Prabhu Jagatbandhu College

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year : 2013-2014

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **Prabhu Jagatbandhu College**

1.2 Address Line 1

> Jhorehat, Andul-Mouri

Address Line 2

>

City/Town

> Howrah

State

> West Bengal

Pin Code

> 711 302

Institution e-mail address

> info@prabhujagatbandhucollege.edu.in

Contact Nos.

> 033 26690221

Name of the Head of the Institution:

> Dr. Sarada Mandal

Tel. No. with STD Code:

> 033 26690221

Mobile:

> 9433105869

Name of the IQAC Co-ordinator:

Dr. Kakoli Banerjee

Mobile:

9830040709

IQAC e-mail address:

sarada_mandal@rediffmail.com

kakolika@gmail.com

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

WBCOGN13554

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

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

1.5 Website address:

www.prabhujagatbandhucollege.edu.in

Web-link of the AQAR:

www.prabhujagatbandhucollege.edu.in /SSR 2014

1.6 Accreditation Details

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

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

08/04/2009

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

2013-14

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

 i. AQAR_____December, 2010
 ii. AQAR_____December, 2011
 iii. AQAR_____December, 2012
 iv. AQAR   December, 2013

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No [√]

Autonomous college of UGC   Yes ☐   No [√]

Regulatory Agency approved Institution   Yes ☐   No [√]

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

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

                        Urban ☐   Rural [√]   Tribal ☐

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

                        Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

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

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   [   ]

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

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

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

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   01

2.4 No. of Management representatives   02

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and
     community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   05

2.9 Total No. of members   23

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [02]

Non-Teaching Staff Students [00]   Alumni [02]   Others [02]

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

If yes, mention the amount [3 lakh]   [   ]   [   ]

2.13 Seminars and Conferences (only quality related)

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

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

   (ii) Themes   [N.A.]

2.14 Significant Activities and contributions made by IQAC

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

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

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

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

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

2.15 Plan of Action by IQAC/Outcome

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

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

- College Website will be upgraded to dynamic one so that all notices, links, feedbacks can be accessed from it.

- Academic Assessment will be online.

- A number of clubs will be formed for environmental awareness of students.

- Administrative, Academic, Green and Gender Audits will be conducted in the college.

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

Management   √   Syndicate   ☐   Any other body   ☐

Provide the details of the action taken

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

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

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

   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual √	03

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

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

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

   N. A.

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

   None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

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

2.2 No. of permanent faculty with Ph.D.   13

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	11	-	-	-	-	00	01	01	12

2.4 No. of Guest and Visiting faculty and Temporary faculty   21   00   14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	11	06
Presented papers	02	02	03
Resource Persons	00	01	01

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

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

- NLIST membership of all staff in 2013

- Conducting all Calcutta University Honours Practical Examinations in the College

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

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

193

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

N. A.

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

00

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Subject (Honours)	C.U. Exam	Appeared	QH	QG	Failed	Success rate in %
Bengali	Part-I	72	59	13	0	100
	Part-II	75	62	0	13	82.67
	Part-III	56	55	1	0	100
Eng	Part-I	21	06	10	5	76.19
	Part-II	19	09	9	1	94.73
	Part-III	05	05	0	0	100
Commerce	Part-I	83	80	0	3	96.38
	Part-II	88	37	37	51	84.09
	Part-III	27	27	0	0	100
Computer Science	Part-I	11	02	5	4	63.63
	Part-II	01	01	0	0	100
	Part-III	14	09	3	2	85.17
Economics	Part-I	00	00	0	0	-
	Part-II	01	01	0	0	100
	Part-III	01	01	0	0	100
Geography	Part-I	35	25	4	6	82.85
	Part-II	31	29	2	0	100
	Part-III	20	20	0	0	100
History	Part-I	51	43	5	3	94.11
	Part-II	46	41	3	2	95.65
	Part-III	30	29	0	1	96.66
Mathematics	Part-I	39	22	9	8	79.48
	Part-II	15	11	3	1	93.33
	Part-III	24	07	9	8	66.66
Philosophy	Part-I	49	33	15	1	97.95
	Part-II	37	18	14	5	86.48
	Part-III	20	17	3	0	100
Physics	Part-I	23	12	8	3	86.95
	Part-II	12	03	5	4	66.66
	Part-III	06	04	1	1	83.33
Political Science	Part-I	31	22	8	1	96.77
	Part-II	20	14	6	0	100
	Part-III	17	09	6	2	88.23

Results (General)			
Course	Appeared	Qualified	Success %
B.A.	1763	1138	64.5
B. Sc.	126	96	76.2
B. Com.	224	156	69.6

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	03
Staff training conducted by the university	02
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	08
Others	

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

The internet facility is always available so that the faculty can access information. The INFLIBNET facilities are availed by both staff (teaching and non teaching) and students. The Institution

encourages faculty to actively participate in new and emerging areas of research. There are instances where faculty members are granted leave to participate in various workshops related to research methodology.

3.2   Details regarding major projects

         None

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		03
Outlay in Rs. Lakhs		Rs. 1, 32,000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	07		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			2

3.5 Details on Impact factor of publications:

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

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2013-2014	UGC	Rs. 1, 32,000	Rs. 1, 32,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [   ]   Chapters in Edited Books [01]

ii) Without ISBN No. [   ]

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

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

DPE [   ]   DBT Scheme/funds [   ]

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

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

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					04
Sponsoring agencies					college funded

3.12 No. of faculty served as experts, chairpersons or resource persons [01]

3.13 No. of collaborations: International [   ]   National [   ]   Any other [03]

3.14 No. of linkages created during this year [Nil]

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

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

Total [   ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

Nil

and students registered under them

Nil

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

Nil

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

JRF   Nil   SRF   Nil   Project Fellows   Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   100   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   State level   68

National level   09   International level

3.23 No. of Awards won in NSS:

University level   Nil   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum   College forum

NCC   01   NSS   01   Any other

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

CAMP   :   G V Mavalankar Firing Competition at Asansol from10th August to 21st August 2013

STRENGTH   :   SW - 01

CAMP   : Mountaineering Course (Basic)   [Adventure Activities] at NIM, Uttarkasi, Uttarakhand from 20th May 2013 to 22nd Jun 2013

STRENGTH   :   SW - 02

CAMP   :   Mountaineering Course (Basic) [Adventure Activities] at NIM, Uttarkasi, Uttarakhand from10th Sept 2013 to 08th Oct 2013

STRENGTH   :   SD -01

CAMP   :   Pre TSC at Sukhna, Darjiling from 1st Sept 2013 to 10th Sept 2013

STRENGTH   :   SW- 01

CAMP   :   CATC – vii   [Combined Annual Training Camp] at Saltlake from 22nd Sept.2013 to 1st Oct. 2013

STRENGTH   :   10

CAMP   :   Sports camp at Saltlake Stadium from 22ND SEPT TO 01ST OCT 2013

STRENGTH   :   07

CAMP   :   TSC (IGC) at Darjeeling from1st Oct. 2013 to 11th Oct. 2013

STRENGTH   :   03

CAMP   :   TSC LAUNCHING at Darjeeling from16th Oct. 2013 to 24th Oct. 2013

STRENGTH   :   03

CAMP   :   CATC/PRE (IGC) AT BIRLAPUR from 21ST Oct.. 2013 to 30th Oct. 2013

STRENGTH   :   04

CAMP   :   IGC(RD) at KALLYANI from6TH NOV. 2013 to 15th NOV. 2013

STRENGTH   :   04

CAMP   : PRE RDC - 1

VENUE   : KALLYANI

DATE   : 16th NOV. 2013 to 25th NOV. 2013

STRENGTH   : 03

CAMP   : RDC LAUNCHING

VENUE   : KALLYANI

DATE   : 21ST DEC.2013 to 28th DEC. 2013

STRENGTH   : 02

CAMP   : RDC

VENUE   : DELHI

DATE   : 1th JAN. 2014 to 31ST JAN. 2014

STRENGTH   : 01

CAMP   : WATER RAFTING CAMP [Adventure Activities]

VENUE   : Tista' Darjeeling

DATE   : 27TH JAN. 2014 to 05th FEB. 2014

STRENGTH   : ANO – 01, Cadets - 02

CAMP   : CATC

VENUE   : KHIDIRPUR

DATE   : 30TH JAN. 2014 to 08th JAN. 2014

STRENGTH   : 10

CAMP   : NIC

VENUE   : DARJEELING

DATE   : 07TH FEB. 2014 to 18th FEB. 2014

STRENGTH   : 02

CAMP   : CATC   [Combined Annual Training Camp]

VENUE   : ASANSOL

DATE   : 19TH MAR TO 28TH MAR 2014

STRENGTH   : 03

CAMP   : CATC   [Combined Annual Training Camp]

VENUE   : GANGANAGAR

DATE   : 11TH MAY TO 20TH MAY 2014

STRENGTH   : 12

CAMP   : ALC [Advance Leadership Camp]

VENUE   : FORTWILLIAM

DATE   : 15TH MAY TO 26TH MAY 2014

STRENGTH   : 02

CAMP   : CATC [Combined Annual Training Camp]

VENUE   : LAXMIKANTA PUR

DATE   : 22ND MAY TO 30TH MAY 2014

STRENGTH   : 07

CAMP   : ADVANCE MOUNTAINEERING CAMP

VENUE   : MANALI, HIMACHAL PRADESH

DATE   : 01ST JUNE TO 30TH JUNE 2014

STRENGTH   : 01

CAMP   : CATC - I [Combined Annual Training Camp]

VENUE   : Bainan, Howrah

DATE   : 13th JUL Y TO 22nd JULY 2014

STRENGTH   : ANO - 01, Cadets - 20

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing sq.mts.	Newly created	Source of Fund	Total
Campus area	8943.553			
Class rooms	1808.0838			
Laboratories	616.000			
Seminar Halls	90.6700			
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		998380	UGC	13,01,607
Others		303227		

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

4.3 Library services:

Library holdings	Existing		Newly added (academic session 2012-13	
	Number	Total Cost	Number	Total Cost
Text books	731	197989	1623	383870
Reference Books	39	4335	35	11446
Journals/ Periodicals	319	6271	257	7770
e-resources	INFLIBNET			
Any other (specify)			-	-

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

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Other s
Existing	72	27	17	-	-	12	16	00
Added	12	03	03	-	-	-	04	02
Total	84	30	20	-	-	12	20	02

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

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

4.6 Amount spent on maintenance in lakhs :

   i) ICT   76,096

   ii) Campus Infrastructure and facilities   16,3565

   iii) Equipments   3,03227

   iv) Others (Canteen, beautification,   6,3757
       electrical & generator maintenance)

             Total :   6,06645

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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

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

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

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

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

5.2 Efforts made by the institution for tracking the progression

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

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2566			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men
No	%
1237	48.21

Women
No	%
1329	51.79

Last Year (2013)						This Year (2014)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1038	176	12	63	00	1289	1147	179	10	67	00	1403

Demand ratio
B.A. : 1: 1.50, **B.Com. :** 1: 2.8, **B.Sc. :** 1: 3.4

Dropout %
B.A. : 52.34, **B.Com :** 24.46, **B.Sc. :** 53.24

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

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

No. of students beneficiaries   20

5.5 No. of students qualified in these examinations

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

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

5.6 Details of student counselling and career guidance

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

No. of students benefitted   71

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

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

- On 14.12.13 a health camp was held in the college premises. Dr. Debdwapayan Chattopadhyay (Ex-Surgeon Superintendent, SSKM Hospital, Ex-CMOH, Kolkata

Municipal Corporation) and Dr. Nandita Dasgupta, (previously associated with CINI, and presently working with ailing mother and children) checked up a total of 72 women comprising of our students and villagers of Mashila.

- On 08.03.2014 an workshop was organized, where Dr. Proyash Sarkar Professor of Philosophy of Jadavpur University spoke on "EQUALITY FOR WOMEN IS PROGRESS FOR ALL".

5.9 Students Activities

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

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

No. of students participated in cultural events

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

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

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

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

5.10 Scholarships and Financial Support

	Students	Amount
Financial support from institution	165	Full Free and Half free-ship regarding tuition fee
Financial support from government	70	Kanyashree Prakalpa
	472	Minority Scholarship
Financial support from other sources	14	Cycle from UGC
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students   [28]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

6.2 Does the Institution has a management Information System

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

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

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

6.3.1 Curriculum Development

                N.A.

6.3.2 Teaching and Learning

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

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

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

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

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No

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

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

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

For UG Programmes   Yes   No √

For PG Programmes   Yes   No

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

N.A.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher meetings are held as and when necessary

6.13 Development programmes for support staff

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

∗ **Energy conservation**

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

∗ **Water harvesting**

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

∗ **Plantation**

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

∗ **Hazardous waste management**

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

∗ **e-waste management**

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

Criterion – VII

7. Innovations and Best Practices

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

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

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

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

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

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

> **Annexure1**

7.4 Contribution to environmental awareness / protection

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

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

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

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

Strength:

- Highly qualified and dedicated faculty members

- Persevering office staff for smooth functioning of college activities

- Well-behaved and obedient students

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

- Active governing body

- Central and departmental libraries with adequate and updated resources

- Well equipped laboratories

Weakness:

- There is not sufficient land for building extension

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

- Insufficient rooms for extension of other faculties

- There is no full-fledged Bio-Science wing

- High drop-out rate especially in Science

Opportunities:

- College is well connected by road as well as railways

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

Challenges:

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

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

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

- Student placement through campus recruitment

Plans of institution for next year

Academic Plan:

The college authority has taken decision that, from the session 2014-15, a number of steps will be taken to make the classroom teaching more interesting.

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

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

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

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

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

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

Administrative Plan

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

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

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

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

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

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

    a. Quality Assurance Policy

    b. Anti-Ragging Policy

    c. Anti Harassment Policy

    d. Green Policy

    e. Computer and Data Use Policy

    f. Policy toward Social Commitment

    g. Student Code of Conduct

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

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

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

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

11. A Language Lab will be constructed in the college

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

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

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

Infrastructural Plan

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

2. To prepare Concept Plan of the future buildings

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

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

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

6. Installation energy saving lights Phase by phase

7. To prevent tap leakage in all the premises

8. To make arrangement for a separate Medical room

9. To remodel the gym

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

_____   _____

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

Annexure 1

7.3 Best Practices

Best Practice I

1. Title of the Practice

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

2. Goal

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

3. The Context

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

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

4. The Practice

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

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

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

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

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

5.   Evidence of Success

a. In the academic session (2013-2014), a health camp was organized in the college campus on 14th December, 2013 with the proficient assistance of two eminent doctors from Kolkata. We had the privilege to have Dr. Nandita Dasgupta, an eminent doctor, (previously attached with CINI, a NGO and presently working with ailing mother and children), as gynecologist and Dr. Debdwaipayan Chattopadhyay, (Ex-Surgeon Superintendent, SSKM Hospital, Ex-CMOH, Kolkata Municipal Corporation) as General Physician. Both of them advised a total of 72 patients of which 46 had gynecological problem. Among the patients, the majority was our students. As a whole, the camp was a grand success.

b To commemorate the occasion of the International Women's Day on 08.03.2014 a workshop was organized by the Women's Cell. Dr. Proyash Sarkar, Professor in Philosophy of Jadavpur University spoke on "EQUALITY FOR WOMEN IS PROGRESS FOR ALL". On this occasion the students displayed posters relating to women rights and issues which were highly appreciated by all. Further some ex-students along with the present ones and the staff of the college had active interaction with the speaker. Altogether, the workshop could create sensational achievement.

6.   Problems Encountered and Resources Required

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

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