGATBANDHU COLLEGE

JHOREHAT, ANDUL-MOURI

711302

www.pjc.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Prabhu Jagatbandhu College was established in the year 1964 at the eve of Independence day. About 55 years ago, Dr. Tinkari Ghosh gifted some of his land and a building to start this college. The dream of the college could not have culminated into reality but for the voluntary donation by the education loving people of the locality, raised by the untiring, selfless benevolent group under the name of “Karmi Sangha”. Dr. Ghosh designated the college in the name of his Guru, The Saint “Prabhu Jagatbandhu” who was famous as Neo-Gauranga or the new form of Sri Chaitanya.

The college started with a very few students, hardly 3 or 4 teachers, 2 or 3 teaching staff, 2 or 3 rooms with average space. Though this co-educational institution was started in the humble way, it withstood with all difficulties and has now come one of the leading college in Howrah District. All credit goes to the Students, Teaching and Non-Teaching staff of the college. From the very inception of this college, a unique tradition of cordial relationship among students, teaching and non-teaching staff exists which very few colleges can boast of.

The college has an attractive campus view with four buildings forming an almost rectangular structural pattern around a lush green ground surrounded by a concrete road. The campus area of the college is 2.21 Acres and build up area is about 2265.975 square meters.

Given the socio-economic condition of this area surrounded by the college where nearly 20% - 30% people lying in and round the poverty line and approximately 20% drop out candidates every year mainly due to poor economic conditions. The college therefore, endeavors, provide a better learning opportunity value and retain a real care for the less able and under-privileged so that they develop into self-supporting individuals.

Vision

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.

Mission

To realize the 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 students, teachers, staff and all stakeholders we hope to achieve a new educational landscape. It will be sustained by the fusion of intellectual energy, global perspective, and a knowledge-driven economy. Some key elements to help in this effort are the Principal’s Welcome Address, the prospectus of our college, counseling provided to all students, and several orientation meetings with all relevant

personnel. It promises to transform not only the college but also the entire region we serve. Its value will be measured by the generations of Indian youths who achieve success and become productive members of the work force, as well as responsible citizens of the region-without regard to background, birthright, or circumstances.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The Principal of the college is a very energetic and dynamic person who provides outstanding leadership and believes in participating administration and always concern with greater development of the college.
- The Governing Body of the institution is very proactive and benevolent who continually advocates overall upgradation and development of the institution.
- The college has highly qualified, dynamic and committed faculties members who always attempt to disseminate knowledge to foster all around holistic development of the student.
- Well-behaved and obedient students of the college always follow the code of conduct of the college and attempt to grasp greater knowledge from the faculty members.
- The efficient and committed non-teaching staff of the college always provides strong support to their best.
- The nexus among faculty members, non-teaching staff and students of the institution is very cordial.
- Central library of the college is upgraded and well equipped having about 23000 books and 20 journals/magazines along with e-sodhSindhu, NLIST databases and a browsing centre.
- All laboratories are well equipped and are continually upgraded as per requirement of syllabi.
- The college has wide range of courses at UG and PG level.
- The college has a very effective IQAC which has played a pivotal role in all the developmental projects.
- The departments continually monitor the overall development of the students through mentor -mentee system.
- The institution has introduced feedback system for checking up and upgradation of the teaching-learning and evaluation process.
- The NCC, NSS and Eco-club units of the college are very active in spreading outreach programmes of the college.
- Recently high grade of infrastructural development has happened in the college in terms of buildings.
- The institution has two open mode learning centres, i.e., NSOU and IGNOU.
- Over the years the college has converted to an eco-friendly campus through electricity saving, energy conservation, solar panel, rain water harvesting, waste management and green land scoping. Regular Green, Energy and Environmental Audit are conducted.
- The institution has organized several national/international seminars/webinars/workshops for advancing and enriching knowledge as well as signed MoUs with Bangiya Arthaniti Parishad (Bengal Economic Association) and published the peer reviewed journal DIGONTO for spreading research work and publications.
- The institution has signed MoUs with other colleges for faculty and student exchange.
- The institution continually arranges psychological counseling for the students, especially for the girl students with expertised counselors to solve their academic and individual problems.
- The institution attempts to inculcate values within the students through organizing several programmes on value education through its value education cell.

Institutional Weakness

- With introduction of new courses at UG and PG level as well as upgradation of courses at UG level, the institution needs expansion of building, while because of limited space it has limited opportunity to expand building horizontally.
- Despite being required hostels in its campus, hostel for boys and girls have not yet been constructed primarily because of paucity of fund.
- The institution has inadequate permanent faculty on government sanctioned posts, and so multiple departments are run solely by permanent part time teachers, i.e., SACTs.
- The socio-economic & education background of many students of the institution is weak.
- Since medium of instruction of most of the student in their school is Bengali, they often face a hindrance in higher education, especially in science.
- The college has insufficient rooms for extension of other faculties.
- The student drop-out rate is high, especially in Science.

Institutional Opportunity

- The college is located within 1 km either from Andul Bus Station or from Andul Railway Station, and has easy access to public transport.
- With the introduction of PG courses in Bengali, Geography and Pure Mathematics, the Bengali, Geography and Mathematics Honours students of this college as well as in the locality get opportunity to complete PG in the aforementioned Courses from this college.
- With the introduction of several courses at UG and PG level in IGNOU Study Centre of Prabhu Jagatbandhu College, the students also get opportunity to complete any of the course from this centre.
- The faculty and the students have access to publish their research paper in the peer reviewed journal DIGONTO.
- The economically underprivileged students of the college have option to complete basic computer certificate course under FOSS which the institution has arranged in collaboration with IIT, Bombay.
- The Students Union supports smooth functioning of the college activities.
- On-line admission gives the College a bigger opportunity to serve a bigger hinterland.
- The Governing Body is supports upgradation of teaching, research and developmental activities of Faculty members.
- With the inauguration of ANNEXE Building with 20 rooms, the college gets opportunity to shift many departments along with laboratories from the Old Building to this Annexe Building.
- The college is interested in signing more MoUs for faculty and student exchange programmes with other academic institution so as to create more opportunities to the faculty and students.

Institutional Challenge

- To reduce the student drop-out rate in several UG courses,
- To boost up many first generation learners of the college through provision of financial and psychological assistance,
- To overcome language problem of the students coming from Bengali medium schools,
- To overcome room scarcity with expanding courses at UG and PG level,

- To introduce more course like B.Ed. at the UG level as well as other courses at the PG level,
- To provide further research facility to the faculty members and the post graduate students,
- To create Student placement through campus recruitment, and
- To motivate the student to come out of the boundaries and get involve in research centric and competitive examination and Entrepreneurship.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Prabhu Jagatbandhu College, established on 15th, 1964, under section 3 of UGC Act, 1956. The college offers UG and PG Programmes through 20 Departments. The institution follows the rules and regulations as per the norms of the parent University, i.e., University of Calcutta for effectively implementing the curricula. The academic calendar is prepared according to the University calendar. The college have specific lecture plan and it is prepared by the department. The college have specific time table for classes including online classes (valid during pandemic period) through routine subcommittee.

The curricula of the institution are enriched by 18 certificate courses under FOSS programs and the average percentage of this course is 4.22 during the last five years. The average percentage of courses that includes experimental learning is 2.26. Students enjoyed the classes through chalk and talk method along with ICT tools. During COVID-19 period, faculties used to take their classes through cloud meeting (Google Meet) and the attendance sheet has also been generated automatically through this mode.

The institute integrates cross cutting issues and focused on gender sensitivity. International seminar on Women Empowerment was held on 24/03/2018 by the Department of Economics in collaboration with IQAC. The environment and sustainability are implemented through AECC paper, a course curriculum in Calcutta University and through curricula of different departments viz., Geography, Zoology, Botany. The Human value and Professional ethics is incorporated through the department of Political Science, Philosophy, Bengali, English, Education, Economics

The evaluation process is continuous one as per the norm of the affiliated university. Home assignments are given regularly and Internal examination, Tutorials, are taken. For PG Courses, dissertations are taken from the students and they are defending their projects in smart class room. Sometimes the examiner for this paper is from other university/institution.

Apart from regular courses, the college conducts spoken-tutorial based software training under NME-ICT in collaboration with IIT, Mumbai.

The institution has taken feedback on teaching/learning, infrastructure, administrative aspects for all stakeholders viz., Students, Teachers, Employers and Alumni to check and enrich the system. This feedback was analysed and the action taken report has been implemented.

Teaching-learning and Evaluation

The two-fold process of teaching and learning, and the evaluation process which ensures its smooth functioning, constitute the core activity of the institution, and incorporate both the faculty and the stakeholders. The most crucial element in the dynamic teaching-learning process of the college is ability of its teachers to create enthusiasm, ignite passion and generate curiosity among the students. With vibrant interaction between faculty and learners creates an academic environment conducive to enhance scholarly pursuit of knowledge. The institution assesses the learning levels of the learners of the first semester and identifies advanced and slow learners, and arranges special programmes for these target groups.

The admission sub-committee manages the admission process pursuing strictly the norms of the University, responsible for designing prospectus and counseling of the students at entry. Several subcommittees design general time table, providing specific time slots for internet browsing, using library services, invited lectures by eminent personalities, sports and other such activities. All stakeholders are encouraged to use E-learning websites, open source software, licensed software, books, journals, e-journals data relevant to their disciplines. The ratio of students to mentor for academic and other related issues(which have been done in continuous manner) in the current academic year is 72:1.

The course curriculum is divided into the units to be covered during the duration of the semester. The teaching plan is given earlier to enable the students to be mentally prepared for the topics to be taught. During the lectures, interactive question answer sessions are arranged. Latter, assignments are given to be submitted by the student within stipulated period. The institution adheres to the norms fixed by the University regarding evaluation. The internal assessment which is done by the college is a part of the final examination. *Continuous Internal Evaluation* in various forms is done by the teachers to help the students prepare better for their final examination.

The *Programme* and *Course Outcomes* are shown in the college website, and these are also intimated through *Orientation Programme* and *Induction Programmes* for the students. The POs/COs have been implemented for the progression of students to appear in job market.

Research, Innovations and Extension

The institution has promoted research environment for qualitative research on Basic sciences and Humanities, Social Sciences to nurture various several aspects of real life problems. It encourages the faculty for research grant from various sources. A project of Rs 4.45 lakhs on natural biosolvent has been done successfully in 2019-20. Forty seven original research papers have been published by our faculty members in National/International Journal of repute indexed by SCOPUS, UGC Care lists and for Books/Book chapters (forty three) sponsored by reputed publishing house in India. With the editorship of the Principal, a Multidisciplinary Journal "Digonto" with ISSN 2348-8441 is published annually by the Teachers' Council since 2012 to inculcate Research and Development in the society. Two faculty members have started guiding research students among which one have already completed his Ph. D. The institution encourages the faculty to organise/participate in National/ International workshop, conferences, seminar, course work etc. It has signed MOU with *Bangiya Arthaniti Parishad* for spreading research work. Recently IGNOU Kolkata Regional Centre has incorporated the institution as a part of their innovation system.

The extension and outreach activities believes in nurturing students who are real world ready, training them with professional education and arming them with knowledge about their duties towards the society with an

objective of creating model citizens. The college has many student oriented wings like NSS, NCC, Eco club, Science club, Kanyashree club, Women's Cell. Through these wings, the college undertakes various extension activities in the neighbourhood community. In the last five years, the college had conducted many programmes which targeted clean and green environment through different functional groups and several societal development activities with the collaboration with non-Governmental organizations and industries. The key aspects of the programme conducted include Tree Plantation, Awareness programme on Health and Hygiene, Cleanliness etc. Besides, the unit has organised programmes to create awareness on different aspects even in virtual modes during COVID situation. To inculcate values to the students, the college celebrates Independence Day, Republic Day, *Basanta Utsav*, *Viswa Navi Diwas*, etc.

Infrastructure and Learning Resources

The college has seen a considerable growth in infrastructure commensurate with the academic developments that have taken place over the past few years. The institution has 56 fully functional Class Rooms spread over A, B, C and D Blocks of Old Building up to June 2021, while from 2021-22, many class rooms/laboratories are shifted in Annex Building [a newly constructed (G+3) building] with 20 rooms. Out of them thirteen class rooms are fully equipped with short throw digital projectors and one of the classrooms has been upgraded to smart classroom with high end interactive digital board, which is now been used commonly. Four classrooms in PG section of Mathematics and Geography are equipped with portable projector for conducting seminars and presentations. A seminar hall has smart board, ICT and Wi-Fi Facilities. The college has installed of 20 KVA solar power panels to generate electricity from renewable energy source which reduces environmental pollution.

The science departments (Chemistry, Physics, Botany, Zoology, Food & Nutrition and Computer Science) have well equipped laboratories with computing and internet facilities. The laboratories have undergone effective modernisation of instruments and equipments. All departments are equipped with desktops/laptops with Internet. The college has 120 computers (105 desktop & 15 laptops), 30 printers/ scanner, 3 projectors out of these 81 desktops are for Academic purpose and 24 are desktops are for Administrative purpose. The campus is also Wi-Fi enabled for everyone.

The institution has a central library in addition to computer labs and departmental libraries. The central library has a collection of about 23,000 books, 20 journals and magazine along with NLIST digital database and e-sodhSindhu. There is a browsing center in the Central Library.

The college has separate common rooms for boys and girls equipped with amenities for pure drinking water, toilets, vending machines and indoor games along with gymnasium. It has set up rain water harvesting project in 2020-21. For maintenance of the instruments college has different committees and a yearly fund is allotted for the same. The introduction of a number of supportive facilities ensures smooth implementation of the numerous co-curricular activities.

Student Support and Progression

The college believes in holistic development of students. It provides a number of opportunities to the students to participate in co-curricular and extension activities. It supports the students both financially and academically. Government scholarship like Swami Vivekananda merit cum means Scholarship, Kanyashree (for girls), Minority Scholarship and Freeship (non-government) are made available to the students. Remedial programmes are offered to the students with poor academic performance. Students are encouraged to participate in cultural and sports activities. Medals and Blackbelts have won by one of our student Puja Pramanick in Okinawa Goju-Ryu karate Do Federation, Malaysia. Students are provided with learning resources like FOSS (Free and open source software) organized by IIT, Mumbai, MHRD, Govt. of India. Antiragging committee, Grievance Redressal Cell ensures equity, safety and support to students. Fortunately, the college did not get any complain on ragging and sexual harassment in the last five years. The literary potential of students is tapped by the cultural committee and quiz club by conducting competitions throughout the year. Awareness on social responsibilities is created and National consciousness is promoted by camps organized by NSS and NCC units. The Centre for Ethics and Human Values inculcates interest in Yoga and meditation. Karate and Yoga classes have been conducted in continuous manner. The college helps the students to prepare for competitive examinations. The college invited some reputed institutes and they have conducted seminars on Career related awareness program for the outgoing students. They act as a facilitator between students and employers. In the last 5 years, 56 Honours students have been placed in different government and non-government sector. About 191 Honours students progressed to higher education and 9 have passed NET, SLET etc. examinations. Every academic year the renowned alumnae are invited as resource persons to share their expertise in the seminars, conferences and workshops. The PJC Alumnae Committee functions effectively to strengthen the ties between the institution and its alumnae through Medical camp, Blood donation camp etc. Alumni association contributed a healthy amount of money and packets of relief materials to NGO's and government relief fund after devastating flood in Kerala in 2018.

Governance, Leadership and Management

The College adheres to the First Statute 1979 of Calcutta University along with its amendments over time and is governed by Regulations of Department of Higher Education, West Bengal. The Governing body is the apex administrative body of the college involving Principal as the secretary, Teaching, Non-teaching and student's representatives, external members nominated by the affiliating University and State Government, one of them working as President. It delegates all academic and operational activities to various sub-committees and takes financial, developmental and administrative decisions as recommended by IQAC, statutory and non-statutory sub-committees. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implement the decisions and policies of the management. Several sub committees help in decentralized decision and facilitates participative management. The HoDs involve all faculty members in taking decision regarding curriculum delivery. The principal in consultation with the Head Clerk distributes the work load among office staff of the college. An effective e-governance system is in place for planning, development, administration, finance, accounts, student admission and examination.

The faculty members are provided leave for attending career advancement courses like seminars, workshops, RCs/OPs to enhance their professional skills. There is a performance-based appraisal mechanism for them though approved pro-forma of self appraisal. Biometric attendance record along with General Attendance Register is maintained strictly. The whole campus is under CC TV surveillance. The institution organizes professional development/administrative training programmes for its teaching and non-teaching staff. The institution has effective welfare measures staff like advance salary, Financial Support, Provident Fund (PF) Loans for teaching and non-teaching along with arrangement of health & care facilities for all stakeholders.

The Institute has a mechanism for mobilization and utilization of funds following Government rules. The college conducts external financial audit every year. The IQAC has been instrumental in initiating internal/ external Academic and Administrative Audit (AAA) as well as analysing feedbacks from different stakeholders. It works significantly in guiding and reviewing the academic activities of the institution.

Institutional Values and Best Practices

Prabhu Jagatbandhu College is committed to the holistic development of its students, with human values and inclusion characterising as highly desirable attributes. Attention to human values provided by Courses like ‘*Gender Sensitisation*’, ‘*Human Rights*,’ and commemorating days/events of national/ international significance fosters universal values of integrity, tolerance, equality etc. It has a code of conduct laid down for staff and students that is aligned to its vision and ensures a gender neutral, healthy environment on campus. Additionally, the Social Involvement Programme, viz., International Mother Language Day, *Basanta Utsav*, *Viswa Navi Diwas* etc. sensitizes students to empathize with the marginalised and disadvantaged. It has a gender-neutral campus where, young women can avail of special facilities like a dedicated Girls’ common room and a sanitary napkin vending machine along with training on self defence; physical safety is ensured by the installation of CCTV at key locations; and a Wellness centre that caters to the mental and emotional wellbeing of all. Green initiatives are in place with practices such as rain water harvesting, segregation of waste, tree plantation, green audit etc. **Moreover, it has facilities of solar panels, LED lights and having Eco-friendly** campus landscaping with trees and plants, the campus is free from plastics, entry for automobiles is restricted and ramps/ lifts have been installed for easy access to classrooms, particularly for the physically challenged.

The college have performed two best practices. Firstly, the students have been trained through software skills by Free and Open Source Software in collaboration with IIT, Bombay, MHRD. A course certificate is provided to the participating students from IIT Bombay. This certificate can be produced at various places as a proof of their training. Apart from that, a **Value-based activities has been done by value education cell subcommittee of the college. Seminars, awareness program, counselling session has been done continuously in the last few years.**

The college have adopted Khestrapaltala village near Mashila, Sankrail Block and has attempted to develop it as a “Model Village”. Several initiatives like medical camp, tree plantation, awareness campaign on COVID -19 has been taken by the NSS unit of PJC.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PRABHU JAGATBANDHU COLLEGE
Address	Jhorehat, Andul-Mouri
City	Andul
State	West Bengal
Pin	711302
Website	www.pjc.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Subrata Kumar Ray	033-26690221	8777589465	-	dr_skray@yahoo.co.in
IQAC / CIQA coordinator	Arnab Gupta	033-40065457	8582973927	-	arnabgupta@pjc.ac.in

Status of the Institution	
Institution Status	Grant-in-aid and Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-08-1964

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	University of Calcutta	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	22-07-2004	View Document
12B of UGC	22-07-2004	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Jhorehat, Andul-Mouri	Semi-urban	2.21	2265.975

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali Honours	36	Higher Secondary or Equivalent	Bengali	107	100
UG	BA,Bengali General	36	Higher Secondary or Equivalent	Bengali	1500	641
UG	BA,English Honours	36	Higher Secondary or Equivalent	English	31	28
UG	BA,English General	36	Higher Secondary or Equivalent	English	450	0
UG	BA,History Honours	36	Higher Secondary or Equivalent	English + Bengali	77	62
UG	BA,History General	36	Higher Secondary or Equivalent	English + Bengali	1500	1244
UG	BA,Political Science Honours	36	Higher Secondary or Equivalent	English + Bengali	45	34
UG	BA,Political Science General	36	Higher Secondary or Equivalent	English + Bengali	450	418
UG	BA,Sanskrit Honours	36	Higher Secondary or Equivalent	Bengali	30	12
UG	BA,Sanskrit General	36	Higher Secondary or Equivalent	Bengali	450	69
UG	BA,Education Honours	36	Higher Secondary or Equivalent	Bengali	30	30
UG	BA,Education General	36	Higher Secondary or	Bengali	600	493

			Equivalent			
UG	BA,Philosophy Honours	36	Higher Secondary or Equivalent	English + Bengali	86	52
UG	BA,Philosophy General	36	Higher Secondary or Equivalent	English + Bengali	1500	622
UG	BA,Sociology General	36	Higher Secondary or Equivalent	English + Bengali	700	597
UG	BCom,Bcom Honours	36	Higher Secondary or Equivalent	English + Bengali	107	88
UG	BCom,Bcom General	36	Higher Secondary or Equivalent	English + Bengali	130	96
UG	BSc,Mathematics Honours	36	Higher Secondary or Equivalent	English + Bengali	77	27
UG	BSc,Mathematics General	36	Higher Secondary or Equivalent	English + Bengali	200	30
UG	BSc,Physics Honours	36	Higher Secondary or Equivalent	English + Bengali	45	18
UG	BSc,Physics General	36	Higher Secondary or Equivalent	English + Bengali	200	38
UG	BSc,Economics Honours	36	Higher Secondary or Equivalent	English + Bengali	31	4
UG	BSc,Economics General	36	Higher Secondary or Equivalent	English + Bengali	200	43
UG	BSc,Computer Science Honours	36	Higher Secondary or Equivalent	English + Bengali	45	20
UG	BSc,Computer Science	36	Higher Secondary or	English + Bengali	200	8

	General		Equivalent			
UG	BSc, Chemistry Honours	36	Higher Secondary or Equivalent	English + Bengali	20	14
UG	BSc, Chemistry General	36	Higher Secondary or Equivalent	English + Bengali	200	61
UG	BSc, Electronics General	36	Higher Secondary or Equivalent	English + Bengali	200	11
UG	BSc, Food And Nutrition General	36	Higher Secondary or Equivalent	English + Bengali	25	18
UG	BSc, Botany General	36	Higher Secondary or Equivalent	English + Bengali	25	24
UG	BSc, Zoology General	36	Higher Secondary or Equivalent	English + Bengali	25	25
UG	BA, Ba Bsc Geography Honours	36	Higher Secondary or Equivalent	English + Bengali	45	44
UG	BA, Ba Bsc Geography General	36	Higher Secondary or Equivalent	English + Bengali	65	49
UG	BA, Ba Bsc Physical Education General	36	Higher Secondary or Equivalent	English + Bengali	124	76
PG	MSc, Ma Msc In Geography	24	BABSC Honours	English + Bengali	22	22
PG	MSc, Msc In Pure Mathematics	24	BSC Honours	English	27	22
PG	MA, Ma In Bengali	24	BA Honours	Bengali	30	29

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				15				25			
Recruited	1	0	0	1	8	7	0	15	14	8	0	22
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				25
Recruited	12	3	0	15
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	5	6	0	6	6	0	24
M.Phil.	0	0	0	1	0	0	2	1	0	4
PG	0	0	0	2	1	0	6	1	0	10
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	5	0	8
M.Phil.	0	0	0	0	0	0	5	3	0	8
PG	0	0	0	0	0	0	17	20	0	37
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	10	10	0	20

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	906	0	0	0	906
	Female	1203	0	0	0	1203
	Others	0	0	0	0	0
PG	Male	26	0	0	0	26
	Female	47	0	0	0	47
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	122	148	125	128
	Female	146	147	144	139
	Others	0	0	0	0
ST	Male	0	8	4	4
	Female	0	1	0	2
	Others	0	0	0	0
OBC	Male	70	75	72	66
	Female	119	92	118	116
	Others	0	0	0	0
General	Male	737	704	647	527
	Female	988	781	802	692
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2182	1956	1912	1674

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Since Prabhu Jagatbandhu College is an affiliated college under University of Calcutta, it has to follow a roadmap or guidelines prepared and provided by the affiliated university. As an example when University prepares or provides a curriculum to implement multidisciplinary/interdisciplinary structure of New Education Policy, the PJC abides by it. However, PJC has available an opportunity to implement multidisciplinary/interdisciplinary courses. Moreover, the institute always encourages all stakeholders to organize interdisciplinary seminar/conferences/workshop/training programs for advancements in their knowledge to conduct a new curriculum.</p>
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2. Academic bank of credits (ABC):	One of the provisions of NEP is Academic Bank of Credit (ABC). Regarding the implementation of Academic Bank of Credits, the institution has to wait for the academic council to give a green signal. The pedagogical approach of the institution is student's centric where the faculties' pedagogical approaches are constructivist, inquiry-based, reflective, collaborative and integrative. Continuous evaluation process through Assignments, Tutorials, and Dissertations (through seminar presentation) as per the norm of affiliated university are used to evaluate the Students learning outcome.
3. Skill development:	The vision of the college is promoting Value-Based Quality Education through Value Education Cell, hence the college takes efforts to inculcate positivity among the learners. The college also celebrates National festivals like Independence Day and Republic Day. Observing various programmes like World Cancer Day, World Anti-Tobacco Day, Environment Day, Anti-Terrorism Day, International Mother Language Day, observing the Death and Birth Anniversary of our National leaders which help in imbibing the good qualities of the students. All stakeholders are encouraged to use E-learning websites, open source software, licensed software, books, journals, e-journals data relevant to their disciplines. Mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	In order to promote and integrate the local language, art and culture, a compulsory activity in the curriculum has to be added like literary activities etc. and through discussions/interactions etc. in local language which will fetch extra credit to the students. This has already been incorporated by the affiliated university as AECC paper (compulsory Bengali).
5. Focus on Outcome based education (OBE):	The College also makes an effort to understand that a pursuit of knowledge is a life-long activity and to acquire positive attitude and other qualities which will lead students to a successful life. To interpret, analyze, evaluate and develop responsibility and effective citizenship is one of the programme outcome of the students.

6. Distance education/online education:

The Netaji Subhas Open University (NSOU) and Indira Gandhi National Open University (IGNOU) are successfully running several UG and PG courses on distance mode in the campus of Prabhu Jagatbandhu College. The students have been trained through software skills by Free and Open Source Software (FOSS) in collaboration with IIT, Bombay, MHRD, Government of India. During COVID-19, various technological tools used by the faculties especially during the pandemic lockdown are Google Classroom, Zoom, Google, using videos as teaching and learning aids, Group collaboration and interaction and assignment and revision as well as the assessments have been conducted are some of the institutional efforts towards blended learning.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
873	729	559	321	283
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
37	37	37	33	29

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6014	4136	3944	3128	3114
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1253	1253	1253	1217	1218

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
984	760	773	750	465
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
38	36	33	34	34
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
41	41	41	41	41
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 56

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
40.25	73.83	94.61	59.84	27.18

4.3

Number of Computers

Response: 120

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Prabhu Jagatbandhu College follows the prescribed curriculum of its parent body, University of Calcutta. Despite its limited role in the framing/designing the syllabi, its few teachers are members of the Boards of Studies of the University in the relevant subjects in designing the curricula/ syllabi as applicable.

Effective implementation of curriculum is the primary motive of the institution, and it has a mechanism to ensure effective curriculum delivery through a well planned and documentation process are as follows-

- The **Annual Academic Calendar** is prepared according to the **University Calendar** before commencement of academic year by Academic Sub-Committee with Principal, IQAC coordinator and HODs, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in Notice Board of Students and Professors as well as in Prospectus and College Website.
- The Routine Sub-Committee prepares a master routine and distributes it to the HODs after signing by the Principal. It is published in the Notice Board of Students and Professors. Theory & Practical classes are held according to this **Time-Table**. Some classes are allotted for Tutorial, remedial classes, etc.
- Academic meeting is held in each department before the beginning of classes to prepare departmental routine and distribution of syllabus among the faculty. Every department **prepares teaching plan**, allotting term-wise topics to be taught.
- **Syllabus of each subject** for the academic session is provided to the students. Some Professors maintain diary for effective academic planning, implementation and review of the curriculum. The progresses of each department are periodically reviewed to complete the syllabus within a stipulated time.
- The conventional chalk and duster method of teaching is supplemented by reasonable **use of ICT** to make the teaching-learning process more **learner-centric**.
- Surprise home assignment tests are organized to judge the understanding of students after completion of important sections of the syllabus. Departments follow a system of Internal Assessment/Home-based Assignments, apart from the University assigned examination schedule to assess students' performances.
- Many students enjoy the opportunity of experiential learning by field **surveys and project works**. Students are also encouraged to participate in Students' Seminar, Exhibition, Yoga and value education classes, etc for their overall development. As part of academic extension activities, the NSS/NCC unit, Eco-club and Women Cell work for sensitization of the students towards various socio-environmental needs.
- To assess the gap between Higher Secondary and graduation level education, bridge course is

introduced for 1st Sem students.

- The College conducts Spoken Tutorial based software training under NME-ICT in collaboration with Bombay IIT.
- The mentors take great care to keep a compassionate relationship with the mentee to facilitate their academic and overall growth and development.
- The Central/Departmental Library provides teachers with necessary learning resources. The institution encourages faculty members to attend OP/RC/workshop for acquiring necessary skills.
- Feedback is sought annually from its four different stakeholders to evaluate the ongoing system and to identify the problems therein so that timely measures can be taken to address the same.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institution strictly adheres the curriculum guidance under the CBCS pattern of syllabus and Calendar of the affiliating University, i.e., University of Calcutta, and prepares own Academic Calendar in the beginning of each academic session. The university has introduced the Choice Based Credit System (CBCS) for UG & PG since June 2018, and for Commerce from 2017. Semester system began from the same year. At the start of each semester the guidance and schedule for conducting different events are circulated among the teachers and students of every department and the same is uploaded on the college website and also displayed on notice boards that are placed on strategic locations of the college and also on the college website.

A number of parameters as well as events are assigned for the conduct of Continuous Internal Evaluation (CIE) of every student in their respective departments under the CBCS which are as follows-

1. Students are assigned written projects followed by viva voce in a few departments as a part of CIE.
2. Under CBCS, tutorial classes/ evaluation/practical classes are assigned as per University instruction for each course.
3. Home Assignments carrying specific weightage are given to the students as per the academic calendar.
4. Internal assessment tests of the students are conducted as per the Schedule of the affiliating University. Emphasis is given on the percentage of attendance of the students in class and in other activities.
5. The marks distribution in both UG and PG are as per University regulations comprising of formative assessment, regularity in attendance, summative assessment, assignment or project,

practical assignments for each course and University examinations.

6. The summative evaluation is performed either through a pattern of MCQ or short questions or descriptive answers as designated by the University for different subjects.

7. Departmental seminars by the students on syllabus oriented topics are conducted to improve the narrative as well as presentation skill of the students.

It also helps in augmenting the knowledge of the listeners (fellow students).

8. For all theoretical and practical courses, separate continuous evaluation procedures are followed. The practical exercises are evaluated based on regular

as well as scientific presentation of exercise books.

9. Project reports and Educational tour reports are submitted as per the prescribed syllabus and the evaluation is made based on the submitted reports.

Hence, both at UG & PG levels all possible sorts of formative and summative evaluations are done to make the students well equipped for University examinations. After completion of internal examination the Principal conducts a meeting with the HODs and members of Academic Sub-Committee to discuss the students' performance and take initiative for further improvement.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 37

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 18

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	4	3	3

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 4.22**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	238	65	326	94

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

A proper blending of crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum is instrumental in attaining liberal and broad-based undergraduate education emphasizing on equality and justice. Prabhu Jagatbandhu College addresses such issues and the faculty members of all the departments are sensitive to the various social issues and make every effort to sensitize the students in this regard. Specific committees including Woman Cell, Value Education Cell, Eco-Club, NSS unit make a collective effort to sensitize the students on areas of concern. Departments organise webinars/workshops/special lectures regularly for inculcating desirable value system among learners.

Gender Sensitivity

Focus on gender sensitivity is one of the important curricula of different departments. In Philosophy and Sanskrit Honours, the concept of gender/caste discrimination in Indian context has been studied. Papers in Political Science contain secularism and communalism, caste and politics, women's participation in politics. Syllabus of Geography contains gender issues and population studies. Syllabus of English and History also integrate gender issues. Women Cell upholds gender sensitive issues through different programmes such as awareness workshop on Women's health and hygiene in collaboration with IQAC. The Department of Economics along with IQAC organises International Seminar on Women Empowerment on 24-3-2018 to promote gender equity.

Environment and Sustainability

There is mandatory Environmental Studies Course included in Ability Enhancement Compulsory Course (AECC-2) in the Semester 2 of the CBCS curriculum. The curricula of different departments such as Geography Hons, Botany (General) and Zoology (General) contain components on environment and sustainability. The Dept. Of Geography focuses on Sustainability in Man-Environment Relationship by arranging a special lecture by Prof. Sugata Hazra on 27th September, 2020. The Dept. Of Philosophy organises seminar on Rabindranath Tagore and Environment to aware students about Tagore's vision of environment.

NSS promotes environmental protection through tree plantation and its volunteers are always involved in cleaning the campus and the surroundings. NCC and NSS and Health Club are also spreading awareness to make the college plastic and tobacco free. In August 2020, NCC and NSS Units jointly organise a webinar on Challenges and Relief Measures in the Days of Pandemic: The Role of NCC and NSS to create awareness among the students about the services offered by NCC and NSS. Various national/international webinars have been organized by many departments about various issues and challenges of COVID-19, power shift in world politics in post COVID world and so on.

For conservation of energy and avoiding energy wastages the solar panels are installed in the institution. It has also set up the Rainwater harvesting project in collaboration with PC Chandra and Sons in 2020-21 for reuse and recycling rainwater.

Human Values and Professional Ethics:

The curricula of different departments contain components or topics on human values and professional ethics imparted through courses in the syllabus of the departments such as Political Science, Bengali, Sanskrit, English, Education, Economics, Philosophy, etc. Regular seminars on intellectual property rights, human values, etc have been arranged by our college to motivate the students about human values.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.26

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
17	15	11	8	8

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 21.25

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 1278

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 70.65

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2182	1956	1912	1674	1664

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2685	2686	2685	2608	2610

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 37.1

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
457	471	463	455	452

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The institution assesses the learning levels of the students and organises special Programmes for advanced and slow learners.

With distinct socio-economic status and medium of instruction of the students enrolled in this college, their aptitudes, knowledge, competence and other skills vary significantly. Hence, it is needed to categorise the students in advance and slow learners should be provided knowledge.

As per University rule, the whole admission procedure was converted online from 2018 as per University, while prior to that application was online and admission took place after physical counselling of the students. Student Induction/orientation programmes are arranged in the departments. The faculty in all the departments starts teaching after evaluating the existing knowledge of new students so that the students do not face any problems while understanding new concepts, theories, or methods. Through verbal interaction in class, Class test and Bridge course the teaching faculty identify advanced and slow learners.

The institution has distinct policies to cater with slow and advanced learners, are as follows-

For Slow Learners

- Remedial/tutorial class is provided for the slow learners to ensure that they are able to successfully learn and also qualify in their examinations. Doubts and personal difficulties regarding the subject are solved in the tutorial classes.
- The faculty deliver lecture through Power point presentation with flow charts, diagrams and pictures on specific topic so that the slow learners can easily understand the topics.
- The faculty members take special attention for slow learners by allotting additional time for discussion of topics that have not been properly understood by them. Slow learners are provided with additional explanations and concept-clearing questions, examples and explanation.
- Student Mentoring and Counselling Programmes are organized for the learners, especially slow learners.

For Advanced Learners

- Additional academic assignments are given to advanced learners to improve their capabilities. They are motivated to go through reference books and journals on selected topics from the Central and Departmental Library. Online web-links are also provided to them.
- Advanced learners are also selected/encouraged to take part in different academic affairs including debates and quiz competition, extempore, student seminars, classroom discussion, PowerPoint presentations, charts and models preparation, exhibition, etc. as to write article for Departmental Wall Magazine and College Magazine.
- Seminars and workshops are organized regularly by different departments so that advanced learners can take interest and gain knowledge about various phenomena around them through active

participation.

- Advanced learners, especially at Post-graduate level are especially encouraged to present papers in national-level and state- level symposia and publish paper.
- Experts from the different colleges/universities are invited to conduct the classes for the difficult subjects in the curriculum. Faculty exchange programme has introduced.
- Computer facility with internet connection and Wi-Fi connectivity for fast and precise access of information for independent learning.
- They are encouraged with extra care to obtain University ranks.
- Some Departments motivate them with awards, and prizes for departmental activities.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 158:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Students need to be involved and enthused in acquiring knowledge and desired skills holistically. So, besides classroom lectures, they need also to be exposed to the pragmatic knowledge of the outer world. Keeping this requirement in mind the college undertakes many student-centric methods for enhancing learning experiences which are as follows-

1) *Experiential Learning*

A. Laboratory based learning

Students of the subjects such as Physics and Chemistry, Computer Science and Electronics of the institution perform practical experiments under the supervision of the teachers, which assists them to prove and observe with their own eyes what they have learnt in the theoretical classes. Outdoor experiments and observations are also regularly arranged for the students of Geography, Botany, Physical Education and Zoology. Students of the subjects like Education apply their theoretical knowledge on live subjects.

B. Field trips

Few departments like Botany, Zoology, Geography and Physical Education conduct field studies regularly as a part of UG curriculum to provide practical knowledge about the topics taught in the classrooms to the students. These help students to learn from observation. Field projects are also undertaken for post graduate students of Geography. Thematic and socioeconomic surveys give the students more exposure to the real world.

C. Projects

UG students of Commerce as well as PG students of Geography prepare short research papers which give them the idea of handling a research project on their own. The UG General and Honours students of History visit the museum to prepare their field project as a part of their curriculum.

II) Participative Learning:

The students of the institution acquire direct learning experience through Microteaching, Paper and Poster Presentations in students' seminars and subject related Quiz as follows-

- The students of some Departments like Geography and English participate in subject related quiz which help them in better understanding of the subject and/or better articulation.
- The students of some subjects like Chemistry participates in Science Exhibitions, which help them in better understanding of the subjects and in developing leadership potential in them.
- The students of some departments like Physics and History participate in Students' seminar which help them in learning public speaking and overcoming stage fright.
- The students of some Departments like Commerce participate in Group discussion, which enables them to be prepared for competitive examination.
- Some Departments like History organize micro-teaching for their students, which assist the students in better understanding the subject.
- Extra-curricular Programmes like programme on Women's Safety where students were required to participate in group activities.
- The students regularly participate in different inter-college sports competitions (arranged by the University), which create scope for the students to interact in wider academic as well as cultural circles.

III) Problem Solving Methodologies:

Mathematical problem-solving develop logical reasoning among the students. Individual and group projects help students learn to identify and analyse a problem and come up with solutions for the students of different disciplines.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The College has the following ICT infrastructure-

ICT enabled Class rooms: 10

Smart rooms: 09

Projectors: 13

Desktops: 96

Laptops: 25

Internet Connectivity: 05 (main connection) all departments are connected through LAN

All the departments have access to computers with Internet for preparation of ppt and other teaching-learning materials, and many have access to printers and photocopiers. The ICT enabled tools are used by faculty members for effective teaching-learning process in the following ways-

- For theoretical classes, faculty members create ppt, whose slides contain information that the teachers do not need to repeat in class for saving time and focusing on analysis or explanation or conclusion depending on the discipline so that students perceive the knowledge more effectively. For instances,
 - 1.Highlighting mathematical formulae for commerce and mathematics classes while instructors work out problems based on them on the adjoining board
 - 2.Different artefacts from archaeological sites in subjects like History
 - 3.Different rare plant and animal specimens in Biological Sciences
 - 4.Geological sites, rock samples, physical features etc. in Geography
- The tools are used extensively for practical classes in Science. A step-by-step illustration of an experiment using ppt usually helps students follow the experiments better, especially if they have to duplicate them later in laboratories.
- Teachers utilise online text and audio-videos to provide new perspectives on topics to students for better understanding texts, especially for literary studies like the Department of English.
- The college has membership of Digital Library of India (NDL) and INFLIBNET (N-LIST) for searching e-database with a browsing centre in the Central Library.
- E-resources, model questions prepared by teachers are uploaded to the college website so that the students can access them from home even beyond college hours and during pandemic. Teachers send study materials, e-resources through e-mails.
- Open-source software packages are used by subjects like Mathematics (MS Office,c++,latex), Physics (Msoffice,scilab,mtndn,latex), Computer Science (Office,c++,phython,prolog,unix,r-dbms,java,oracle), Geography (QGIS, MSOffice).
- Soft copies of the projects/term papers are stored in the desktops or sent through e-mail so that they can be retrieved for correction and evaluation by the teacher.
- The tools are also used for Extension/Occasional lectures, Student Seminars, and

Workshop/Conference/Seminars.

- During pandemic Home Assignments and Internal Assessments have been conducted using digital means. IQAC in collaboration with other departments has organized national, international and state level webinars and lecture series. It has also formulated mechanism for online teaching-learning and evaluation procedure, producing study materials, e-resources, availing e-lecture platform, etc. Classes and examinations are being taken through Google Classroom, Google Meet, Zoom, Team Link, YouTube, WhatsApp and e-mail. On-line tests taken by various departments. The University examinations were also held through online mode. The college portal is used extensively to put up notifications and examination guidelines, University question papers and answers submitted by examinees. Consequently, due to this initiative of the college towards a smooth transition from solely offline mode of dissemination of knowledge to the online and offline-online blended mode, the teaching learning evaluation process was not stalled during the pandemic and students did not skip their preparation and completion of their course.

File Description	Document
Upload any additional information	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 172:1

2.3.3.1 Number of mentors

Response: 35

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 85.37

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 55.83

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	21	20	17	16

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 12.21

2.4.3.1 Total experience of full-time teachers

Response: 463.88

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The College has adopted the Choice Based Credit System (CBCS) from 2018-19. Internal examinations are a part of the CBCS Evaluation System, and the College follows the evaluation structure as recommended by the affiliated University.

Features of internal assessment of the College

- The internal examinations are held as per the Schedule of the University and marks are uploaded to its portal within the specific period. The students are intimated earlier about the examination schedule through:
 - a) Website
 - b) Notice boards, and
 - c) Semester-wise Departmental whatsapp groups.
- Teachers ensure that the students are aware of the Internal Examination Assessment Criteria. It is discussed with them in detail to enhance transparency.
- The criterion of this assessment is objective and unbiased.
- Students are orally informed that independent learning, original thinking and new ideas will be given additional points.
- Assignments and tests are regularly conducted and students are given multiple opportunities to improve their performances.
- A variety of techniques/methods such as MCQS, Classroom presentations, individual and group projects are employed.
- The College encourages the teachers to adopt innovative methods such as Open Book Tests, MCQs before semester-end examinations of the University.
- Teachers also bridge the knowledge gap of the students through innovative pedagogical practices employed in tutorials.
- Remedial classes are also offered in various subjects to provide additional help.
- Students are always encouraged to practice writing answers which are corrected by the teachers.
- Teachers can freely design their own evaluation methods in this category whereby students are encouraged to participate in interactive sessions, group discussions, ppts, projects and assignments.

- Regular class work, homework and small evaluations help teachers to identify the short comings of the students. Weaker students are provided with study materials, topics are re-explained as required and they are given re-assignments for their improvement.
- Special assignments are given by the mentors to their mentees according to their needs.
- Some courses allow skill enhancement through practical sessions, and continuous evaluation is done through testing of skills developed. Disciplines like Mathematics have practical components as part of their curriculum which focuses on problem-solving skills using ICT tools.

Internal Assessment under the 1+1+1 system of examination

- Before 2018-19, the College used to do the internal assessment through mid-term tests in each year.
- After the publication of the results of this examination, the answer papers were shown to the students and their mistakes were pointed out.
- Besides, individual departments held regular assessments through class work (both written & verbal) and home works.

Internal Assessment during the Pandemic

- The question papers were sent online to the students via email on specified dates as selected by the College within the time period declared by the University for this assessment.
- The students submit the answer scripts within specified time on each specific date of examination to the departmental/College emails.
- Online evaluation of the answer scripts and centrally uploading the marks in the University Portal were done within stipulated time.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The College follows the guidelines set by the University of Calcutta for conducting internal/external examinations. As per this guideline, final examination is conducted at the end of each semester under CBCS. Under this system, total weightage for external evaluation of Arts faculty is 65% while for internal

evaluation it is 35%.

The characteristics of internal/external examination and mechanism to deal with examination related grievances of the institution are as follows-

- The internal examination marks are a part of the overall summative result of the student under the CBCS. These marks are directly submitted online to the University. The students have the option of reviewing or self-inspection of their answer scripts.
- The answer papers of the internal/tutorial examinations are preserved by the College for five years as directed by the University. Any inquiry coming up within this period can thus be addressed without much difficulty.
- The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment.
- The evaluated papers related to internal examination consisting of class tests, assignments, projects etc. are returned to students with detailed remarks and suggestions for improvement. The students are free to discuss with the teachers their mistakes and ways to improve their result.
- The University examination system under CBCS also requires that the students be marked on their class attendance in each course. These marks are added to get the final result. Attendance Registers for each course is maintained on regular basis.
- Regular parent - teacher meetings are held to discuss the ward's progress with the guardians and suggestions are given to the parents by teachers on how to monitor the studies of the students, in presence of both teachers and parents difficulties faced by a student, if any, discussed at length.
- Psychological counseling are also regularly held for the students of various departments to cater to their emotional turbulences.
- The final internal assessment marks are reviewed by the Departments to ensure transparency and objectively analyse the results for further improvement.
- The corrected answer scripts of mid-term tests held by the College under the (1+1+1) system are shown to the examinees for them to assess their standards.
- If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College after the application of the candidate. The assigned person continually keeps watch on this issue until it is not solved.
- The paper-setters, moderators, examiners and scrutineers are all externally selected by the university. The affiliated colleges merely act as examination centers. The teachers perform the role of invigilators who ensure smooth conduct of the examinations.

Examinations during the Pandemic Period:

Both the internal and external examinations were held online during the pandemic period. The students were given detailed guidelines regarding this process and they were directed by the teachers if they faced any difficulty. The scanned copies of the answer scripts are preserved for any future query.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The institution offers

- B.A., B.Sc., and B.Com. streams, both Honours and General at the undergraduate level, and
- M.Sc. (Geography), M.A. (Bengali), and M.Sc. (Mathematics) at the postgraduate level

Since the institution is not autonomous, it adheres to the course curricula framed by the Board of Studies (BOS) of the affiliating university, University of Calcutta. The syllabus of each course is communicated to colleges and also available in the **University website**. Few faculty members being members of BOS play some role in framing the course guidelines.

Framing and Display of PSOs and COs

At the beginning of every academic session, the Head of each department (HOD) organises a departmental meeting regarding the distribution of syllabus to all faculty members. As per the resolution of the Academic Sub-committee, every department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs), which are submitted to the IQAC Coordinator. The course outcomes for every course offered in each subject and programme outcomes of every programme along with syllabi is uploaded in the college website.

Awareness regarding PO and CO

The University as well as some affiliated colleges organise workshops on the syllabus of different subjects, where the teachers are made aware of the Programme and Course outcomes. Some departments of the institution have also organized workshops on CBCS UG Syllabus.

The primary objective of a specific course is communicated and explained to the students by the faculty members at the beginning of an academic session. The stakeholders of the institution can access the POs and COs through browsing them in the College Website. The newly enrolled students are made aware of the desired outcomes of the programmes they have chosen through **Orientation Programmes** for the students and **Induction Programmes** conducted by individual departments. The POs and COs are also explained in details by the faculty members in the class in each semester, both at the UG and PG level.

Besides college website, the prospectus provides important information about all the programmes and courses along with the programme codes, the fee structure and other relevant information to the students.

Other Courses

In collaboration with Bombay IIT, the College has introduced some certificate courses under the FOSS programme with the aim of developing some basic soft-skill to the students, particularly for those who come from under- privileged families since 2014.

The Distance Learning Centres of **NSOU and IGNOU** of the college also offer U.G. and P.G. programmes

in different subjects, as well as various certificate and diploma programmes at UG and PG levels. Such programmes are helpful for those students who are unable to pursue education in the conventional method of teaching-learning process. For such students the distance learning centres are a boon as they can still fulfill their dream of higher education.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The basic **Programme Outcomes** and **Course Outcomes** for primarily undergraduate institution, like Prabhu Jagatbandhu College, despite being a PG College, is assessed in progression of its students to higher education or to some professional course or in their placement in job markets. The total number of teaching days in a semester/session is calculated and the classes are allotted in the routine in such a way that the courses may be taught to the students conforming to the time-frame. The specific departments of the institution always attempt to keep track of the progression of its students in multiple dimensions. Nevertheless, the final outcomes of the Courses or Programmes are evaluated by the marks or grades that the students obtained in the University examinations. While **Course Outcomes** can be judged at the end of a semester by the course results, the **Programme Outcome** is obtained by the programme result after completing all six semesters.

The attainment of the course outcome is also assessed through internal evaluations. These evaluations are done formally through written tests (internal examination), viva voce, demonstration lectures, group discussions, home assignments, term papers, project reports, etc., or else informally, like classroom interaction, debates, quiz contests, etc. The questions for internal assessment are framed in line with course outcomes.

Each department takes different initiatives (both curricular and co-curricular) so that learning objectives of each course (paper-wise) be achieved. The students of the college also take regular part in co-curricular and extra-curricular activities throughout the year through the departmental activities, NCC, NSS and games and sports. Organisations of class tests and subject-oriented quizzes, student seminars as well as talks and workshops, etc. are a part of this improvement scheme.

Individual departments meet regularly to discuss the results, how the students have progressed, and what is to be done for those lagging behind, and they organize **Teacher-Guardian meet** through which the institution keeps a track record of program outcomes achievement.

The advanced and slow learners are identified and accordingly outcome attainment target is set by introducing improvement measures. For slow learners remedial classes are taken, while for advanced learners some measures like students' seminar are arranged.

The college gets an idea of the students' own perception regarding their progression through **student feedback report**. The feedbacks are taken to improve the teaching-learning methodology, support facilities to the students like library, laboratories and the internet connectivity, etc.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 60.69

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
983	496	357	342	377

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
984	820	773	750	735

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.26

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 4.45

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
4.45	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 5.26

3.1.2.1 Number of teachers recognized as research guides

Response: 2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 1.06

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	20	17	17

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The institute has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge by establishing multiple wings and systems including Research and Development (R & D) Cell, Entrepreneurship Development Cell, Performance Appraisal System along with MoUs. The R & D Cell along with IQAC organizes activities aiming at motivating students and faculty for research and innovation and also at preparing the students for entrepreneurship.

Student Development

- Special Lectures by eminent Professors and Student Seminars are organized every year by multiple Departments where the students also act as speakers.
- Field visits and educational excursions are arranged by the Departments like Geography, Physical Education, History regularly to make the students acquainted with the applicability and tractability of a subject through project work.
- The students are encouraged to participate in Science Quiz/Debate/Poster completion/exhibition.
- Some career development workshop has also been organized for the students.
- The students, especially of PG Departments are encouraged to present paper in seminar/conference as well as to write original research article for publication in the College Journal '**DIGONTO**'

along with other reputed journals/edited volumes.

- The students of the PG Departments prepare Term Paper as part of their syllabus under the guidance of the faculty.
- The students can inculcate writing and other soft and cultural skills through publication in annual college magazine '*Balaka*' and wall magazines as well as participation in cultural programmes organized periodically.

Faculty Development

- The institution encourages its faculty to perform research in different institution through allowing participation in Ph.D./M.Phil. Course Work.
- The institution encourages its faculty to present paper in International/National/State level workshops/seminars/webinars/conferences through providing on-duty leave.
- International/National/State level workshops/seminars/webinars/conferences are organized in the institution regularly to increase the vista of knowledge through interactive session amongst participants from various institutions.
- The faculty can register without cost for paper presentation in seminars/conferences/ workshop organized by the college to promote research aptitude of the teachers.
- The College has signed MoU with *Bangiya Arthaniti Parishad* (Bengal Economic Association) to organize Mid-year/Annual Conference/Seminar/Webinar as well as to publish papers in Journal/edited volumes.
- The institution has organized faculty development programme in collaboration with Bombay IIT on Free and Open Source Software along with QIGS and R so that greater number of faculty can participate in the programme without cost.
- Ph.D. research guidance is offered by two faculty members as Ph.D. research supervisors/co-supervisors under University of Calcutta and Sai Nath University. Some other faculties have also applied for the same.
- The college authority always takes initiative to support and inculcate faculty members to apply for research projects to different funding agencies (Govt. /Non-Govt.) including UGC, ICSSR, and DST.
- The faculty also can publish paper in '*DIGONTO*' for CAS.
- The college has taken membership of Digital Library of India (NDL) and INFLIBNET (N-LIST) for searching e-database with a browsing centre in the Central Library. Internet Connectivity through 05 (main connection) for all departments is done through LAN.

File Description	Document
Upload any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 1

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2.5

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 5

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.34

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
17	10	6	8	6

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.23

3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
18	7	7	4	7

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Prabhu Jagatbandhu College organizes several extension activities in the neighborhood community to promote the students towards social responsibility leading to their overall development. The college has many student oriented wings like NSS, NCC, Eco club, Women's Cell. Through these wings, the college undertakes various extension activities in the neighbourhood community. The extension and outreach activities for the last five years (2016-2021) targeted clean and green environment through different functional groups and several societal development activities with the collaboration with non-Governmental organizations and industries. The key aspects of the programme conducted includes Tree Plantation, Awareness programme on Health and Hygiene, Cleanliness etc.

National Service Scheme (NSS) Unit:

In Prabhu Jagatbandhu College, since its inception of NSS programme, has successfully organised various programmes inside college campus as well as in the adjoining areas of the college in adherence of the

motto 'NOT ME BUT YOU'. The NSS Cell is an actively functioning cell of Prabhu Jagatbandhu College which has served in different ways the needy people of the adjoining areas through different activities. Throughout the years, the NSS cell has undertaken various welfare projects in the adopted village named Kshetrapaltala situated under Mashila Gram Panchayat, Sankrail Block of Howrah district. In the month of April 2019, a one day medical check-up camp has been organised by the NSS unit of the college in the adopted village. Besides, the unit has organised programmes to create awareness on different aspects even in virtual modes during COVID situation.

NCC Unit:

Prabhu Jagatbandhu College NCC unit, 41/5 Coy [Army Wing] under 41 Bengal BN NCC, Kol- C GpHq, West Bengal & Sikkim Dte is running in our college since 1965 with its motto **Unity and Discipline**.

The NCC unit of the college organizes various extension activities like Road safety awareness, Swachhta Abhiyan, Blood donation camp, National equality and integrity awareness programme viz., Tree Plantation, Plastic eradication, No vehicle day etc. Cadets Participated in Cleaning Programme of Swachha Bharat mission 2017 conducted by this unit on 19th Sept 2017.

All these mentioned activities have a positive impact on the students and it developed student community relationship, leadership skill and self confidence in students. It also helped in cultivating hidden personality of students and created awareness among students.

. Eco club:

Eco-Club, Sub unit of Prabhu Jagatbandhu College had organized a Tree Plantation and Distribution in our locality in respect of "Heartland AMAZON" dated on 5th September, 2019 with the full support of NSS, NCC, Department of History, Geography, Political Science and Physical Education. Thousands of students and maximum College Teachers and non- Teaching staff and also Alumni distributed 5000 different trees in the locality and promised to help the people to protect the area by helping different green programme.

Women's Cell

Women's Cell celebrated International Women's day on 7th March, 2020 in collaboration with IQAC. An awareness workshop on Women's Health and Hygiene has been organized by the cell. A rally on the said issue was organized successfully to aware the local people.

File Description	Document
Upload any additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 9

3.4.2.1 Total number of awards and recognition received for extension activities from Government/

Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	1	4

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response: 52****3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	8	11	13	5

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response: 16.58****3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs**

awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1171	580	795	602	312

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 5

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	4	0	0

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 1

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other

universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The institution has adequate number of class rooms, laboratories, computers, audio visual aids to facilitate the students admitted in UG and PG Courses.

Administrative Facilities

- Well equipped **Office building** is located in the ground floor of Subarna Jayanti Bhavan (SJB) [a (G+3) building].
- **Principal Chamber** is located in the first floor of SJB. The chamber is well equipped with all ICT facilities and AC along with washroom and wall almirahs.
- **Governing Body Room** is located in the first floor of SJB besides the Principal's Chamber, which is well equipped with AC, comfortable furniture and ICT facilities.
- **IQAC Room** was previously located in the first floor of A Block of Old building, while the members of the IQAC/NAAC committee are recently working in GB room.

Class Rooms

The institution has Fifty six (56) fully functional Class Rooms spread over A, B, C and D Blocks of Old Building (OB) up to June 2021, while from 2021-22, many class rooms/laboratories are shifted in Annex Building (AB) [a newly constructed (G+3) building].

- Thirteen class rooms are fully equipped with short throw digital projectors.
- One of the classrooms has been upgraded to smart classroom with high end interactive digital board, which is now been used commonly.
- Four classrooms in PG section of Mathematics and Geography are equipped with portable projector and for conducting seminars and presentations.

Laboratory Facilities:

The science departments have well equipped laboratories with computing and internet facilities.

1. Chemistry laboratory is located at the ground floor of AB with store room for reagents and instruments (Digital and analog) and student's practical room.
2. Physics laboratory is located at the ground floor of B Block of OB, where a store room and

practical room is available.

3. Computer science department is equipped with twenty four desktops and one laptop with internet facilities.
4. Electronics department is at ground floor of old building just beside the physics laboratory equipped with instruments related to practical of that said subject and computing facilities.
5. Geography laboratory is used for both UG and PG studies; along with the laboratory also has a GIS room.

- Laboratory of Zoology, Botany, Food and Nutrition department is located at the AB.

Computing equipments and Internet

- All departments are equipped with desktops/laptops with Internet. Multiple departments have scanner and printer facilities.
- The campus is also Wi-Fi enabled for everyone.

Others

- Well Equipped Library Building is located in the C Block of OB.
- The well equipped Seminar Room is located on the top floor of SJB.
- NCC Room is in the 1st floor of E Block of OB.
- Both the boys and girls have separate common rooms. The students and staff have separate subsidized canteen.
- The Research centre of the institution is located in the first floor of SJB.
- NSOU office is in the in the ground floor of the SJB, while IGNOU centre is located in the ground floor of B Block of OB.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Prabhu Jagatbandhu College students have been motivated to participate in different kinds of physical activities. It is identified that the physical activities like Yoga, Gym and Karate and outdoor as well as indoor sports along with curricular education nourishes the students for a healthy and happy life. The college has the following facilities:

Fitness Facilities:

Gym: A gymnasium established in 2003 is available in the College which gives students an opportunity to work-out maintaining a proper schedule under the guidance of a trainer.

Yoga: The College organizes Yoga Class to revive the ancient tradition and culture and to provide a healthy practice along with academics.

Karate: The College has signed an agreement with Santragachi Art of Life, Santragachi, Howrah for regular training of Karate for those college students who are interested in well-balanced development of mind and body through fighting techniques.

Sports Facilities: Prabhu Jagatbandhu College organizes the Annual Sports in every year in Jhorehat Athletic Club Ground, Jhorehat, Andul-Howrah 711302 where events like 100mt, 200mt, 400mt, 800mt, 1500mt, Relay Race, Shot Put, Long Jump etc. are held enthusiastically. Indoor games like carrom, Badminton are also a part of the contest.

Badminton: There is ample space for playing badminton during winter.

Garden Facilities: Prabhu Jagatbandhu College has a garden in the name of “Vivek Udyan” which is maintained by the Department of NSS.

Cultural Activities:

Cultural Sub-committee undertakes several colourful programmes throughout the year of which the most popular ones are:

Annual Social

Basanta Utsav

Celebration of Rabindra- Jayanti

Celebration of Saraswati Puja

Along with these programmes some significant days are also celebrated with respect and admiration

National Youth Day- Birth Anniversary of Swami Vivekananda

Jatio Parakram Divas- Birth Anniversary of Netaji Subhash Chandra Bose

University Foundation Day

Republic Day

International Mother-language Day

International Women’s’ Day

Ambedkar’s Birth Anniversary

World Environment Day

International Yoga Day

College Foundation Day

Independence Day

Teacher’s Day

Gandhi Jayanti- Swachhata Divas

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 23.21

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 13

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 17.25

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five

years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
7.16	0.89	1.98	28.11	4.95

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Central Library of Prabhu Jagatbandhu College was partially automated with CDS/ISIS software since 2003 and later on 2007 the library had used WINISIS software for the library automation. In 2014 the library was fully automated using Koha, an open-source Integrated Library Management Software. Further in November 2021 the Central Library has hosted the Koha (Version 20.11.09.001) on the web with the assistance of a vendor (www.l2c2.co.in) and since then Central Library provides web-based access of library resources to its users.

The library has made all the housekeeping activities like accessioning, cataloguing and circulating its books (issue/return of books) using that software.

Besides, the Central Library provides its users with a web-based Online Public Access Catalogue (OPAC) through which users can search the books sitting at their home regarding the availability of books on the library, about their current status like whether they are issued or not and where they are shelved etc. Even they can get the information like which books they have issued and how many days they have issued the books etc., by logging their account on the Koha Web OPAC.

The barcoding process in the Central Library is going on and about 90% of books have been barcoded. The library has been using separate barcode machine for barcoding of books and barcode scanner for the issue and return of books.

The Central Library provides the free access to e-resources (access available from the college library website) with the association of (National Digital Library of India) developed by IIT Kharagpur and NLIST by INFLIBNET.

Besides, the library provides the information of issue/return of books via email to all the users.

Specialized services like online notification, awareness on e-resources, consultation of using the right

documents and library orientations are provided to students from time to time.

Besides, Central Library also provides barcode enabled Digital Library Card to all the library users.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.18

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
1.24	1.24	4.86	2.23	1.34

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 0.5

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 30

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has made consistent effort to improve upon its IT facilities as is the need of the day.

The college has 120 computers (105 desktop & 15 laptops), 30 printers/ scanner, 3 projectors out of these 81 desktops are for Academic purpose and 24 are desktops are for Administrative purpose. Regular maintenance is carried out all the desktops and laptops.

Internet connection from SITI Broadband service with more than 130MBPS speed.

Over the last five years four internet connection with 130MBPS have been installed. The bandwidths have been regularly updated over the last five years.

A CMS software (AIMES cloud) from Infotech Lab, Kolkata has been installed since 2018.

Message in bulk is send through vendor for notice of 1st SEM student admission.

A large number of classrooms are ICT enabled and portable LCD projectors are provided for other classroom. Projectors are repaired and maintained through temporary orders.

Video conferencing facility is available in the seminar hall.

Biometric connection is on the process.

Library is automated with CDS/ ISIS since 2003 and automated with WINISIS on and from 2008. Library is migrated to KOHA (local host) since 2014 and finally moved to web based KOHA since 2021. Since 2021 our library provides a very user-friendly KOHA Web-OPAC service for searching documents and books remotely to library users.

Different PPTs are provided for the students in the college website.

A large number of classrooms have access to ICT enabled tools. ICT enabled tools including Projectors, printers, laptops are repaired and maintained through temporary orders

The upgraded ICT infrastructure of the institution plays a significant role during the Covid-19 period for continuation of teaching-learning process. However, during the pandemic a significant number of ICT enabled tools have damaged. Part of which are repaired and the remaining need to be repaired.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)**Response:** 50:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 46.63**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
18.31	18.39	34.51	47.64	12.68

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

In an educational institute, planning is very essential for the optimal use of resources, especially for the competitive world of the twenty-first century. The governing body of Prabhu Jagatbandhu College is continuously striving to meet the growing needs of the institute for the required physical environment as well as the proper maintenance of those infrastructures constructed in due course of time and by dint of the collected funds for the same. The maintenance of the physical infrastructures is supportive for academic facilities. The policy making decisions are resolved by the governing body of the college. For the proper implementation of those policies, IQAC plays a pivotal role. The maintenance of those infrastructures is also done under the supervision of IQAC.

An important aspect of the present clause in context is that the physical assets are optimally used and these are regularly reviewed in order to obtain proper learning outcomes. The prime motivation of the maintenance pertains to the up gradation of the ICT facilities so that the students are able to learn with state of the art facilities.

During last five years, the college has adopted effective steps for the proper maintenance of physical infrastructures in support of the academic enhancement which are as follows:

- The college, with the help of DPI Fund, RUSA Fund and College Fund, has been empowered by building two buildings viz. Subarna Jayanti Bhavan (G+3 Building) and Annex Building (G+3). The Subarna Jayanti Bhavan has a well maintained lift having the capacity of four persons at a time.
- The infrastructures of Subarna Jayanti Bhavan are used as the office of the Principal, the secretarial room of the Principal, a large GB meeting room, a seminar hall and research room as well other academic units. The ground floor of the building is used as the office of this institute. A conference hall has been built up on the third floor. The building houses a specially allocated room for Postgraduate studies. The Annex building houses classrooms for the departments of humanities subjects as well as classrooms attached with laboratories for different departments. There are both smart classrooms as well as ICT enabled classrooms. The college runs a gymnasium for the benefit of the students.
- The college carefully bears the maintenance cost for the well furnished rooms either as classrooms or as office spaces. Stock registers are maintained on a regular basis.

For the proper maintenance of the physical infrastructures, the Finance subcommittee plays a vital role. The Finance committee allocates funds as per the requirements of the department for their laboratory and classrooms on priority basis. To materialise this practice the finance subcommittee follows necessary procedures through the purchase subcommittee which plays equally relevant roles for finalising the purchase of the required items. The building committee too is instrumental for the maintenance of the physical infrastructure of the college.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 37.78

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
2132	2001	1467	1136	982

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 21.24

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
2181	2233	254	122	175

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 5.69

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	131	275	460	112

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.7

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
9	10	11	9	17

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 14.13

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 139

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 80

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	3	3

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	3	3

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 13

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	2	8	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The institution aims at holistic development of its students by seeking their representation in the various statutory bodies of their alma mater as well as by encouraging them to participate in the different co-curricular and extracurricular activities.

Students' representatives are included in vital college bodies like the Sports and Games Sub committee, the Admission Sub committee, the Library Sub committee, the magazine and Newsletter Sub committee, the Seminar Sub committee, the Students' Aid & Concession Sub committee and IQAC. They attend meetings and enrich us sharing their view points.

Our students have always shown eagerness to participate in co-curricular and extracurricular activities.

In 2016-17 our students enthusiastically participated in 3 states / university level sports events apart from usual College Annual Sports. In 2017-18, 121 students participated in college level and 12 students participated in District level sports activities. This is a benchmark achievement in itself as our students are mostly coming from socio-economically backward background. To commemorate National Science Day

on 28th Feb ,2017 an educational tour was conducted to S.N.Bose National Centre for Basic Sciences; Kolkata. Our students there won Third Prize in Quiz Competition

In 2018-19, 151 students participated in International Yoga Day celebration on 22.06.2018. 120 NCC volunteers of the College participated in the Candle March to pay homage to Pulwama victims on 16.2.2019. Students of Geography Department participated in Swachh Bharat Abhiyan. 150 students also participated in the Annual Cultural Programme organised by the Dept of Geography.

In an Endeavour to inculcate the habit of public speaking the Department of Physics has introduced "Chat Physics with Tea" sessions for its students. Here students prepare a power point presentation on a topic of their choice and present it before an audience comprising of Principal, Professors from various departments and other fellow students.

In 2019-20, 62 students participated in College Annual Sports. 11 students qualified in Inter College District Football tournament, 1 student each participated in Inter College District sports and Inter college State meet. The students of Bengali Department enthusiastically celebrated Birth Centenary of Bengal's prodigy Ishwar Chandra Vidyasagar through a seminar and the International Mother Language Day on 21st February. To commemorate the birth centenary of Dr. Sarbapally Radhakrishnan, the Geography Department arranged a seminar for our students.

To keep our students enthusiasm alive during pandemic time all the cultural programme of various departments continued in online mode. Department of Physics, Geography, Philosophy, Commerce celebrated Rabindra Jayanti. Apart from these several seminars, cultural programmes, opening of departmental facebook page, youtube channel also carried on which witnessed overwhelming participation from the students.

In 2020-21 students participation in various online departmental cultural programmes, psychological counselling continued. Students of Geography took part in national level Geo Quiz 2020. Students of various departments celebrated Teachers' Day. Students of Chemistry delivered virtual seminar on "Scientific innovations over the past decades"

Thus to sum up it can be said that the teacher-student cohesion of this college act as strong pillar on which the efficient functioning of this HEI depends.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 39.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	52	46	40	38

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni Association of the college was established in December, 2002. The Alumni Association has about 300 members. Every member would have expressed his/her willingness to help the authority towards proper development of the college. The authority has applied for registration of Alumni Association. It will be done very soon.

Contribution of Alumni Association in the institution:

The Alumni association of PrabhuJagatbandhu College organised a blood donation camp on **Sep 7, 2016**. A team of some doctors and nurses of Association of Voluntary Blood Donor, Kolkata came for collection of blood. Total 42 participants donated blood in this camp.

Alumni Association organised reunion of ex-students of our college on **29th Jan, 2017** and also that of for 2019. All the guests enjoyed a beautiful cultural programme.

The Alumni Association in association with NCC and NSS unit of the college organised a blood donation camp in the college on Feb 3, 2018. Minister Rajib Banerjee, Govt. of West Bengal enlightened the students with his words. A team of some doctors and nurses of Life Care Blood Bank came for collection of blood. There was an overwhelming response from cadets, teachers and members of Alumni Association. Total 45 participants donated blood in this camp.

A devastating flood occurred in Kerala in the year 2018. On humanitarian ground flood relief camp was set up by PrabhuJagatbandhu College. Camp was conducted by PrabhuJagatbandhu College NCC unit with Alumni Association, NSS and Students' Union. Camps were held in different locations such as Andul Railway Station, Andul Bus Stand, Mourigram Railway Station and College gate from 27/08/2018 to 04/09/2018. 10 teachers and 90 students among them 60 from NCC actively participated in the camp. After collection a disbursement ceremony was held. In that occasion Rajib Banerjee, minister of Govt. of West Bengal, Maharaj Swami Swagatananda, Bharat SevashramSangha and Swami Bodhasarananda, Assistant General Secretary, Ramakrishna Mission, Belur Math presented on that occasion as chief guests. Collection funds were remitted to:

- 1.Chief Minister's Relief fund – Rs. 54001/- through SBI
- 2.Ramakrishna Mission – Rs. 20000/- by cash
- 3.Bharat SevashramSangha – Rs. 10000/- by cash and 90 packets of different items of relief materials.

Relief materials had been sent by truck to the affected area.

Another blood donation camp was organised by Alumni association of the college in association with NSS and NCC unit on 7th July, 2019 in the college premises. A team of some doctors and nurses of Life Care Blood Bank came for collection of blood. Dr.Subrata kr. Ray, Principal of this college, Mr. Arup Roy, co-operation minister of Govt. of West Bengal, Capt. Palash kr. Patra from NCC unit, Prof. Sumit kr. Bar, Programme officer from NSS, ShriDebiprasadChatterjee, Secretary of Alumni Association and faculty members graced the occasion. Total 40 participants donated blood in this camp. Blood Credit Voucher had been issued by Life Care Blood Bank, Kolkata.

Thus in a nutshell the Alumni Association has served as life blood of this institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Prabhu Jagatbandhu College, popularly known as Andul College, initially imparts education at undergraduate course since 1964, affiliated under the University of Calcutta. It is located at Andul in Howrah District, West Bengal, India. Around 57 years ago Dr. Tinkari Ghosh gifted some of his ancestral land and a building to start the college. He designated the college in the name of his Guru, the Saint Prabhu Jagatbandhu.

This college possesses a very rich heritage both historically and culturally. It imparts quality education to the students of rural based semi urban area.

Vision of the College

The vision of the college is to energize the human capital of the hinterland of the college by setting the new standards for excellence, access, and stewardship for new era.

Mission of the College

The college strives to achieve

- robust and accurate self-assessment which leads to real improvement
- to enable outstanding success for all learners
- to carry out rigorous action planning and monitoring
- to achieve very high satisfaction for all our learners, parents, staff and other stake holders.

The Governing Body (GB) of the college works in collaboration with the principal to regulate and maintain an amicable and scholastic environment. The Principal as the Head of the Institution along with the members of Teaching/Non-Teaching staff implement the decisions and policies of the management. Council and Academic Sub-Committee meet regularly to discuss and further implement important decisions regarding academic/co-curricular activities of the college.

The teachers are also committed to keep free-flow communication with the parents through Parent-teacher meetings regularly to discuss the overall progress of the students. Additionally, IQAC collects feedback from final year students and conduct Academic Audit annually.

To alleviate the rigours of a demanding college curriculum, the students are encouraged to participate in co-curricular activities including Seminars, Quiz, Debates, Annual college sports and Cultural programmes. The college takes great pride in our extended activities which are mainly executed through the NSS and

NCC programmes.

Since 2001, the institution has been a dynamic study centre for Netaji Subhas Open University and from 2019, for Indira Gandhi National Open University to cater the educational desire of non-regular students. It has introduced PG courses in Bengali, Geography Mathematics, Honours courses in Chemistry, Education and Sanskrit. Subjects like Food & Nutrition, Zoology and Sociology have also been introduced.

Future Road Map:

The College has also planned to introduce bachelor's degree in journalism and mass communication, Library and information science, Microbiology, Biotechnology, Physiology, Women Studies, B. ED etc.

Recent Major Accomplishments:

Under the effective leadership of the Principal along with the efforts put in by GB, the recent developments of the college include -

- New College Building named Subarna Jayanti Bhaban and Annexe Building erected.
- Upgradation of Central library facilities which includes Library Automation software (LMS) called KOHA for its housekeeping activities.
- Upgradation of laboratories in Physics, Chemistry, Geography, Computer, Zoology, etc.

A Solar Power plant and rainwater harvesting program have been installed in the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The College adheres to the First Statute 1979 Calcutta University along with its amendments over time and is governed by Regulations of Department of Higher Education, West Bengal.

The highest policy-making authority is Governing Body, which consists of President, Principal, Higher Education Department Nominee, Affiliating University Nominee, Government Nominee, Teaching, Non-teaching and student representative.

Governing body meetings are held at regular intervals. Matters related to infrastructure, academic affairs, development, financial management, administration, and governance are discussed in detail and are

implemented accordingly.

Several Sub-Committees are formed to ensure decentralized and participative management to look after the curricular as well as co-curricular aspects.

Office staff are regularly engaged in routine decision making and day to day support service for both students and faculty.

A decentralized administrative system provides the best facility to the students. Before implementation of any important measure the Principal discusses it with the different stake holders in meetings, funds are mobilized, and decisions are taken. For instance, there exists a Provident Fund Committee constituted by the Governing Body.

CASE STUDY-PROVIDENT FUND COMMITTEE

One case study showing practice of decentralization and participative management in the institution maybe found in the Provident Fund Committee of the college. This Committee works in strict compliance with the rules and regulations of the Howrah Treasury II Account (OP Code-09, Scheme Code-725) of the Government of West Bengal. Management of the Fund is vested in the Governing Body of the college. Every whole-time employee, both teaching and non-teaching, members are subscriber to this fund. Though the Principal of the college is the Manager of the fund, one Professor and Head of the office administration is appointed as a Convener of the committee. The Principal is the drawing and disbursement authority and the secretary of this fund. The de-centralization may be witnessed in the constitution of the committee, which consists of 8 whole-time teachers, 3 office staffs. Total number of members in the college Provident Fund is 53.

When a full-time employee applies for Advance/Non-refundable withdrawals from his/her Provident fund account in the prescribed format, the committee meets promptly and after due consideration the amount is paid.

Transparency is maintained regarding the deposit through regular annual financial audit of the fund, the last complete audit being in the financial year 2020-21. Moreover, the employees are given the statement of the P.F. account from time to time to check their PF accumulations.

At the time of retirement of a full-time employee, the committee acts with promptness and great sincerity so that the Provident Fund dues are made available to the retired employee at the time of superannuation. In the most recent instance of the spirit of co-operation, decentralization and participative management, the Provident Fund committee has worked efficiently to release the provident fund dues in all the cases so far.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Introduction:

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Secretary and Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same. For governance, management and academic leadership purposes it is the role of Principal that carries authority and responsibility. The Principal provides inspiring leadership across the College by setting a vision and strategic direction for the University that builds upon existing strengths and past successes.

Strategy:

Digitize student records and Online Admission System.

Action Plan: Introduce Online Admission System for bringing transparency in Admission system.

- To identify the requirements for the academic session.
- To select suitable online admission system provider through web tendering process.
- To implement the system and optimise its efficiency through real-time monitoring.

Process & Outcome of Implementation:

The college started its Online Admission system for 1st year students from the academic year 2012-2013.

The process of Online Admission process starts every year after publication of Class 12th results of the West Bengal Council of Higher Education (WBCHSE). The College has a separate Admission Committee, in addition with Academic Sub Committee to coordinate the admission process.

The Academic Sub Committee prepares the subject combinations, cut off marks as per the norms of University of Calcutta. The same are placed to the Governing Body and the Finance Committee for Approval and after that the information is sent to the Admission Committee for implementation.

The Admission committee selects the Software provider after demonstration and finally implements the system. After conducting the Online Admissions, feedback is shared to the vendor for improving / optimizing the system for future use.

The implemented Online Admission system ensures ready availability of data regarding the admission procedure, vacancy of seats, college regulations etc. to the prospective candidates. It also ensures greater

clarity regarding the ongoing admission, as students are able to check the readily available data at the leisure of their home. Prospective candidates, who are not computer literate, or face technical issues otherwise regarding the online procedure may avail the facility of a Help Desk operated by Principal's administrative assistant Mr. Hemanta Mandal during the college hours. This temporary Help Desk remains active during the entire period of admission. Furthermore, the teachers on duty during the admission also assist and guide those candidates in such a scenario.

File Description	Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

- The College functions as per statute of the affiliating University and guidelines issued from time to time by the Department of Higher Education, Govt. of West Bengal.
- Meetings are held between the Principals and the Director of Public Instructions, Principal Secretary of Higher Education to discuss policies and other issues like grants.
- Meetings are also held between the Principals, Vice Chancellor, Pro-Vice Chancellor, Registrar, and Controller of Examination of the affiliated University for smooth functioning of the system.

Administrative Procedure: Principal and Support Team

- The apex administrative body entrusted with the governance of the College is the Governing Body (GB). The GB of the college with the Principal as its ex-officio Secretary as well as the DDO, draws the basic outlines of the administration and implementation of the recommendations made by the IQAC over time.
- The Principal is in-charge of overall administration. The support team helping in execution of the administration are the IQAC members who, draft the overall plans and policies and encourage good practices towards quality enhancement of the institution.
- There are several sub-committees like Finance and Purchase Sub-Committee, which helps the Principal in proper execution of the decision.
- Academic and Routine sub-committee helps the Principal in governing the entire academic system smoothly.
- The college has a very active Library Sub Committee with two Librarians who manage the entire learning resource efficiently.
- Non Teaching Staff work under the supervision of the Head Clerk and act as a strong extension

office for the Principal

- Preparation of Departmental time tables, distribution of syllabi and other workloads are decided in individual departmental meetings and is placed before the Principal for approval.
- The PG Departments take independent decision regarding Monitoring, dissertation, etc..
- MoUs are signed with selected other colleges for faculty exchange for multiple departments. Inter-departmental Special Classes are also arranged through discussions and agreement among various departmental teachers.
- Parents-Teacher meetings work as a connecting link between parents and teachers and help build a healthy long-term relationship and help to take formative measures about their wards.
- Co-curricular and extra-curricular activities like the Outreach programmes, Faculty development programmes are carried out by various Sub-committees/NSS /NCC unit under the guidance of the Principal.
- Annual Feedback is taken from the stakeholders for smooth functioning of the system.

Service Rules, Procedures, Recruitment and Promotion Policies:

- Service rules and procedures are guided by Statutes of the affiliated University and the rules of the State Government as amended over time in this regard.
- The College has no autonomy to appoint any teacher on substantive basis. Teachers are appointed on the basis of recommendations of The West Bengal College Service Commission. Sometimes, Guest Teachers are appointed by the College Management.
- The Promotion of the substantive teachers is guided by the Career Advancement Scheme (CAS) of UGC.

File Description	Document
Upload any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Administration**
- 2.Finance and Accounts**
- 3.Student Admission and Support**
- 4.Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The institution effectively provides a scope to the teaching and non-teaching staff to be associated with welfare scheme. They are as follows:

Economics facilities:

- Group Saving Linked Insurance scheme for teaching and non-teaching staff since 2008.
- People with lower income serving this college for long period of time, retired or expired before retirement are provided the benefit of employment of their immediate family member with remuneration fully supported by the government body.
- The institution provides of paying advance salary to the newly appointed staff until their pay fixation is received from West Bengal Higher Education Department.
- Festival advance for Government approved teaching and non-teaching staff.
- General Provident Fund (GPF) Loans is financial strength to Full-time teaching and permanent non-teaching staff
- Conveyance fees for Teachers are offered for participating in Faculty Exchange Programme with other colleges
- Payment of subscription for being member of Inflibnet (N-List) to the staff
- All stakeholders within the college premises can avail food at a subsidized rate at the scheduled canteen.

Heath & Care Facilities:

- Medical facility and first aid is available for all students and staff, there is a medical room in this institution.
- The female staff members enjoy maternity leave of six months as per Government rule.
- Different types of Health Awareness programmes are taken by the college authority.
- Gym, Yoga and Karate Training facility are available for students which provided by the college through internal and external experts. The staff also can avail most of such facilities.
- Psychological Counseling is available for all students along with staff.
- The institution has provided measures for being incorporated in different health schemes of the Government of West Bengal for the staff.

Other Facilities:

- Cool drinking water device
- Cheap store
- For physically challenged persons, there are ramp, lift, toilet and sink facility available.
- Vending Machine having incineration facility separate toilet facility for women.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	0	1	0	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 34.37

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	7	8	7	16

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The Principal of the institution has introduced a proforma for self-appraisal of the teaching staff following UGC regulation since 2018, wherein, he/she records the details of his/her performance of duties and participation in the activities assigned to him/her by the college. The details are recorded in minutes under the categorization of academic, other academic and administrative activities.

The institution follows **Performance based Appraisal System** for the teaching staff as mandated by the Directorate of Higher Education, Government of West Bengal. Promotion of teaching staff strictly adheres to the norms laid down by UGC under the API scheme of promotion. The self-appraisal and the API score claim is verified by the IQAC and forwarded to the Principal who scrutinizes them and if satisfied, places the same before the Governing Body for recommendation for being forwarded to the Directorate of Higher

Education, West Bengal for career advancement.

The self-appraisal focuses mainly on the following aspects:

1. Educational Qualification
2. Papers taught at the UG and PG levels
3. Proportion of allotted classes taken by the faculty
4. Number of research scholars guided for M.Phil and Ph.D.
5. Orientation and Refresher Courses attended
6. Number of Workshops / Seminars / Conferences attended
7. Number of Research Papers presented in conferences/seminars/workshops
8. Number of book published/number of research paper published in UGC care list journals/other journals/edited volumes
9. Administrative & Examination–related Duties performed.

The college has conducted Academic and Administrative Audit (AAA) for the Departments since 2018 after successful completion of every academic year. In 2018-19 Principal conducted the AAA accompanied by IQAC coordinator and departmental teachers. The performance of every department was reviewed as a part of quality assurance/ quality control (QA/QC) process. It also involved the SWOC analyses of the departments. The result of this AAA was published with a gradation system so as to boost them for better performance and create a healthy atmosphere for in house competition.

The Academic and Administrative Audit for all the Departments of the institution was done by IQAC and NAAC coordinators, Government-Body members and senior expertise faculty members of the college for the session 2019-20 and 2020-21 and a comprehensive report was received from the team.

Career Advancement Scheme for all teachers who become eligible for the different stages of promotion. Academic performance of each individual teacher comes under serious scrutiny during this time.

Principal holds regular Departmental meetings with the teachers. Principal confers regularly with IQAC Coordinator and TCS for discussion on implementation of any policies

Biometric attendance started for the teaching and non-teaching staff from the current year.

The overall performance of the non-teaching staff is evaluated by the Principal. Regular meetings are held to address any problem that might have been recorded in their performance. The Principal confers with the Head Clerk on all matters relating to Non-teaching Staff and discusses about the daily performance of the non-teaching staff regularly.

Students' suggestion box is there for students to post their grievances as well as suggestions regarding the

interaction with the non-teaching staff. Online feedback is very instrumental in this case.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Audit is a crucial means which provides credibility and transparency to the financial statement of the institution. The college conducts external audit. As per the government norms rules, the External Panel Auditors are appointed by the Directorate of Public Instructor (DPI), Government of West Bengal. Based on the account statements submitted by the Authority of the college, the external auditor conducts the external audits and hands over the reports to the Principal as well as submitted a copy of this report to the DPI.

The Financial Audits of the college are done by the Panel auditors selected by DPI and /or Auditors of various chartered firms.

For the year 2016-17 the Audit is done by Naman Bhartia, Chartered Accountant (M.No. 300396) for BL & Associates, while for 2017-18, 2018-19, 2019-20 and 2020-21 the audits are done by Provas Kumar De (M.N. No. 55673) on behalf of Bhattacharrya DE & Co. So far no objection has been raised by any of the auditors.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 5

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	1	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Vide 1979 First Statute of its affiliated University, the college has a structured governance system which is as follows-

The Governing Body (GB) is the highest policy making body through which budgetary provisions are made for academic/administrative activities. While the Principal is the Drawing and Disbursement Officer and has control over finance, as per CU Statute and W.B. Government orders, the GB and the Finance Sub-Committee members assist in financial decision making. Hence, a complete transparent system is maintained regarding all financial transaction.

A well-defined organizational set-up prevails in this system, headed by Principal having financial/administrative/academic powers. Initially the HODs prepare the requisition of their department which is then scrutinized and approved by the Finance Sub-Committee headed by the Principal and fund is allocated accordingly. The Purchase Sub-Committee carries out the necessary procedure for any purchase based on quotations and tenders. With effective planning by the concerned stakeholders, the institution can utilize the allocated funds optimally. The teacher-members of all these committees remain vigilant when the work is undertaken by the PWD or Howrah Improvement Trust or others. For the funds where the teachers themselves execute the work, all decisions are taken collectively. Accounts are maintained by the Accountant and the Principal, responsible for all the financial transactions.

Sources of Fund Mobilisation

Government Funds

The institution attempts to mobilise funds from various Government/ Non-Government schemes/sources. It sends proposals for additional grants to the University Grants Commission (UGC), RUSA and DST to meet expenses for construction, repair and renovation of the college building and premises. It has received Central Government funds such as the UGC XII Plan fund which is utilized to build infrastructure and also for procurement of various items among many other things. It has received grant from the department of Minority Affairs and Madrasah Education, Govt. of West Bengal. The grant has been utilized for establishment of Annex Building (G+3) having class room both for theoretical and practical. Incentive Grants (DPI) as well as 'visually challenged' and handicraft grant' has also being received by the institution. State Government Funds are received for various infrastructural and academic upgradation.

RUSA 2.0

The college received RUSA 2.0 grant after submission of a Detailed Plan Report. A new G+3 'Subarna Jayantri Bhaban' building has been constructed by this fund and college fund for administrative/ academic work including research. The procurement of various items like book, journal, laboratory equipments, computers, etc. has also being done by utilizing RUSA fund.

Other Sources

The college received 50% of fees paid by the students.

The college has been continuously receiving grant from Gyandhara Project of P.C. Chandra Group Ltd., has been very instrumental in building infrastructure including Water Harvesting Project, along with purchasing Library books, and constructing the toilet for physically challenged students.

Funds have been received from ICSSR, DST and similar funding agencies for organizing seminars and conducting Research works.

Retired teaching/Non-Teaching Staff donated fund for Endowment Prizes, awarded to meritorious and also poor students of the college in multiple fields every year.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes****Response:**

The IQAC of this HEI worked relentlessly as a team for quality assurance and upgradation. Upholding the reputation of the institution among the students in the locality and among other HEIs has been the primary thrust area of the IQAC efforts. For achieving this goal the following initiatives have been undertaken-

Initiative-1**Giving basic computer training to the needy students:****Objectives**

The institution is basically a semi-urban college with majority of students coming from below poverty line families. So, free computer training is provided on FOSS LIBRE OFFICE WRITER COURSE, to enhance their employability. The classes are arranged for these students on Saturdays after college hours and

certificates are given to the students after completion of the course.

It is heartening to note that students are increasingly taking more interest in this course.

Initiative-2

The effort of the Value Education Cell to inculcate universal values and ethics among students:

Objectives:

In today's world where majority of the people are pursuing only self interests relentlessly, the institution recognises the need to inculcate values like promotion of truth, selflessness, righteousness etc. The value education cell of the College is working with this goal.

Practice:-

Special lecture sessions with the students are regularly arranged to inculcate among them harmonious development of body, mind and soul and promotion of universal values, to cultivate inner calmness, to help others, to preach and practice truthfulness. Psychological counselling sessions are also organized with the students to deal with academic and emotional stress by tapping their inner sources of strength and to develop a positive attitude.

Additional Information:-

Collaborative Initiatives:

Objective:

For enhancing cooperation with other HEIs, some of the locality and some in the near vicinity, the HEI has entered into practice of collaborative arrangements fostered by MOU. In 2018-19, 2020 teachers have participated in Faculty exchange programme under the MOU agreement and 40 students have participated in student exchange programme. The HEIs with which MOUs have been signed include Dr.Kanailal Bhattacharyya college(Howrah), Deshbandhu college for Girls(Kolkata), East Calcutta Girls college(Kolkata), Anandamohan college(Kolkata), Basanti Devi College(Kolkata) and Bijoy Krishna Girls college(Howrah). The faculty and student exchange programme have been highly successful and both students and teachers have shown great enthusiasm in participating in these programmes. In 2019-20, Dr. Sarada Mondal of Geography Department of this college taught the students of East Calcutta Girls College in virtual platform. Dr. Priyotosh Dutta of Anandamohan college taught students of chemistry department of this college on "Mathematics for Chemists".

Pandemic Period:-

The Value Education Cell, like the other units of the college worked relentlessly even amidst COVID-19 pandemic to disseminate and inculcate universal values like sharing with others, helping others, being empathetic to other students, especially those who have suffered a loss in the pandemic time.

Hence in collaboration with the Panchla Mahavidyalaya, Howrah, the cell organized a series of lecture during 18-04-2021 to 30-5-2021, to imbibe values, ethical and environmental, among the students. The faculty, staff members and students of both the colleges actively participated in these webinars.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Example-1 (Institutional Reviews)

Collection of Feedback

The IQAC of the college has worked relentlessly as a team to uphold the reputation of the college and to maintain academic excellence. Feedback has been collected both in online and offline mode from students, faculty, administration and alumni. The details of the feedback report for the years 2018-19 and 2019-20 have been displayed in college website.

The feedback proforma has articulately designed by team IQAC to collect response relating to the Faculty and Academics, Infrastructural Facilities encompassing the quality of Class rooms, Library, Canteen and common rooms, Drinking water, Toilets, security of students, cleanliness, Internet facilities, Sport facilities and Gym facilities. Feedback regarding the efficiency of the college office in student dealing, fee receiving, certificate issuing process, admission process, issuing railway concession form, form fill up and delivery of Kanyashree scholarship has also been collected.

Incremental Improvements:

The process designates incremental improvement as initiation of complete online feedback process is being followed from 2018-19 onwards.

Example-2

Initiation of Academic and Administrative Audit

With a view to achieving a holistic and all-round academic excellence for the students and for the

institution as a whole through periodic monitoring of the progress of the teaching learning process, the Academic and Administrative Audit process has been practiced in the HEI. The IQAC team worked relentlessly to achieve this goal. An audit proforma has been prepared, circulated to each department. Then reviews have been made by the audit team comprising of the IQAC Coordinator, other members and headed by a Governing Body member. The audit report has been communicated to each department along with its placement in the Teachers' Council Meeting.

Incremental Improvements:

This systematized audit process has been primarily initiated with an intention to improve upon academic standard in the post accreditation period.

Additional Information

Waste management in the campus

Objectives:

Solid waste management is a major problem for many urban as well as semi urban areas. In this college the IQAC, NSS coupled with college administration have realised that there is a need to develop facilities to treat and dispose of increasing wastes.

The Practice:

In pursuit of this objective the following steps have been initiated-

- Cleaning of the college campus regularly by cleaning staff. The NSS volunteers have also taken a leading role in this venture.
- Deposition of biodegradable solid wastes in a pit for composting purpose.

Segregation of different wastes: It is very heartening to note that students are taking active role in this endeavor.

Rainwater Harvesting Project in the Campus

Objective

Scarcity of fresh drinking water and depletion of ground water level is of primary concern presently. So, the objectives of the project are-

- Use of rainwater as a potential alternative to ground water
- Recharging the ground water aquifer

The Practice:

In pursuit of this objective the following steps have been initiated-

- Rain water is collected in two PVC tanks of 5000 litres of water storage capacity and is reused along with discharging excess water in the ground.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender Sensitization involves creating awareness about gender issues and working towards generating a congenial environment so that men and women can work together with dignity and justice. Our college is a co-educational college. It organised multiple gender sensitive programmes and initiated measures for gender sensitisation as well as undertook safety and security measures to promote gender equity during the last five years.

Measures for Gender Sensitisation and Awareness

Academic Initiatives

The institution organized seminars on gender equity where resource persons shared their precious opinion on gender equity. Students participated in this seminar and discussed their opinion in questionnaire session. For instances, the International Seminar on Women Empowerment of the Department of Economics in collaboration of IQAC on 24-03-2018, State level webinar on Gender Roles: Housework and Pandemic of the Department of English on 19-08-2020, etc. The Women Cell Sub-committee celebrates International Women's Day every year through organizing gender sensitization programmes for spreading gender awareness.

Pragmatic Measures

Both male and female students participate in different culture programmes organized by different departments as well as NCC and NSS throughout the year. Many of our female students along with male students are member of NCC and NSS.

Different departments of our college arranges career awareness program where both male and female students participate so that irrespective of gender, all the students can be inspired for higher studies as well as career prospect.

Both male and female students get equal opportunity to be elected as students' representative in students' election.

Gender Security, Safety and Hygiene Programmes and Measures

The women Cell Sub-committee has organized a Workshop on Women's health and hygiene on 7th March, 2020 in collaboration with IQAC and a rally in the locality with the students of the college and three local schools for spreading hygiene awareness among women in the locality.

Female students are given training for karate course. It helps our female students to develop physical as well as mental strength for overall development under the guidance of skilled trainer. The institution has

arranged separate common rooms for boys and girls for safety.

A sanitary napkin vending machine was also installed in the college on 7th March, 2020 to provide needy girl students sanitary napkins at extremely affordable rates and to propagate hygiene consciousness among students

Counseling and Mentoring Programmes

Some departments including the Department of Philosophy organises psychological counselling programmes for the students, especially for the girl students every year to solve their personal problems. The women Cell Sub-committee has organized a Webinar on Psychological Counselling of Women in Post Covid Situation on 18th April, 2021 in collaboration with IQAC to lessen the covid-related stress and Moreover each students whether male or female is given mentor with whom a student can share his/her problem. Respective teachers as a mentor try to solve their problem.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management

- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:**Solid waste management:**

The waste generated in the campus includes wrappers, glass, metals, paper, plastics, etc. Old newspapers, used papers and journals, files etc. are given for recycling to external agencies. Glass, metals, plastic and other non-biodegradable wastes are segregated and disposed/ recycled according to the nature of the waste.

For collection of solid wastes a dedicated corner of the college has been selected and two pits have been dug by spending Rs one lakh in February 2020. One of the pits is used for solid waste and the other one is kept for liquid waste of the college. There are separate collection systems for solid and liquid waste collection.

When this pit is filled up with litters and garbage, the accumulation is transported to a processing place for solid waste with all precautionary measures for zero contamination and toxicities. Additionally, big buckets and specially designed garbage collection bins have been placed in almost all corners of the buildings inside the college premises. These bins and buckets are very often emptied into that pit and cleaned. A project related with waste management has been implemented by the honourable Principal in 2020. Presently, the project is maintained by the NSS and NCC Units of the college.

Liquid waste management:

The waste from the laboratories is properly disposed maintaining rules and regulations. The disposable liquid obtained after practical classes are first segregated into toxic and non-toxic categories. The non-toxic and neutral liquid is allowed to drain down the wash basins. The acid waste of strong concentration is first collected and neutralized before disposing down the same pipeline. Dilution technique is also followed if the concentration is not very high. The organic solvents particularly the volatile organic solvents are collected in separate containers and sufficient time is given for the solvent to evaporate out. Small quantities of liquid waste containing chemicals are disposed through concealed pipes into the soak pit where they are treated accordingly to make them environmentally benign.

E-waste management:

Electronic goods are used optimally; Minor repairs are set right by the Laboratory assistants and faculty; and the major repairs are handled by the Technical Assistant. The institution takes necessary steps for storage, dismantling and recycling of electronic waste. The equipment which cannot be refurbished for re-use is dismantled and remanufactured into raw materials (i.e. metals, plastics, glass) which are made marketable as well as recyclable. UPS Batteries are recharged / repaired / exchanged by the suppliers.

Hazardous chemicals and radioactive waste management :

With the introduction of new CBCS syllabus, greener methodologies have been introduced for demonstration of experiments so very little hazardous chemicals are used without generation of radioactive waste. Inflammable hazardous wastes are carefully handled so that fire hazards are avoided. As safety

precautions fire extinguishers are installed in the laboratory. Moreover, a cleanliness drive is taken by the college students under the guidance of the faculty to maintain a clean and dust free environment to avoid accumulation of chemicals.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The prime responsibilities of the institution is to provide a platform to the students to understand cultural, regional, linguistic and communal and socioeconomic diversities persisting in Indian societies and to help build an inclusive society where such diversities are celebrated as well as to bring harmony and situatedness in the society. So, the College undertakes necessary initiatives in activities/events and programmes to provide an inclusive environment for the students.

Linguistic harmony

International Mother Language Day (*Bhasha Dibas*) was observed on 21st February by the Department of Bengali to promote linguistic harmony to the students.

Cultural harmony

The Student Union of the institution organizes Annual cultural programme and Saraswati Puja in the college premises every year. Multiple departments including Department of Philoophy, Bengali celebrate *Basant Utsav* every year. Every year multiple departments organize Students' farewell ceremony and Fresher Welcome programmes, etc.. Such cultural activities enhance cultural aspects within the students and help promote cultural harmony.

Environmental harmony

- A Webinar on Scientific and Environmental Values, Violation and Societal Distress was organised by the Value Education Cell Sub-committee on 9th May, 2021.
- Dept. Of Geography focuses on Sustainability in Man-Environment Relationship by arranging a special lecture by Prof. Sugata Hazra on 27th September, 2020.
- The Dept. Of Philosophy organises seminar on Rabindranath Tagore and Environment to aware students about Tagore's vision of environment as well as to promote environmental harmony.
- A College Level Seminar on Waste Management, Recycling and your Role was jointly organised by the Departments of Chemistry, Botany, Zoology and Food & Nutrition on 10th June, 2019.
- The NCC and NSS and Health Club units of the College promote environmental harmony through distribution of tree plantation to the local people.
- The Dept. Of Philosophy organises Webinar on Observance of World Environmental Day on 5th June, 2021.

Communal harmony

Several departments including Department of Philoophy, Bengali celebrate *Rakshabandhan Utsav* every year to spread and strengthen communal harmony.

- The Department of Political Science has organised a state level webinar on **Secularism in India Crisis today?** on 27th August, 2020.

Societal harmony

- The Department of Economics has organised a Webinar on Ravaged Prospects for India's Female Workforce for Covid-19 on 22nd July, 2020.

Regional harmony

- The Department of Economics has organised a Webinar on Development with Disparity in India on 12th September, 2019.
- The Department of History has organised a webinar on Bangladesh Liberation war ,1971 and its significance on 30th June, 2020.
- The Department of Political Science has organised a state level webinar on Indo-China standoff at

LAC on 4th August, 2020.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college attempts to promote Constitutional values, rights, duties, and responsibilities of citizens to the students through organisation various programs and events over time as follows-

The institution celebrates Independence Day on the 15th of August every year. Our honourable Principal delivers a enthusiastic talk on the importance of freedom and the glory of Indian freedom struggle. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity. *Azadi 70 Zara Yaad Karo Kurbaniaare* also organized by NCC volunteers to brief students about the freedom struggle.

Every year on 26th January, the College celebrates Republic Day in its campuses to highlight the importance of constitution and glory of the day. All the students of college take an oath on this day to preserve constitutional values and rights for the country's betterment. Several personalities deliver speeches on significance of preserving constitutional rights and values. Many other activities like Slogan writing, Poster competition, Paintings are exercised to create awareness about the constitution of India.

The Department of Political Science celebrates Constitutional Day every year on 26th November to commemorate the adaptation of the Constitution of India highlighting the efforts of the makers of constitution. The Department observes Human Rights Day on 10th December every year, while for 2020 it was observed on 10th December through Google Meet. The Department in collaboration with the NSOU unit of the College has organized a State level webinar on 'Is the Ideology of Secularism in India Facing Crisis Today? The Question Remains Unresolved' on 27th August, 2020 to inculcate the secular feature of Indian Constitution to the students.

Although 'Right to Information Act 2005' and 'Election Commission' is part of the curriculum of the Political Science, the Department of Philosophy has organized Students awareness programme on Voter Turnout on 3rd March, 2019 to aware the students about the importance of the vote. It has also arranged a programme on Counselling and Womens' Rights on 18th March, 2018 as well as has organized a webinar on Philosophy of Human Rights : Towards a Just legal society to sensitise the students about this issue. The Department of Economics has also organized a one day basic training programme on "Human Rights Education & Its Awareness" on 9th February, 2019, sponsored by the National Human Rights Commission, New Delhi.

The institution has also observed "Anti-Terrorism Day" to sensitize the students about its importance. It

organizes a Blood Donation Camp every year. Many teachers and students donate blood to save precious lives. Women's Day is also celebrated to mark the achievements of women throughout the history. Similarly, it celebrates World Environment Day on the 5th of June every year to ensure the Environmental concern is addressed. It also organizes a Swachh Bharat Cleanliness Drive to promote the importance of cleanliness. The College facilitates Student Union's Election which is helpful in the promotion of democratic values. Thus, the institution ensures that the Constitutional values, rights, duties, and responsibilities of citizens are promoted and served.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college celebrates birth and death anniversary of many great personalities including Swami Vivekananda, Rabindranath Tagore, *Rishi* Aurobindo remembering their noble work for the betterment of

our nation. The college also organizes special events, functions and lectures to observe days of national and international significance.

- **Teacher's Day:** The college celebrates the birth anniversary of Dr. Sarvapalli Radhakrishnan as Teacher's Day on 5th September every year. The students of multiple Departments organize cultural programmes for the teachers remembering the contribution of the teachers in their lives.
- **Women's Day:** The Women Cell of the institution observes International Women's Day on 8th March every year to honour the incredible achievement of the women across the globe. This programme helps to educate the students about the importance of having equal rights and responsibilities to build a better society.
- **Republic Day:** Republic day is celebrated on 26th January every year to commemorate the process of establishment of Indian constitution. On this day various events such as flag hoisting, march past are organized by NCC and NSS students. Students and staff members are informed of duties towards the nation and rights given to them by the constitution.
- **Independence Day:** Independence day is celebrated on 15th August every year to commemorate the valour and spirit of the freedom fighters who fought for the independence of the nation from British rule. The day is recognized as that of national pride and honour.
- **Yoga Day:** Yoga has been practiced in India from ancient times as it is beneficial in keeping the body and mind in sound health. The practice of *Pranayama* regulates the purification of the internal system and the organs, acting as a superior and able supplement to *asanas*. The International Yoga Day is celebrated on 21st June in every year in the college by the Department of Philosophy along with NCC unit.
- **World Environment Day:** World Environment Day is celebrated annually on 5th June as the United Nations has initiated for encouraging worldwide protection of earth environment by creating awareness to greater number of people so that they act against the growing strain on Earth's natural ecosystem. Many students of the college take the initiative to clean the campus in view of World Environment Day on 5th June. Saplings are planted in and around the college with 'Go Green' motto. A rally is organized under the leadership of NCC and NSS unit of the college to create awareness among the common people.
- **Miscellaneous Programmes and Events:** Besides the aforementioned days, events and festivals, some Departments organize special days/events having national and international significance. For instance, the Department of English celebrates Christmas Day and Winter Carnival every year.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

Response:

Best Practice No. 1

1. Title of the Practice:

Value-based Activities of the Value Education Cell Sub-committee

2. Objectives of the Practice:

Values refer to the important and enduring beliefs or principles, based on which an individual makes judgments in life. Value education encompasses a matrix of themes that to a varying degree address character, moral development, religious education, spiritual development, citizenship education, environmental education, personal development along with socio-cultural development. The primary objectives of activities of the Cell are as follows-

- to inculcate and nurture values within the youth students, the future citizens of our countries for their holistic development of body, mind and soul,
- to cultivate inner calmness – a way to peace,
- to go back to Man's True Nature for regaining forgotten Divinity of human being,
- to tap inner resources of strength and to harness the power of positive attitude and Affirmation, and
- to develop the bondage of human being to nature.

3. The Context:

Humanity is suffering from spiritual starvation. The world today is in a dismal state as the human beings are always in 'dissatisfaction' with their present status, which results in loss of inner calmness and control over self. Consequently, the present society is boiling with anger, anxiety, frustration, restlessness and anguish. It is engulfed with destructive forces such as corruption, religious fundamentalism, intolerance, caste-ism, and separatist motives which are misleading the youth who are exposed to a set of conflicting values along with destruction of nature.

Value education imbibes the students to develop moral values for understanding 'what to do well', 'how to do well', as well as 'why to do'. While general education aims at acquiring knowledge and promoting creativity, value education aims at facilitating the right application of knowledge for establishing mutual happiness in the society and inner peace within the individuals.

4. The Practice:

The value-education is important in Indian higher education for imparting values within the youth students and thereby for their holistic development of body, mind and soul Value-education helps make students into worthy citizens of the country, whose success in the professional world would largely depend on their

ethical behaviour apart from their professional skill. This type of education nourishes life-oriented learning methods and designs pragmatic programmes on value education. A student, when leaving college after completion of the three-year degree course, should be equipped with a positive frame of mind, should have basic communication skills, should have acquired the ability to explain something logically, and above all, should have developed a balanced personality. It treats the students as mature individuals and strives to inculcate values in them which will help them face the hazardous journey of life after college.

Selected Activities/Programmes of the Cell

2016-17

1. Special Lecture on Educational Transformation based on Moral Values on 30.7.2016
2. Psychological Counseling Session: A Guidance for Adolescent Problems on 24.9.2016

2017-18

1. Programme on Significance of Value Education on 6.1.2018
2. An Awareness Programme on Need of Counseling with Special Emphasis on Women and Child Rights on 12.3.2018

2018-19

1. A Class on Moral Values on 21.7.2018
2. A Special Lecture on Values as Understood by Swami Vivekananda on 5.1.2019
3. Programme on Importance of Democratic Institution and Students Awareness on Voter Turn-out on 23.2.2019
4. Psychological Counseling of Girl Students in Commemoration of International Women's Day on 8.3.2019
5. Celebration of Fraternity, Brotherhood and Fellow-feelings through Vasant Utsav on 21.3.2019
6. A Programme on Promotion of Universal Values on 6.4.2019

2019-20

1. Promotion of Environmental Values based on Afforestation and Awareness Programme in collaboration with Eco-club and NSS Unit on 5.9.2019
2. Celebration of Fraternity, Brotherhood and Fellow-feeling through *Vasant Utsav* in collaboration with Department of Philosophy 5.3.2020

2020-21

Six days Academic Development Programme of the Cell through Webinar at 6:30-10:30pm

1. Values Echoing in Indian Culture and Civilisation on 18.4.2021
2. Values and Social Norms in Underdeveloped/Developing Countries On 25.4.2021
3. Scientific and Environmental Values, Violation and Societal Distress on 9.5.2021
4. COVID-19 and Values on 16.5.2021
5. Culture, Values, Ethics and Morality n 23.5.2021, and
6. Values, Ethics and Society on 30.5.2021

5. Evidence of Success:

As evidence of success of the activities, particularly the lecture series of the Cell, more than 75 students have enthusiastically participated on each day of the lecture series in 2020-21, and they have asked several questions on multi dimensional values of life in the chat-box for proper answer. Since thence they are continually sending value-based messages and creative writing as well as comments for communal harmony in the Value education Group, which reflects their positive attitude of life. The students of different communities simultaneously participate in Basant Utsab, which manifests communal harmony and sense of brotherhood. The students are also strictly following the code of conduct of the institution, particularly for non-using plastic and tobacco products in the campus.

6. Problems Encountered and Resources Required:

Regular organization of lecture series on value education by resource persons out of the tract of the main stream teaching-learning process is difficult in terms of availability of time and funding. During the Covid-19, it has happened through online and thereby at low cost which is funded by the institution. Funds are also necessary for purchasing tree saplings as well as for publishing the papers of the speakers, and initially these costs are also borne by the institution. So, the attempt of performing value-based activities of the Cell will be at ease if such fund is availed regularly for each academic session from external source.

7. Notes:

‘Education is perfection which is already in man’. – Swami Vivekananda

Such education will enable holistic development of the learners in terms of development of their body, mind and spirit. Value is essential for human life, and without values life is just like a boat without a sailor. Hence, our education must be based on values. The Cell focuses on nurturing the students into worthy citizens of the country, whose success in the professional world would largely depend on their ethical behaviour apart from their professional skill. So, the Cell emphasizes on real life-oriented learning methods and designs pragmatic programmes on value education.

Best Practice No. 2

1. Title of the Practice:

Skilling students with software skills

2. Objectives of the Practice:

Prabhu Jagatbandhu College resides in a rural setting. Its neighbourhood comprises of people who require much education. We have observed that lot of students in our college who are first generation learners or whose parents are semiliterate. It has been our effort to make our students, digitally literate, even to those who are first generation learners’. So through this practice we tried

1. to help students in their career building through computer literacy.

2. to make students feel comfortable /confident to secure placemat in jobs where soft skills is an essential requirement.
- 3.to help the students to do something in future on their own

3. The Context:

NMEICT (National Mission in Education Information and Communication Technology) is the mission of our central government, through which it intends to train our youth in various software related skills. IIT Bombay has been given the responsibility to roll out this program. Our college has collaborated with IIT Bombay so as to participate in this program. IIT Bombay has created video tutorials which are to be run by the participating students to train themselves. Our college provides the required labs and skilled faculty to train the students in the various softwares supported in this program. Students who participate in the training program are provided with a participating certificate at the end of the training from IIT Bombay. A student can also take an online exam for the course participated.

4. The Practice:

Students from all streams and all years are encouraged to enroll for the various courses offered by this IIT Bombay led project. Coordinators has been assigned for each undergraduate and post graduate subject. The courses/softwares available for training are announced through the various means like notice board, classroom announcements, etc. classes are held every Saturday after the college hours so that normal class routine is not disturbed. Each student is provided with a pc for hands on training to complete the course. At the end of each course a certificate is provided to the participating students from IIT Bombay. This certificate can be produced at various places as a proof of their training.

5. Evidence of Success:

Number of students registered for the various courses offered are as follows:

2015 - 16 : 34

2016 – 17 : 53

2017 – 18 : 118

2018 – 19 : 27

6. Problems Encountered and Resources Required:

The spoken tutorial project requires that each student is provided with a separate computer with headphones attached with it. Our college does not have a separate lab which is available with such facilities. Moreover, the number of computers is limited and assigned to particular departments. So, we could not provide separate computes to each student rather each computer was shared by only two students. Instead of headphones for each computer we provided a multimedia speaker such that the lectures could be audible to each and every student present in the lab. To run this courses the number of computers available is a big constraining factor. Even the students who participate in the courses are (mostly) not having any prior knowledge of computers. So a careful and proper handholding is required on the part of

the faculty members who assist students in learning these soft skills.

We are looking forward to increase the number computers in the labs in future.

7. Notes:

At present software skill is necessary for acquiring knowledge in different subjects as well as for getting jobs. The IT Cell of the college attempts to provide training on software skill to the underprivileged students in collaboration with Bombay IIT. However, the students are less interested in completing the course through appearing in test at the end of the course.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Building up of a Model Village of the adopted village: Kshetrapaltala of Howrah District under Sankrail Block is the one area in which the institution is distinctive to its priority and thrust

In India, the institutes of higher education play an important role for community development. For the last three decades, UGC, the principal regulatory body of higher education in India, has mentored the institutes in such a direction that each institute should take care to serve any nearby rural area under the purview of the institute. There are nearly 60,000 villages comprising eighty per cent of the whole population in our country. In this context, the higher education institute in India plays a vital role by providing various services and these are done in addition to all the measures taken by the local administration viz., the rural panchayat or the Block Development Office. In this regards, Prabhu Jagatbandhu College has adopted the village Kshetrapaltala in pursuant of the moto of higher education.

From the very first day of the inception of the adopted village, Prabhu Jagatbandhu College has taken

effective measures to eradicate the maladies of the village, Kshetrapaltala. Kshetrapaltala is a village which is situated in the Sankrail block of Howrah district. This is a century old village of the southern zone of Howrah district having a rich cultural legacy. However, the massive poverty has caused a serious deterrence in the smooth progress of life among the villagers. Hence the institution has attempted to improve the socioeconomics of the people of this village by adopting it and taking appropriate measures there on.

The primary objective of adaptation of this village are-

1. To develop the adopted village as an ideal model village
2. To build up the adopted village as a vibrant human habitation and all modern amenities keeping sustainable development.

Kshetrapaltala is a village of medium population and a major portion of the population belongs to the underdeveloped community. Functionally literacy was limited among few people in the village as reflected in the census data. At the time of the adoption of this village by the college, there were many a problems among the families including the sheer lacking of awareness about basic health and hygiene. The college in various chances attempted to reach to the villagers to provide them with good support.

During the last some years, Prabhu Jagatbandhu College distinctively arranged programmes under the aegis of the temple committee of the village who generously allowed using their housing infrastructure of the temple complex. During the first three years various awareness programmes like awareness on vector borne diseases especially caused by the bite of mosquitoes. The problem of mosquito bite is a common problem in most of the villages of rural Bengal. The NSS Unit of the college after obtaining permission from the local panchayat attempted to spread disinfectant in different corners of the village.

The college has attempted to aware the villagers about washing hands regularly especially before taking food. This attempt became a success because as a health practice which the villagers accepted it wholeheartedly. Every year the NSS Unit of the college arranges such awareness programmes. The camp is served with placards and other tools for showing the images of good healthy habit. Every year the NSS Unit of the college organize a one/two days camp, especially health check-up camp for the villagers of Kshetrapaltala. These camps had also arranged for blood pressure and blood sugar check-up. Apart from these, there were arrangements for height and weight measurements for the children and young adolescent boys and girls. A registered allopathic doctor had attended the camp. In the said camp sanitary products like soap, disinfectant liquid, hand sanitizers are distributed. In addition to that mosquito net and paraphernalia had also been distributed.

After the covid-19 pandemic was over, the NSS Unit of the college organized special medical check-up camp. The aims and objectives of the camp were to check the basic health condition of the people of the adjoining areas during the post covid-19 period. They had been made aware of the basic facts of covid-19 contamination and the general safety from the disease. Before the college held the camp in Kshetrapaltala, a one day survey had been organized in the village. As a precaution of Covid-19 virus, facial mask and sanitizers had also been distributed among the villagers. The survey further revealed some problematic facts from which the villagers suffered from. It has been found there is a high need for pediatric doctor consultancy for the children of the village. Most of the poor villagers cannot afford the cost of treatment of their children in urban clinic further away from their village. The institute is specially trying to run such medical facility for the villagers as well as to distribute free medicines in future.

The institute earned reputation in this discipline having good responses and coming forward of the villagers with their willing cooperation to eradicate this problem. The institute previously took care in its best capacity for the growth and development of the village from all walks of life. Accordingly, the college helped for the development of the basic infrastructure of the village. The institute with the help of the local panchayat constructed a concrete road for the villagers though the concerned panchayat develops the civil infrastructure like roads etc. from time to time.

Prabhu Jagatbandhu College has always strove for the holistic commitment for the development of the adopted village. So the college is dedicated for the students to expose to the real world crisis. Active participation in these programmes helped the students for the growth of the knowledge of social awareness which is attributed as the need of the hour. It is therefore, presumed that the institute has succeeded to instill among the students, the aura of effective social living by serving and continuously encouraging for the growth and development of the people in the adopted village.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Prabhu Jagatbandhu College is designated in the name of the Saint Prabhu Jagatbandhu. The co-educational college was started 55 years back in 1964 with very limited number of students, faculty and non-teaching staff in a semi-urban, scheduled caste constituency of Howrah District, West Bengal. From the very inception of the college, a unique tradition of cordial relationship among students, teaching and non-teaching staff exists which very few colleges can boast up. The college has an attractive campus view with four buildings forming an almost rectangular structural pattern around a lush green ground surrounded by a concrete road. The teachers interact with students and parents tirelessly, whether to help the slow learners or to offer academic guidance, in addition to tutorials and remedial classes. The institutional academic calendar and modularized syllabi keeping in pace with the new CBCS system promote maximum success, as do the open access library system and the departmental libraries. Interactive sessions after regular classes help to enhance the learning process.

An important journey of the institution was started since 2015 for the rapid development of infrastructure of the college needed for academic development through the introduction of 3 PG courses namely, Geography, Bengali and Pure Mathematics as well as through the initiation of Honours courses in Chemistry, Education and Sanskrit as well as introduction of new subjects like Food and Nutrition, Zoology and Sociology at the UG level. To tap renewable sources of energy, a solar power plant has been installed in the campus. Subarna Jayanti Bhavan (G+3) has been constructed by utilizing RUSA 2.0 grant. Another (G+ 3) building, Annexe Building funded by Govt. of West Bengal is also ready for taking classes. Consequently, the infrastructural bottleneck of the college is mostly solved. Different types of Academic related activities like national and international seminars sponsored by UGC, ICSSR, etc., Sports sponsored by DPI, Govt. of West Bengal, etc. have started. Because of these events/activities, the college has entered into a **new era of development**. The college also plans to introduce new UG/PG level programmes having societal and market demand in the near future so as to serve the community on a larger scale.

Our Honourable Principal Dr. Subrata Kumar Ray has been invited to present the paper entitled "Remittances Flow to India and its impact on Growth over Three Decades Since 1991" in 11th International Conference on Reconstructing of the Global Economy at University of Oxford, UK from 8-9 th August 2022.

Concluding Remarks :

The glory of an educational institution lies in the success and achievement of its students. From the very day of establishment, the college has come a long way in imparting holistic education to young, aspiring boys and girls of the backward region. The institution provides need-based, cost-effective, quality education to the students and attempt to enable them to be globally competitive, employable and mature, responsible citizens of the country. The college is catering the needs of a large number of students from the backward classes, minority community and economically weaker sections- more than fifty per cent of them are girls and a substantial percentage of them are first-generation learners. As early as 2004, it had applied for NAAC accreditation and had achieved (CGPA-2.74/4, B-Grade). The institution puts its efforts to further improve its infrastructural and academic parameters for realizing its vision and mission. The Governing Body, principal, IQAC coordinators, Faculty members and non-teaching staff jointly work to realize this target. In the 2nd cycle of NAAC accreditation in 2014, with slight improvement it has achieved (CGPA-2.85/4, B-Grade). The institution strictly

follows the syllabus of the affiliated University and attempts to complete the syllabus of all courses within the stipulated time. With the appointment of the new Principal, Dr. Subrata Kumar Ray, since 2015 multifarious development in terms of improved building infrastructure, expansion of courses at UG and PG level, upgradation of courses at UG level, installment of solar plant, waste management system, rain water harvesting project, etc has happened in the institution. It encourages the faculty members to participate in more seminar/workshops/conference and to publish more research papers to refresh and upgrade their knowledge constantly. It has also organized several UGC/ICSSR sponsored seminars. With more success stories of the institution, it now strives to achieve a grade of excellence through NAAC.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p><i>1) Students</i></p> <p><i>2)Teachers</i></p> <p><i>3)Employers</i></p> <p><i>4)Alumni</i></p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 83 Answer after DVV Verification: 35</p>																				
3.1.1	<p>Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)</p> <p>3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs) Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>4.45</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>4.45</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	4.45	0	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	4.45	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
4.45	0	0	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
4.45	0	0	0	0																	
3.2.2	<p>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years</p> <p>3.2.2.1. Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

0	1	1	0	0
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 14

Answer after DVV Verification: 13

4.2.4 **Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**

4.2.4.1. Number of teachers and students using library per day over last one year

Answer before DVV Verification : 3

Answer after DVV Verification: 30

4.3.3 **Bandwidth of internet connection in the Institution**

Answer before DVV Verification : A. 750 MBPS

Answer After DVV Verification: A. 750 MBPS

5.2.2 **Average percentage of students progressing to higher education during the last five years**

5.2.2.1. **Number of outgoing student progression to higher education during last five years**

Answer before DVV Verification : 191

Answer after DVV Verification: 139

6.2.3 **Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

6.3.2 **Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
85	76	76	76	28

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	1	0

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the supporting documents provided by the HEI, this field data has been updated

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Answer before DVV Verification : A. Any 4 or all of the above

	Answer After DVV Verification: C. 2 of the above
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations