**Prabhu Jagatbandhu College**

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

**Academic Year : 2016-2017**

# Part – A

**AQAR for the year** *(for example 2013-14)*

| 2016-17 |
| --- |

## 1. Details of the Institution

1.1 Name of the Institution

| **Prabhu Jagatbandhu College** |
| --- |

1.2 Address Line 1

| Jhorehat, Andul-Mouri |
| --- |

Address Line 2

| P.O. Andul-Mouri |
| --- |

City/Town

| Howrah |
| --- |

State

| West Bengal |
| --- |

Pin Code

| 711302 |
| --- |

Institution e-mail address

| info@prabhujagatbandhucollege.edu.in |
| --- |

Contact Nos.

| 03326690221 |
| --- |

Name of the Head of the Institution:

| Dr. Subrata Kumar Ray |
| --- |

Tel. No. with STD Code:

03326690221

Mobile:

9474816908

Name of the IQAC Co-ordinator:

Dr. Tapasree  Banerjee

Mobile:

9433787132

IQAC e-mail address:

dr_skray@yahoo.co.in
tapasree.banerjee@gmail.com

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

WBCOGN13554

**OR**

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

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

1.5 Website address:

www.prabhujagatbandhucollege.edu.in

Web-link of the AQAR: **www.prabhujagatbandhucollege.edu.in/AQAR2015-16**

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | B | 2.74 | 2008 | 5 Years |
| 2 | 2nd Cycle | B | 2.85 | 2015 | 5 Years |
| 3 | 3rd Cycle | | | | |

| 4 | 4th Cycle | | | | |
|---|---|---|---|---|---|

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

08/04/2009

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

   i.   AQAR __October  2014_____ _____ (DD/MM/YYYY)4
   ii.  AQAR___January 2016_____ _____ (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv.  AQAR_____ _____ (DD/MM/YYYY)

1.9 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 ☐

1.10 Type of Faculty/Programme

   Arts ☑   Science ☑  Commerce ☑  Law ☐   PEI (Phys Edu) ☐

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

Others   (Specify)

1.11 Name of the Affiliating University *(for the Colleges)*

Calcutta  University

1.12 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                                        09

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     | 02 |

2.9 Total No. of members               | 20 |

2.10 No. of IQAC meetings held         | 04 |

2.11 No. of meetings with various stakeholders:    No.  | 04 |   Faculty  | |

   Non-Teaching Staff Students  | |   Alumni  | |   Others  | |

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

   If yes, mention the amount   | |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos.  | |   International  | |   National  | |   State  | |   Institution Level  | |

   (ii) Themes   | |

2.14 ignificant 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:

1.03 UG General  Courses in Zoology, Food and Nutrition and Sociology has been sanctioned. Classes to start from 2017-18 Academic year.

2.Sanction from Calcutta University has also been obtained for PG Courses in Mathematics and Bengali. Bengali PG will commence from 2017-18 academic year.

3.The second cycle of accreditation was carried out in November 2014.

4.Post  Graduate  Course  in  Geography  is running successfully..

5.Online Bridge Course examinations have been conducted for first year students.Departments were intimated of the results. Accordingly Remedial classes have been conducted for slow learners.

6.A Solar Power Plant has been established in college with financial assistance from WBREDA .

7.The college has collaborated with Spoken Tutorial Project run by IIT Bombay to provide free training to our students on Free and Open Source Software (FOSS) Attempts have been made to make the college a leading unit in West Bengal.

8.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.

9. 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.

10The 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.

11CAS as per recent guidelines initiated

12Online and Offline Feedback is taken from students.

The institution publishes magazines, prospectus , and an annual research jounal named Digonto with ISSN. 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

1.Attempts to be made for overall academic enrichment. Initiatives to be taken for organisation of seminars and conferences in the college.Reseach activities of faculty andstudents to be encouraged by the institution.

2.Bridge course examination will be conducted online

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

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

5.IQAC will monitor and guide all CAS related matters.

6.Steps to be taken for expansion of building and introduction of new subjects.

7.Ensuring steady power supply from the Solar power plant in the college premises.

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

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

Provide the details of the action taken

AQAR passed through G.B. and actions 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 | 01 | 02subjects sanctioned | 01subject | |
| UG | 03 | 03subjects sanctioned | 05 subjects | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| **Total** | 04 | 05 | 06 | |

| Interdisciplinary | | | | |
|---|---|---|---|---|

| Innovative | | | | |
|---|---|---|---|---|

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
   (ii) Pattern of programmes:

| Pattern | Number of programmes |
|---|---|
| Semester | 01 |
| 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) ☐

***Please provide an analysis of the feedback in the Annexure***

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.

   UG General courses in Zoology, Food and Nutrition and Sociology sanctioned.PG courses in Mathematics and Bengali sanctioned.

# Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|---|---|---|---|---|
| 44 | 14 | 14 | nil | 13(PTT) +3 (CWTT) |

2.2 No. of permanent faculty with Ph.D.

   15

| Asst. Professors | Associate Professors | Professors | Others | Total |
|---|---|---|---|---|
| | | | | |

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

| R | V | R | V | R | V | R | V | R | V |
|---|---|---|---|---|---|---|---|---|---|
| 05 | * |  |  |  |  | 01 |  | 05 |  |

2.4 No. of Guest and Visiting faculty and Temporary faculty | 33 | | 20 | | 01 |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | 11 | 58 | 05 |
| Presented papers | 05 | 32 | 03 |
| Resource Persons |  | 03 |  |

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

1.The college has organised 03 UGC sponsored National Seminars and has conducted 01 UGC sponsored Faculty Development Workshop on Free and Open Source Software.
2. The College has collaborated with Spoken Tutorial project run by IIT Bombay to provide free training to students on various Free and Open Source Software (FOSS)
3.Use of Multimedia including text, image, video and audio during interaction with students in both UG and PG classes.
4.Creation of Social media groups for students for sharing important information.
5.Organising Special classes for students with eminent visiting faculty from different institutions.
6.Online uploading of powerpoint lectures in official as well as departmental Websites
7.Organising ICT classes
8.Online registration of Alumni

2.7  Total No. of actual teaching days

during this academic year | 245 |

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

Online MCQ Test

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

| 00 | 00 | 00 |

| 75% |

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
   distribution of pass percentage :

| Subject (Honours) | C.U. Exam | Appeared | QH | QG | Failed | Success rate in % |
|---|---|---|---|---|---|---|
| Bengali | Part-I | 90 | 62 | 13 | 15 | 83.33 |
| | Part-II | 78 | 75 | 01 | 02 | 97.43 |
| | Part-III | 64 | 57 | 04 | 03 | 95.31 |
| Eng | Part-I | 21 | 05 | 05 | 11 | 47.62 |
| | Part-II | 11 | 07 | 01 | 03 | 72.73 |
| | Part-III | 14 | 04 | 02 | 08 | 42.86 |
| Commerce | Part-I | 87 | 83 | 00 | 04 | 95.40 |
| | Part-II | 55 | 36 | 11 | 08 | 85.45 |
| | Part-III | 40 | 40 | 00 | 00 | 100 |
| Computer Science | Part-I | 18 | 07 | 01 | 10 | 44.44 |
| | Part-II | 06 | 03 | 00 | 03 | 50.00 |
| | Part-III | 05 | 05 | 00 | 00 | 100 |
| Economics | Part-I | 01 | 00 | 01 | 00 | 100.00 |
| | Part-II | 00 | 00 | 00 | 00 | 00 |
| | Part-III | 00 | 00 | 00 | 00 | 00 |
| Geography | Part-I | 35 | 26 | 05 | 04 | 88.57 |
| | Part-II | 31 | 28 | 03 | 00 | 100.00 |
| | Part-III | 31 | 30 | 01 | 00 | 100.00 |
| History | Part-I | 52 | 33 | 06 | 13 | 75.00 |
| | Part-II | 39 | 39 | 00 | 00 | 100.00 |
| | Part-III | 29 | 25 | 04 | 00 | 100.00 |
| Mathematics | Part-I | 36 | 15 | 03 | 18 | 50.00 |
| | Part-II | 04 | 04 | - | - | 100.00 |
| | Part-III | 28 | 13 | 09 | 06 | 78.57 |
| Philosophy | Part-I | 62 | 40 | 08 | 14 | 77.42 |
| | Part-II | 23 | 22 | - | 01 | 95.65 |
| | Part-III | 19 | 14 | 03 | 02 | 89.47 |
| Physics | Part-I | 16 | 13 | 01 | 02 | 87.5 |
| | Part-II | 21 | 09 | 02 | 10 | 52.38 |
| | Part-III | 06 | 04 | 01 | 01 | 83.33 |
| Political Science | Part-I | 34 | 14 | 06 | 14 | 58.82 |
| | Part-II | 15 | 12 | 00 | 03 | 80.00 |
| | Part-III | 12 | 11 | 00 | 01 | 91.67 |

| Results  (General) | | | |
|---|---|---|---|
| Course | Appeared | Qualified | Success % |
| B.A. | 1937 | 1560 | 80.54 |
| B. Sc. | 129 | 107 | 82.94 |
| B. Com. | 263 | 206 | 78.33 |

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

The IQAC takes a pivotal role in monitoring the Teaching and Learning process of the college. The IQAC team plays an advisory role and monitors different departmental plans including initiation of new and innovative teaching learning plans , takes regular feedbacks and looks after the holistic improvement of the academic environment of the college. 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 | 07 |
| UGC – Faculty Improvement Programme | 05 |
| HRD programmes | |
| Orientation programmes | 05 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 06 |
| 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 | 02 |
| Technical Staff | | | | |

# Criterion – III

## 3. Research, Consultancy and Extension

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

The members of IQAC team take a pivotal role in monitoring the publication of ISSN accredited research journal Digonto published by the college. The faculty and students of the college as well as external researchers are also encouraged to publish their research articles. 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

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number |  |  |  |  |
| Outlay in Rs. Lakhs |  |  |  |  |

3.3    Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 02 | 03 | 02 | 01 |
| Outlay in Rs. Lakhs | 5.31 | 8.65 | 4.07 | 4.75 |

3.4    Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 10 | 10 | 06 |
| Non-Peer Review Journals | - | 03 | 05 |
| e-Journals | - | - | - |
| Conference proceedings | 02 | 15 | - |

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 | 2016- | UGC | Rs |  |

|  |  |  |  |  |
|---|---|---|---|---|
|  | 17 |  | 22.78lakhs |  |
| 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.   07   Chapters in Edited Books   10

ii) Without ISBN No.   00

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 |  |  | 03 |
| Sponsoring agencies |  | UGC |  |  | College+NSS |

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

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

3.14 No. of linkages created during this year   Nil

3.15 Total budget for research for current year in lakhs :

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

Total

Rs 22.78 lakhs

3.16 No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | N.A. |
| | Granted | |
| International | Applied | N.A. |
| | Granted | |
| Commercialised | Applied | N.A. |
| | Granted | |

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

| Total | International | National | State | University | Dist | College |
|---|---|---|---|---|---|---|
| | | | | | | |

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

01

       and students registered under them

01

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

Nil

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

JRF  Nil          SRF  Nil     Project Fellows  Nil     Any other     Nil

3.21 No. of students Participated in NSS events:

University level  100   State level  [ ]

National level  [ ]   International level  [ ]

3.22 No.  of students participated in NCC events:

University level  150   State level  [ ]

3.23 No. of Awards won in NSS:

National level | 50 | International level | ☐

University level | ☐ | State level | ☐

National level | ☐ | International level | ☐

3.24 No. of Awards won in NCC:

University level | ☐ | State level | ☐

National level | ☐ | International level | ☐

3.25 No. of Extension activities organized

University forum | ☐ | College forum | ☐

NCC | 25 | NSS | 08 | Any other | ☐

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

**Activities of the NCC Unit**

| Venue | Date | Event/Activities | Strength |
|---|---|---|---|
| JOYPUR, Howrah | 25$^{TH}$ MAY 2016 to 03$^{RD}$ JUNE 2016 | COMBINED ANNUAL TRAINING CAMP - I | SD/SW - 22 |
| 1$^{ST}$ BENGAL BN NCC, GABBERIA | 26$^{TH}$ MAY 2016 to 04$^{TH}$ JUNE 2016 | COMBINED ANNUAL TRAINING CAMP - IV | SD -1 |
| 20 BENGAL BN NCC, RAIPUR | 17$^{TH}$ JUNE 2016 to 26$^{TH}$ JUNE 2016 | COMBINED ANNUAL TRAINING CAMP - I | SD/SW - 12 |
| 10 BENGAL BN NCC, ASANSOL | 01$^{ST}$ JULY 2016 to 10$^{TH}$ JULY 2016 | INTER GROUP SHOOTING COMPETITION | SD/SW -4 |
| 46 BENGAL BN NCC, | 04$^{TH}$ AUG 2016 to 13$^{TH}$ | THAL SENA CAMP –(IGC) | SD/SW -9 |

| | | | |
|---|---|---|---|
| **CONTAI** | AUG 2016 | | |
| **25 BENGAL BN NCC, KHARAGPUR & KALYANI** | 14$^{TH}$ AUG 2016 to 23$^{RD}$ AUG 2016 | COMBINED ANNUAL TRAINING CAMP | SD/SW -3 |
| **06 BENGAL BN NCC, KALYANI** | 29$^{TH}$ AUG 2016 to 07$^{TH}$ SEPT 2016 | COMBINED ANNUAL TRAINING CAMP - XII | SD -1 |
| **53 BENGAL BN NCC, BISHNUPUR** | 29$^{TH}$ AUG 2016 to 07$^{TH}$ SEPT 2016 | COMBINED ANNUAL TRAINING CAMP - VIII | SD1 |
| **33 BENGAL BN NCC, SAHAPUR** | 04$^{TH}$ SEPT 2016 to 13$^{TH}$ SEPT 2016 | COMBINED ANNUAL TRAINING CAMP - VI | SD/SW -2 |
| **6 BENGAL BN NCC, KALYANI** | 08$^{TH}$ SEPT 2016 to 17$^{TH}$ SEPT 2016 | COMBINED ANNUAL TRAINING CAMP - XIII | SD -1 |
| **1 BENGAL BN NCC, KOLKATA 53** | 16$^{TH}$ SEPT 2016 to 25$^{TH}$ SEPT 2016 | COMBINED ANNUAL TRAINING CAMP - VII | SD -1 |
| **DELHI** | 19$^{TH}$ SEPT 2016 to 30$^{TH}$ SEPT 2016 | THAL SENA CAMP | SD/SW -2 |
| **20 BENGAL BN NCC, SALTLAKE** | 26$^{TH}$ SEPT 2016 to 05$^{TH}$ OCT 2016 | COMBINED ANNUAL TRAINING CAMP - VIII | SD -1 |
| **20 BENGAL BN NCC** | 15$^{TH}$ OCT 2016 to 24$^{TH}$ OCT 2016 | COMBINED ANNUAL TRAINING CAMP - V | SD/SW- |
| **20 BENGAL BN NCC** | 26$^{TH}$ OCT 2016 to 04$^{TH}$ NOV 2016 | COMBINED ANNUAL TRAINING CAMP - XII | SD/SW -7 |
| **16 BENGAL BN NCC, ATAL, SILIGURI** | 05$^{TH}$ NOV 2016 to 15$^{TH}$ NOV 2016 | KANCHAN SURYA DARJEELING TREK | SW -2 |
| **5 ASSAM Regt. (CHHAMB-71)** | 04$^{TH}$ DEC 2016 to 18$^{TH}$ DEC 2016 | ARMY ATTACHMENT CAMP ( AAC) | SD/SW -10 |
| **1$^{ST}$ BENGAL BN NCC** | 05$^{TH}$ DEC 2016 to 14$^{TH}$ DEC 2016 | COMBINED ANNUAL TRAINING CAMP -XIII | SD/SW -11 |
| **16 BENGAL BN NCC, ATAL, SILIGURI** | 07$^{TH}$ DEC 2016 to 19$^{th}$ DEC 2016 | NATIONAL INTEGRATION CAMP -II | SD/SW -6 |
| **1$^{ST}$ CTR, LAKHIKANTAPUR** | 21$^{ST}$ DEC 2016 to 30$^{TH}$ DEC 2016 | COMBINED ANNUAL TRAINING CAMP | SD/SW - 4 |
| **DIMAPUR, NAGALAND** | 04$^{TH}$ JAN 2017 to 15$^{th}$ JAN | NATIONAL INTEGRATION | SD/SW -02 |

| | | | |
|---|---|---|---|
| | 2017 | CAMP | |
| **FORTWILLIAM** | 31ST JAN 2017 to 09th FEB 2017 | COMBINED ANNUAL TRAINING CAMP -XVI | SD -5 |
| **JOYPUR, Howrah** | 22ND MAY 2017 to 31STh MAY 2017 | COMBINED ANNUAL TRAINING CAMP | SD/SW - 30 |
| **BIRLAPUR HIGH SCHOOL, BUDGE BUDGE** | 22ND MAY 2017 to 31ST MAY 2017 | COMBINED ANNUAL TRAINING CAMP | SW - 02 |
| **ASANSOL** | 24TH MAY 2017 to 02ND JUNE 2017 | EAST ZONE SHOOTING COACHING CAPSULE | SD/SW - 11 |
| **ASANSOL** | 23RD JUNE 2017 TO 02ND JULY2017 | INTER GROUP COMPETITION | SD/SW - 08 |
| **KHIDIRPUR** | 17TH JULY 2017 26TH JULY 2017 | COMBINED ANNUAL TRAINING CAMP-V | SD/SW - 38 |
| **RAMNAGAR** | 02TH AUG 2017 to 11TH AUG 2017 | THAL SENA CAMP –(IGC) | SD/SW - 18 |
| **KANCHRAPARA** | 12TH AUG 2017 to 21TH AUG 2017 | THAL SENA CAMP – 1 | SD - 05 |
| **HATIGHISA** | 13TH AUG 2017 to 22ND AUG 2017 | THAL SENA CAMP – 1 | SW - 01 |
| **SALUA** | 28TH AUG 2017 to 06TH SEP 2017 | THAL SENA CAMP – 2 | SD/SW - 05 |
| **SALUA** | 07TH SEPT 2017 to 16TH SEPT 2017 | THAL SENA CAMP – 3 | SD/SW - 04 |
| **JAMTALA** | 14TH SEPT 2017 to 23TH SEPT 2017 | COMBINED ANNUAL TRAINING CAMP-VIII | SD - 04 |
| **DELHI** | 18TH SEPT 2017 to 29TH SEPT 2017 | THAL SENA CAMP | SD - 04 |
| **PUNJUB** | 02ND OCT 2017 to 13TH OCT 2017 | NATIONAL INTEGRATION CAMP | SD - 02 |
| **BURDWAN** | 05TH OCT 2017 to | NATIONAL INTEGRATION CAMP | SD - 01 |

| | 13TH OCT 2017 | | |
|---|---|---|---|
| DIAMONDHARBOUR | 06TH OCT 2017 to 15TH OCT 2017 | COMBINED ANNUAL TRAINING CAMP-X | SD - 02 |
| KRISHANACHANDAPUR | 09TH OCT 2017 to 18TH OCT 2017 | COMBINED ANNUAL TRAINING CAMP | SD/SW - 06 |
| JAMTALA | 24TH OCT 2017 to 02ND NOV 2017 | COMBINED ANNUAL TRAINING CAMP | SD - 06 |
| DHAMPUR | 13TH NOV 2017 to 20TH NOV 2017 | UP TREEKING | SD - 01 |
| NAMCHI SIKKIM | 13TH NOV 2017 to 20TH NOV 2017 | TREEKING | SW - 01 |

# SOCIAL SERVICE ACTIVITIES:

**Tree Plantation** – Tree plantation program was organize by our PJB College NCC Unit on the occasion of National Tree Platation Day, 15TH AUGUST 2017, 95 cadets participated.

## BLOOD Donation:

- ➤ On 07th july 2017 at Thalasemiya Awareness programe, 20 cadets participated.
- ➤ On 20th August 2017 at St. Jonse Ambulance,  06 cadets participated.
- ➤ On 23rd Nov 2017 at Command Hospital 03 cadets participated.

## TRAFFIC Control:

- ✓ During Durga Puja festival 2017 a large number of cadets render their voluntary service jointly with **Kolkata Police**.
- ✓ During Durga Puja festival 2017 a large number of cadets render their voluntary service jointly with **West Bengal Police**.

50 Cadets participated  in **National Youth Day** on 12th Jan 2017.

85 Cadets participated in **Cancer Day** on 04th Feb 2017 at PJB College NCC unit.

A Candle Light March on **" Anti-Terrorism Day"**  organized by this unit on 21st May 2017.

Cadets participated in Social Awareness Rally at PJB College NCC unit on occasion of **Anti Tobacco Day on date 31st may 2017**

Cadets Participated in Cleaning Programe **of Swachha Bharat mission 2017** conducted by this unit on 19th Sept 2017.

10 SW Cadets participated in Volunteer Duty on **" sishu Mela"** at Netaji Indore Stadium 30th Nov 2017.

55 Cadets participated in **International AIDS Day** on 01st Dec 2017 at PJB College NCC unit.

Cadets participating in several programs of **Swachh Bharat Abhijan/ Awerness week** on an from 01st Dec 2017 to 15th Dec 2017.

# SPECIAL  ACHIEVEMENT:

1.  **INTERNATIONAL YOGA DAY-** On 21st June 2017 our college was selected as venue of the program. All the cadets of colleges and schools of Battalion was participated in this program.
2.  **THAL SENA CAMP( DELHI)-** 03 SD & 01 SW cadet of our  College NCC unit was participated in the camp. Cadet **krishnendu kar** won the **SILVER** Medal and Punam Pandit won the BRONZE Medal on an individual event (**Firing,** NATIONAL LEVEL).
3.  **08 Cadets** of this unit join the **Armed Forces** in different wings in the year 2016-17.

## Criterion – IV

## 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---|---|---|
| Campus area | 97447.93 sq.ft | 14,000sq.ft | RUSA-DPI+college fund | 111447.93sq ft |
| Class rooms | 19454.982sq.ft | 7,000sq.ft | RUSA-DPI+college | 26454.98sq.ft |

| | | | fund | |
|---|---|---|---|---|
| Laboratories | 6628.165sq.ft | | | 6628.165sq.ft |
| Seminar Halls | 975.615sq.ft | 3500sq.ft | RUSA-DPI+college fund | 4475.61sq.ft |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | Rs 13535255.00 | Rs 1452198.00 | RUSA | |
| Others | | | | |

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.
- N-LIST, an e-journal database  has been renewed for faculty and students.

4.3  Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 2185 | Rs 914070.00 | 524 | Rs 149154.00 | 2709 | Rs 1063224.00 |
| Reference Books | 18 | Rs 44529 | | | 18 | Rs 44529 |
| e-Books | | | | | | |
| Journals/Periodicals | 205 | Rs 8567 | 302 | Rs 9443 | 507 | Rs18010 |
| e-Journals | N-LIST  Rs. 5750 | | | | | |
| Digital Database | | | | | | |
| CD & Video | 09 | | 70 | | 79 | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs(No. Of computers) | Internet | Browsing Centres | Computer Centres | Office (No. Of computers) | Depart-ments( No. Of computers) | Others (No. Of computers) |
|---|---|---|---|---|---|---|---|---|
| Existing | 113 | 45 | 20 | | | 12 | 32 | 04 |
| Added | 09 | 05 | | | | 01 | 03 | - |
| Total | | | | | | 13 | 35 | 04 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The college is providing free training to the students on Free and Open Source Software ( FOSS) in collaboration with IIT Bombay. 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              2.59

  ii)  Campus Infrastructure and facilities     0.38

  iii) Equipments     N.A.

  iv) Others     .0005

**Total :**     2.9705

# Criterion – V

# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Organising seminar cum workshop under UGC Merge Scheme for enhancing knowledge and skill efficacy of the students.

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 Principal 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 |
|------|-----|--------|--------|
| 3065 | 49 | | |

(b) No. of students outside the state

| Nil |
|-----|

(c) No. of international students

| Nil |
|-----|

|     | No | % |     | | No | % |
|-----|-----|-----|-----|---|-----|-----|
| Men | 1399 | 44.93 | Women | | 1715 | 55.07 |

| Last Year (2016) | | | | | | This Year(2017) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 3274 | 472 | 19 | 34 | 09 | 3808 | 2320 | 493 | 16 | 284 | 01 | 3114 |

Demand ratio **B.A. :** 1375:3088 **B.Com. :** 150: 289, **B.Sc. :** 171 : 741

Dropout % **B.A. :** 59.0045, **B.Com :** 40, **B.Sc. :** 36.47

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

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

No. of students beneficiaries          25

5.5 No. of students qualified in these examinations

| NET | | SET/SLET | | GATE | | CAT | |
|-----|--|----------|--|------|--|-----|--|
| IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

The Career Counselling Cell of the college arranges the visit to training to training institutes which conduct long term skill enhancement programmes for the students to train them for various competitive

examinations and corporate management. This year the college hosted a three day entrepreneurship awareness camp conducted by Enterprise Development Institute which is promoted by Bengal National Chamber of Commerce and Industry with support from Government of India. The students who attended the programme were awarded certificates on completion of the programme.

No. of students benefitted        90

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

With regard to the directives of the Supreme Court issued in 1997 to provide for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse , UGC has issued circulars since 1998, to all the Universities, advising them to establish a permanent cell and a committee to combat sexual harassment, violence against women At the Universities and colleges.Keeping in view of the above guidelines Prabhu Jagatbandhu College has constituted a Committee against Sexual Harassment.

5.9 Students Activities

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

State/ University level    03    National level    ☐    International level    ☐

No. of students participated in cultural events

State/ University level    ☐    National level    ☐    International level    ☐

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

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

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

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|---|---|---|
| Financial support from institution | 120 | Rs1,08,958 |
| Financial support from government | 211 | Rs 8,25,000 from Kanyasree |
| Financial support from other sources |  |  |
| Number of students who received International/ National recognitions |  |  |

5.11    Student organised / initiatives

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

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

5.12    No. of social initiatives undertaken by the students    [ 00 ]

5.13 Major grievances of students (if any) redressed: _____N.A._____

# 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 Principal, 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

The innovative practices applied by the college to enhance the progress of the teaching learning process include the following measures:

1. The College has collaborated with Spoken Tutorial project run by IIT Bombay to provide free training to students on various Free and Open Source Software (FOSS)
2. Use of Multimedia including text, image, video and audio during interaction with students in both UG and PG classes.
3. Creation of Social media groups for students for sharing important information.
4. Organising Special classes for students with eminent visiting faculty from different institutions.
5. Online uploading of powerpoint lectures in official as well as departmental Websites
6. Organising ICT classes
7. In addition to conventional talk and chalk-board method, LCDs and OHPs are used in teaching
8. 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.

9.Classroom sessions are interactive in nature.

10.Internet facility has been made available to all the faculty and students.

11Extra classes and Remedial 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.The college publishes an annual Research journal Digonto having ISSN where articles of researchers from the college ( both students and faculty) as well as invited articles are published.

2.Staff members are motivated to take up UGC Research Projects (Major and Minor) and publish research articles.

3.Most of the departments have been equipped with computer and internet facility.

4.Encouragement is given to faculty members to attend international/national conferences/symposia/seminars.

5.Project work is mandatory in some subjects which helps to inculcate research aptitude among the students.

6.Some teachers have their established linkages with Indian and foreign research institutes and universities.

### 6.3.5  Library, ICT and physical infrastructure / instrumentation

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

3.A G+3 storied building has been constructed. The administrative unit, seminar hall and classrooms for the new PG courses viz. Bengali and Mathematics have been scheduled there.

4.The construction of a new building has been sanctioned by the Minority Affairs Department, Government of West Bengal.

### 6.3.6 Human Resource Management

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

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

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

### 6.3.7 Faculty and Staff recruitment

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

### 6.3.8 Industry Interaction / Collaboration

There is no such scope for direct Industrial interaction. However, the students of Commerce Department on account of project work in their curriculum are exposed to some amount of Industrial interaction. Also, the website of the College provides useful link to interested students for job opportunities. Companies on a recruitment drive can communicate through webportal provided by the college.

### 6.3.9 Admission of Students

The primary innovation introduced during the last 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.

6.4 Welfare schemes for

| | |
|---|---|
| Teaching | |
| Non teaching | |
| Students | |

6.5 Total corpus fund generated

Rs. 75,000 p.a

6.6 Whether annual financial audit has been done   Yes [ √ ]   No [   ]

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | yes | e-paathsala | No | |
| Administrative | yes | e-paathsala | 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

N.A.

6.14 Initiatives taken by the institution to make the campus eco-friendlly.

**Energy conservation**

20 KW grid connected solar power plant has been setup in the college with financial support from WEBREDA.The power in excess of college need is supplied to the Grid.

The college is also planning to use energy efficient electrical fittings and practice rainwater harvesting.

∗ **Plantation**

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

∗ **Hazardous waste management**

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

∗ **e-waste management**

The e-waste generated is stored in the campus for proper disposal.

# 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.

In its pursuit towards academic enrichment and overall development of the three stakeholders, viz.students, teachers and non-teaching staff the college has organised three National level UGC sponsored seminars hosted by the Philosophy, Economics , and Commerce departments respectively , and one UGC sponsored faculty development programme on Free and Open Source Software. Apart from that three college level seminars have also been organised. Four edited books with ISBN accreditation have been published on these occasions.

 The ISSN accredited college research journal Digonto has also been published .It gives an impetus to young researchers (both faculty and students) as well as established academicians to publish their research work.

The Anti-Ragging cell has taken a proactive role. All students who have taken admission in the college in 2016-17 academic session have filled up the mandatory form and no incident of ragging has been reported.

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

   Academic Plan

1. The inspection work for opening PG Courses in Bengali, Mathematics and Philosophy Departments have been initiated.
2. The College has planned to organise National level seminars with assistance from UGC. Accordingly proposals have been submitted by Economics, Commerce, Philosophy Departments and IT Services Cell.
3. To introduce new subjects
4. Use of Multimedia including text, image, video and audio during interaction with students in both UG and PG classes.
5. Creation of Social media groups for students for sharing important information.
6. Organising Special classes for students with eminent visiting faculty from different institutions.
7. Online uploading of powerpoint lectures in official as well as departmental Websites
8. Organising ICT classes
9. Online registration of Alumni
10. The Power point lectures will be available in the college website as reference for the students.

11. 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.

12. Tests will be taken regularly as per guidelines of the Calcutta University and checked answerscripts to be shown to the students .

13. Regular Parent teacher meetings to be organized by different departments so that parents can be intimated of their ward's progress.

14. For the on-line tests, a question bank will be generated for every subject.

15. Provision of laptops and / or desktops to every department

### *Outcome:*
1. The sanctioned has been obtained from Calcutta University and Higher Education Department to start PG Courses in Bengali from the next academic session..
2. The college has organised three National level UGC sponsored seminars hosted by the Philosophy, Economics , and Commerce departments respectively , and one UGC sponsored faculty development programme on Free and Open Source Software. Apart from that three college level seminars have also been organised. Four edited books with ISBN accreditation have been published on these occasions.
3. The college has introduced three new subjects in general courses viz. Zoology, Food and Nutrition and Sociology.
4. The College has collaborated with Spoken Tutorial project run by IIT Bombay to provide free training to students on various Free and Open Source Software (FOSS)
5. The different departments are using Multimedia including text, image, video and audio during interaction with students in both UG and PG classes.

6. Creation of Social media groups for students has been done for sharing important information.
7. Special classes have been organised for students with eminent visiting faculty from different institutions.
8. Online uploading of powerpoint lectures in official as well as departmental Websites
9. ICT classes have been organised.
10. Online registration of Alumni has been done.
11. The Power point lectures are available in the college website as reference for the students.
12. Installation of Wifi systems. BSNL Broadband, CITI cable. Computer with internet facilities was planned for all departments and most departments were provided with such facility
13. On-line examinations for bridge course and formative assessments were conducted for Part I students with good response

12. NLIST facility for all staff of the college

13. Provision of laptops and / or desktops to every department has been carried out.

**Administrative Plan**

1. Books and journals to be procured with RUSA Grant.
2. Benches, and Chairs to be supplied according to need
3. Geenboards and dustfree chalks to be provided to every class room.
4. Along with the existing ones new LCD Projectors to be procured.
5. New computer labs to be established.
6. Energy efficient lamps to be installed.

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

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

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

10. 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

11 Feedback facility will be provided in the college website for the students, faculty and the Principal

12Alumni Registration Page will be available in the college website.

14. A Solar power plant to be established in the college premises.

### *Outcome:*

1. Books and journals have been procured with RUSA Grant.
2. Benches, and Chairs have been supplied according to need
3. Geenboards and dustfree chalks have been provided to every class room.
4. Along with the existing ones new LCD Projectors have been procured.
5. New computer labs have been established
6. Energy efficient lamps have been installed

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

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

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

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

11. Feedback, Alumni registration and On-line job posting Page were all made available in the college website

12. A 20KW Solar Power plant has been established in the college premises.

### Infrastructural Plan

1. To construct a new G+3 building to facilitate academic and administrative work .

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

3. To prepare Concept Plan of the future buildings

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

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

6. Installation energy saving lights Phase by phase

7. To prevent tap leakage in the premises

8. To remodel the gymnasium.

9. To bring the college under CCTV surveillance

10. To organize a district level sports meet.

*Outcome:*

- The construction of a new G+3 building has been completed with financial support from the Government of West Bengal and from RUSA grant..
- Structural and architectural drawing and estimate of the Jubilee Block 1, 2, 3 and 4 were done
- Construction of drainage pit carried out
- Installation of energy saving lights were initiated from the library followed by several classrooms
- Plumbline of the entire college was checked and prevention of leakage ensured
- Gymnasium was enhanced with more facilities

- The college is now under CCTV surveillance.

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

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Annexure 1
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*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

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
3. Construction of a solar power plant for generation of electricity.

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

1.6 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

- Successful running of UG and PG courses despite the college being located in a semi-urban area.

- Environment friendly campus.

- 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

- Maintainance of cleanliness of the campus is an arduous task.

- High drop-out rate .

### 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.

- Student placement through campus recruitment

## 2. **Plans of institution for next year**

1. Efforts to be made for construction of a new building with financial assistance from Minority Affaiors Department, Government of West Bengal..
2. Applications to be made for introduction of new PG Courses in Mathematics and Philosophy.
3. Efforts are made for resource mobilisation from different sources for extension of the college building.
4. Efforts are made for building a ladies hostel.
5. Efforts are made by the IT Cell to conduct a Faculty Development Programme on Free And Open Source Software and applications have been made in UGC.
6. Applications have been made by the Economics, Commerce , Philosophy and History Departments for organising National Seminars.
7. CAS/ Fresh recruitment in substantive posts through will be continued
8. Efforts for maintaining the campus eco-friendly to be continued.

*Name: Dr. Tapasree Banerjee*                                   *Name: Dr. Subrata Kumar Ray*


_____                         _____

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


_____***_____

# *Annexure 1

**7.3     Best Practices**


*Best Practice I*


**1.      Title of the Practice**

**"**Pursuit of Academic Excellence" is a best practice of which the college can be proud off. The college has organized three UGC sponsored National seminars and one UGCsponsored faculty development programme. The college has been the collaborating partner of additional two UGC sponsored National seminars. Additionally three seminars have been organized by the college itself. The objective has been to:-

1. To disseminate knowledge among students, young academicians as well as faculty and staff of the college.

2. To create a platform where young learners and researchers get an opportunity to interact and share their views with the esteemed resource persons who graced the occasion.

**2.       The Context**

In 2016-17 academic session the college organized  the college organized three UGC sponsored National seminars . The department of Philosophy organized a two-day National seminar on "Assessment and Relevance of the Concept/s of Marx ON 15$^{TH}$ and 16$^{th}$ November 2016.. Eminent academicians both from inside and outside Bengal participated. Resource persons came from Ambedkar University, Calcutta University, Patna University, Ranchi University, IDSK , Viswabharati University, IIT Kharagpur and the like. The second two-day  UGC sponsored National seminar on " Education,Skill Development and Economic Growth in India" was organized by the Department of Economics on 6$^{th}$ and 7$^{th}$ December 2016.The third two-day National seminar on "Strengthening Human Resource  Management System for Sustainable Growth" was organized by the Department of Commerce on 16$^{th}$ and 17$^{th}$ December 2016. More than 100 partcipants benefitted from this.

**3.       The Practice**

Side by side with normal teaching learning practice the goal of the college administration has been to organize academic discourses between students and eminent resource persons regularly. Holding regular departmental seminars both in a formal as well as in an informal manner has emanated from this thinking. As such regular seminars and workshops are held in the college.

**4.  Evidence of Success**

Three ISBN accredited edited books have been published by the college. All the selected research articles by the Resource persons and participants have been published in these books.

**5.  Problems Encountered and Resources Required**

Shortage of manpower and finance and  infrastructure facilities

*Best Practice II*

**1.       Title of the Practice**

T   HE it Services Cell of the college has taken a remarkable initiative in organizing a 10 working days long  UGC Sponsored  Faculty Development Programme on Free And Open Source Software (FOSS), the first of its kind in any West Bengal college on 1$^{st}$ to 11$^{th}$ August 2016. Hence the title of this best practice is "Spreading Awareness about FOSS among Teachers, Non-teaching staff and Students" .

**2.       Goal**

The primary objective has been to create an awareness among faculty and staff about the emerging trends of the newly emerging Free and Open Source Software. The need for developing scientific thinking and to train the faculty (both internal as well as external ), students and nonteaching staff on the computer packages using FOSS.

### 3. The Context

It has been the planning of the IT Services Cell of the college to organize such an awareness programme which will benefit all the three stakeholders viz. students, teachers and nonteaching staff. Hence a proposal was submitted to UGC to conduct an awareness programme on the new and emerging trends of FOSS. The programme was arranged with assistance from Spoken Tutorial Project, IIT Bombay and Departments of Computer Science Engineering, Information Technology Engineering and Education, ,Calcutta University.

### 4. The Practice

In the FDP spanning 10 working days, panel discussions were held on the role of FOSS in Higher Education. Lectures were given on Ubuntu Linux, Libre Office Writer, LATEX, Libre Office Calc, Libre Office Impress, GIMP, GNU PLOT,AUDACITY ,QGIS. Seminar presentations by the participants were followed by Examination. Participation Certificates were also distributed. Resource persons included Ms Trupti More, Programme Officer, Spoken Tutorial Project, II Bombay, Dr. Amlan Chakrabotrti, HOD,A.K.Choudhury School of Information Technology,DRr Anindya Bose, Scientific Officer, Department of Physics, University of Burdwan and the like.

### 5. Evidence of Success

The IT Services Cell has published an ISBN accredited edited book to commemorate the occasion. The college has been selected as a Nodal Centre for Spoken Tutorial Project, IIT Bombay. Regular classes with students are held on Spoken Tutorial on Saturdays after collge hours.

### 5. Problems Encountered and Resources Required

The main problem faced today is the paucity of space.Although two ICT enabled rooms with ceiling mount LCD Projector, five semi-ICT enabled rooms with projection screen and portable LCD Projector have been arranged, these courses cannot be conducted during usual college hours. Owing

to growing interest in students for such courses, therefore, a separate unit exclusively for such training programmes would indeed benefit the students.