The Annual Quality Assurance Report (AQAR) of the IQAC

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   PRABHU JAGATBANDHU COLLEGE

- Name of the Head of the institution :   DR. SUBRATA KUMAR RAY
- Designation: PRINCIPAL

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.   03326690221

- Mobile no. 8777589465

- Registered Email prabhujagatbandhucollege2019@gmail.com

- Alternate Email   tapasree.banerjee@gmail.com

- Address   :Jhorehat,Andul-Mouri,Howrah,West Bengal.Pin-711302
- City/Town   : Howrah
- State/UT   : West Bengal
- Pin Code   : 711302

2. Institutional status:
- Autonomous Status *(provide the date of Conformant of Autonomous Status):* Affiliated
- Type of Institution: Co-education/Men/Women   Co-education
- Location : Rural/Semi-urban/Urban: Semi-urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): UGC 2f and 12(B)

- Name of the IQAC Co-ordinator/Director: Dr. Tapasree Banerjee
- Phone no. /Alternate phone no. : 03326690221
- Mobile: 9830794466
- IQAC e-mail address: iqac@pjc.ac.in
- Alternate Email address: tapasree.banerjee@gmail.com

3. Website address: **www.pjc.ac.in**

Web-link of the AQAR: (Previous Academic Year): **www.pjc.ac.in/pdf/aqar/AQAR-2017-18.pdf**

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during the year?

Yes/No.**YES**...., if yes, whether it is uploaded in the Institutional website:

http://pjc.ac.in/pdf/calender-schduled-18-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.74	2008	from:2008 to: 5YEARS
2nd	B	2.85	2015	from:2015 to: 02.03.2020
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY:
08/04/2009

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Seminar on Quality Enhancement in Higher Education Institution	16.02.19	80
Seminar on Intellectual Property Rights	18.04.19	68
Seminar on waste Management, Recycling and Your Role	10.06.19	60
Career Guidance Seminar for govt job Aspirants	26.06.19	26
Training programme on "Tally with GST"	26.06.19	28

Health Awareness Programme titled "Adhunik Chikitsa babostha O Amra"	27.06.19	87
Regular meeting of IQAC during 2018-19	28.08.18,13.10.18,15.12.18,4.2.19 21.2.19,26.3.19,2.4.19,9.4.19, 16.4.19,14.5.19,2.6.19,27.6.19	
Student Feedback collected and analysed and placed in IQAC meeting	26.03.19	
Academic Administrative Audit Report for 2017-18 placed in IQAC meeting	15.12.18	
Submission of AQAR 2017-18 and reported in IQAC meeting	28.08.19	

> *Note: Some Quality Assurance initiatives of the institution are:*
>   *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

8. Provide the list of Special Status conferred by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:**YES**

    *upload latest notification of formation of IQAC
http://pjc.ac.in/index.php?option=com_content&view=article&id=199&Itemid=0

10. No. of IQAC meetings held during the year: **12**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No :YES

  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   No : **NO**

      If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

      *Drive towards women empowerment by celebrating International Women's Day on 8th March,2019 with 940 Kanyashree beneficiaries.

      *Conducting Basic Computer training programme free of cost for poor and needy students.

      *Encouraging a survey on "Impact of Human Rights on Living of Muslim Woman" with reference to Howrah District in West Bengal.

      * Psychological Counselling of girl students with value Education cell of the college.

      * Collaboration with Human Rights Cell of the College to organise a one day training programme on Human Rights Education on 09.02.19 in the College.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Construction of a new building with financial assistance from Minority Affairs Department,Govt.of West Bengal	In progress
Setting up a Research-Centre	Set up
Start a Self defence programme for students	Started
CAS/Fresh Recruitment in substantive post to be continued	In Progress

Efforts to maintain the campus Eco-friendly	In Progress

14. Whether the AQAR was placed before statutory body?   Yes /No:Yes

   Name of the Statutory body :IQAC   Date of meeting(s): 28.8.19

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
   Yes/No: NO   Date:

 16. Whether institutional data submitted to AISHE: Yes/No:YES

      Year: 2018-19   Date of Submission: 25.02.19

17. Does the Institution have Management Information System?
   Yes Yes **No**
   If yes, give a brief description and a list of modules currently operational.
   (Maximum 500 words)
The Management Information system of the organisation encompasses the following spheres:
   (i)   Student Management System and Student Dashboard
   (ii)   Financial Accounting System
   (iii)   HR Management and HR Dashboard
   (iv)   Online examination Module
   (v)   Library Website
   (vi)   College Website
   (vii)   Cloud Server
   (viii) Online Admission

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Design and Development

1.1.1 Programmes for which syllabus revision was carried out during the Academic year

Name of programme	Programme Code	Dates of revision
N.A.	N.A.	N.A

1.1.2 Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Certificate course on Free and open source software in collaboration with IIT Bombay	**2014**		

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme/Course	Date of introduction
No new programme is introduced during the academic year,2018-19.	

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year):2017-18					

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
N.A.		

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Entitled "Survey in Mirik",Darjeeling, West Bengal with PG 3rd Sem students of department of Geography on 2nd to 8th October 2018	**25**
Entitled Survey in Buxajayanti, Alipurduar , West Bengal with part II hons students of Geography department on 30th January to 6th February 2019	**40**
Entitled Survey in Taki, north 24 Parganas with UG Part II general students of Geography department on 8th December 2018	

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5)Parents

Yes/No:YES	Yes/No No	Yes/No No	Yes/No No	Yes/No No

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

A feedback of 579 students conspiring 3rd year students from all streams BA,B.SC,B.COM and the 3 PG department was conducted in the month of January 2019.The feedback report for 2018-19 was placed in the IQAC meeting dated 26.03.19.The following steps have been initiated by IQAC after scrutinising the feedback report . Resolved that henceforth fees collection is to be done online.The monitoring of this is to be done by Dr. Prasanta Sinha,Dr. Sandhya Ghosh and Mr Rabindranath Ghorai.The process of uplifting infrastructure amenities as per student feedback will be monitored by Dr. Dolan Champa Saha,Dr. Sandhya Ghosh and Dr. Sutapa Ray.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.com(H)	**107**	267	90
Chemistry(H)	**20**	52	12
Bengali(H)	**107**	477	106
Comp Sc(H)	**45**	27	11
Economics(H)	**31**	10	07
Education(H)	**30**	160	28
English(H)	**31**	230	30
Geography(H)	**45**	355	44
History(H)	**77**	161	59
Math(H)	**77**	136	41
Philosophy(H)	**86**	125	53
Physics(H)	**45**	29	07
Political sc(H)	**45**	190	43
Sanskrit(H)	**30**	108	26
B.A(G)	**1500**	1274	1274
B.COM(G)	**130**	275	104
B.SC(G)	**200**	244	83
MSC(GEOG)	**22**		22
MSC(MATH)	**27**		05
MA(BENG)	**30**		09

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	3870	74	31+1(including Principal)	N.A.	25

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
82	82	Desktop,Computers,laptops,Internet facility	09	01	PDF books,Youtube,videos,PPT,Slide Show,online portals like Swayam,e-PG pathsala,GIS software.

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring is done regularly .Teachers give advice to students regarding academic matters to cope with stress which these adolescent are after subject to and also with regard to their future career choice.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3944	31 substantive post+57others	1:45

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37+1	31+1	06	01	20

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.Mukul Saha	Associate Professor in Commerce	Rashtriya Gourav Award given by India International Friendship Socity,New Delhi

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B.A/B.SC(H/G)		**SEM-1**	**03.01.19**	**21.02.2019**

B.COM(H /G)		**SEM-1**	**02.01.19**	**12.03.19**
B.COM(H /G)		**SEM-3**	**10.01.19**	**03.04.19**
B.A/B.SC/ B.COM(H)		**PART-III(YEAR)**	**25.04.19**	**25.06.19**
B.A/B.SC/ B.COM(G)		**PART-III(YEAR)**	**01.06.19**	**14.08.19**

2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Do not include re-evaluation/ re-totalling

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
N.A.	N.A.	

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

http://pjc.ac.in/pdf/ssr/PSO-CO_BSC.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_Physics.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO-Deptt-of-Chemistry.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_UG_Mathematics.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_ENVS.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_PG_Bengali.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO-Deptt-of-English.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO-Sanskrit.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_History.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_PG_Geography.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_Philosophy.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_Political-Science.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_Sociology.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_Education.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_PHY-ED.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_UG_Bengali.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_UG_Geography.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_Commerce.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_ZOOLOGY.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_BOTANY.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_COMPUTER-SCIENCE.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_Electronics.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_PG_Mathematics.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_Economics.pdfhttp://pjc.ac.in/pdf/ssr/PSO-CO_FOOD-AND-NUTRITION.pdf

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage
BNGA	BENGALI HONS	50	42	84%
ENGA	ENGLISH HONS	04	04	100%
CMSA	COMP SC(H)	04	04	100%
ECOA	ECONOMICS (H)	-	-	-

GEOA	GEOG RAPH Y(H)	29	29	100%
HISA	HISTO RY(H)	26	26	100%
MTMA	MATH EMATI CS(H)	12	10	83%
PHIA	PHILO SOPH Y(H)	28	21	75%
PHSA	PHYSI CS(H)	08	06	75%
PLSA	POLITI CAL SC(H)	13	13	100%
BA(G)		376	371	99%
B.SC(G)		52	48	92%
B.COM (G)		24	24	100%
Geogra phy PG		24	24	100%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) http://pjc.ac.in/pdf/feedback/Feedback-Result.pdfhttp://pjc.ac.in/pdf/feedback/feedback-form-of-bengali.pdfhttp://pjc.ac.in/pdf/feedback/feedback-form-of-bcom.pdfhttp://pjc.ac.in/pdf/feedback/feedback-form-of-mathematics.pdf

Feedback Summary for 2018-19

A feedback of 579 students comprising third year students from all streams B.A., B.Sc and B.Com as well as those from 3 PG departments was conducted in the month of January 2019. The feedback was taken for academics, infrastructural facilities and office. As far as academics was concerned 65% of the students said that the faculty can create interest in the minds of the students, 65% say that the students can easily follow the class, 54% say that the faculty discusses deep into the topic beyond the syllabus, 51% say that the faculty has designed regular assignments, / class tests/ oral tests, 57% say that the faculty helps the students outside the classrooms, 51% say that the faculty is regular in taking the allotted classes in time, 58% say that the faculty is sincerely committed, 55% say that the faculty takes classes systematically and effectively, 50% say that the faculty takes extra classes.

As regards infrastructural facilities the feedback displays that students are not satisfied with canteen, , gym facilities and common rooms. With regard to other infrastructural amenities like classrooms, library, drinking water, toilets, security and cleanliness the students have displayed their satisfaction.

As regards feedback regarding college office the students have shown dissatisfaction with regard to the fee receiving system. With regard to other office amenities like efficiency, dealing with students, certificate issuing process, admission system, issuing railway concession forms form fill up and Kanyashree scholarships the students have shown their satisfaction.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Promotion of Research and Facilities

3.1.1 The institution provides seed money to its teachers for research,

Yes....yes...... NoNo. ....   if yes give details

Name of the teacher getting seed money	The amount of seed money	Year of receiving grant	Duration of the grant
N.A	N.A	N.A	N.A

3.1.2 Teachers awarded National/International fellowship for advanced studies/ research during the year

	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National	N.A	N.A	N.A	N.A
International	N.A	N.A	N.A	N.A

3.2 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects				
Minor Projects	ongoing	UGC	Rs.240,000-	1.87lakh
	2017-19	UGC	Rs.2,20,000	
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)	1.4.17-31.12.18	ISWMAWJU	Rs.50,000	Rs 40,000
Total			5,10,000	

3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years

03 in total

3.3 Innovation Ecosystem

3.3.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Intellectual Property Rights	**IQAC**	18.04.19

3.3.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
	Rashtriya Gaurav Award	India International Friendship Society, New Delhi	30.08.18	**National**

3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
N.A	N.A	N.A

Name of the Start-up	Nature of Start-up	Date of commencement

3.4 Research Publications and Awards

3.4.1 Ph. Ds awarded during the year

Name of the Department	No. of Ph. Ds Awarded
Mathematics Physical Education	01 01

3.4.2 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Geog	13	
	Education	6	5.2
	Bengali	5	
International	Geog	1	
	Chemistry	3	
	Physics	7	

3.4.3 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
1.Geography	07
2.Commerce	01
3.History	01
4.Political Science	01
5. Economics	05
6. Bengali	11
7. Sanskrit	01
8. Physical Education	04
9. Philosophy	01
10. English	06

3.4.4 Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award

	Published/ Filed		
N.A	N.A.	N,A,	N.A.

3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
N.A	N.A	N.A	N.A	N.A	N.A	N.A

3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
N.A	N.A	N.A	N.A	N.A	N.A	N.A

3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	05	31	13	37
Presented papers	14	12		05
Resource Persons		04	04	01

3.5 Consultancy

3.5.1 Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
N.A.	N,A,	N,A,	N.A.

3.5.2 Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees

3.6 Extension Activities

3.6.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** in such activities	Number of students participated in such activities
1.Film show	NSS	**05**	**100**

related to "safe motherhood ,psychological awareness on Healthy Family & Mental Health" Sept-2018			
2.Seminar on "quality Enhancement in Higher Education Institutions " Feb-2019	IQAC & NSS	**20**	**60**
3.Health Check-up Camp in Khatrapaltala under Mashila gram Panchayat also distribution of sau products to April 2019	NSS	**10**	**15**
4. Training camps(25nos) 1.6.18-11.3.19	NCC	**02**	**125**
5.International Yoga Day Celebration 21.06.18	NCC	**02**	**151**
6.First Aid & Home Nursing Training 7.1.19 to 18.1.19	NCC	**02**	**01**
7.Tree plantation	NCC	**02**	**110**

15.08.18			
8.Blood Donation	NCC	**02**	**20**
9.Traffic/Crowd control Duty 21.08.18	NCC	**02**	**40**
10.Stand with Kerala (Flood Relief Mission) 27.8.18-4.9.18	NCC	**10**	**90**
11.Swacha Bharat Abhiyan	NCC		
a)Cleaning			
of historical monument(ground of Andul Rajbari)23.07.18 b)Cleaning of neighbouring area of College 8.9.18 and 9.9.18			
c)Cycle Rally for awareness of Swachh Bharat Mission 16.09.18			

d)Painting & poster making competition			
12.Candle March to pray homage to Pulwama victims on 16.2.19	NCC		**120**
13.Health Camp(Eye check-up)on 23.4.19	Health unit PJC	**04**	**124**
14.Menstrual hygiene awareness campaign and antispitting campaign	Department of Geography	**01**	**10**

3.6.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
N.A	N.A	N.A	N.A

3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Swachha Bharat Abhiyan	Dept. Of Geography	Menstrual hygiene awareness campaign and antispitting campaign	01	10
Swachha Bharat	NCC	i)Cleaning of		

Abhiyan		historical monument(Andul Rajbari) ii)Cleaning of neighbouring area of college iii) Cycle Rally for awareness of Swachh Bharat Mission		
Swachha Bharat Abhiyan	Science club	Tree Plantation 21.06.19		
Swachha Bharat Abhiyan	Science club	Awareness against Plastic Pollution 25.6.19		
Swachha Bharat Abhiyan	Health unit & IQAC	Adhunik Chikista babostha o Amra 27.06.19	20	67
Gender Issue	Kanyashree Club	Celebration of International Womens Day on 8.3.19		940

3.7 Collaborations

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
(a)Faculty exchange		(a)College Fund	2018-19
(b) Student exchange	(a)20	(b)College Fund	2018-19
	(b)40		

3.7.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant
N.A	N.A.	**N.A.**	N.A.	**N.A.**

3.7.3 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of **students/teachers**

			participated under MOUs
Dr Kanailal Bhattacharya College	13.03.19	Faculty & student exchange	**i) 40UG students of Geography department** **ii) 02teachers of philosophy dept of our college 02teachers from their department** **i) 02 teachers of Education dept from our college.**
Deshbandhu College for girls,Kolkata	10.04.19	Faculty exchange programme	**i) 01 teacher from Bengali dept & 02 from their Bengali dept.** **iii) 02 teachers from English dept & 01 from their College.**
Basanti Devi Collge,Kolkata	10.04.19	Faculty Exchange Programme	**i) 01teacher from Chemistry Basanti Devi College.**
Bijoy Krishna Girls College	13.3.19	Faculty Exchange Programme	**i) 02 teachers of history & 01 from Bijoy Krishna girls college** **ii) 02 teachers of Political Science & 02 from their College.**

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2,94,61,04/-	22,68,617/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	111447.93sqft	19500sqft
Class rooms	26454.98sqft	14625sqft
Laboratories	6628.16sqft	4875
Seminar Halls	4475.61sqft	N.A
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Video Centre		
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.54.85 lakh	
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

KOHA	Fully	16.05.14:000 My SQL Version-15.1 OS(version)-Linux Debian 4.9.0-368b Perl-Version 5.024001	Starting From 2003

4.2.1 Library Services: 01.7.2017 to 30.6.2018   1.7.2018 to 30.06.2019

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	430	144076.00	737	428138.00	1167	572214.00
Reference Books	1	1190.00	40	26789.00	41	27988.00
e-Books						
Journals	221	11290	136	10461.00	357	21751.00
e-Journals						5750.00
Digital Database						
CD & Video	85	-	25	-	110	-
Library automation	Fully automation					
Weeding (Hard & Soft)						
Others (specify)	-		80	7946.00	80	7946.00

4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
Dr.Sumana Bandyopadhyay Prof. Dhruba Shankar Ray Mr, Amitava Sardar Mr. Kalyan Sundar Samanta	Libre Office Writer	Windows/Linux	N.A.
Dr.Sumana Bandyopadhyay Prof. Dhruba Shankar Ray Mr, Amitava Sardar	Libre Office Calc	Windows/Linux	N.A.
Dr.Sumana Bandyopadhyay Prof. Dhruba Shankar Ray	Libre Office Impress	Windows/Linux	N.A.

Mr, Amitava Sardar Mr. Kalyan Sundar Samanta			
Dr. Arnab Gupta	Scilab	Windows/Linux	N.A.
Dr.Sumana Bandyopadhyay	C++	Windows/Linux	N.A.
Dr. Sarada Mandal	1. GEO-G-CC-2-02- P How to make Peoplesc Biodiversity Register 2. GEO-A-CC-4-10-p preparation of soil sample, part 1 3. GEOA-CC-4-10-P Determination of soil reaction, part II 4. GEOA-CC-4-10-P Plant Diversity Mapping	Linkedin www, slideshare.net	1.30.11.18 2.27.4.19 3.27.4.19 4.27.4.19

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	115	47				13	35	02MGBPS	04
Added	58					08	40including deptts and labs	02MGBPS	10
Total	173	47				21	75		14

4.3.2 B*andwidth available of internet connection in the Institution (Leased line)*

Bandwidth available of internet connection in the Institution().

The college is presently having 4 internet connections each with 2MBPS.

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N,A	N.A.

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic	Expenditure incurred on maintenance of	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

facilities	academic facilities		
Rs.21,21,909/-	Rs.20,10,945/-	Rs. 22,26,786/-	Rs.18,57,500/-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)   (information to be available in institutional Website) http://pjc.ac.in/index.php?option=com_content&view=article&id=284&Itemid=0

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Full & Half Freeship	298	34787/-
Financial support from other sources			
a) National/State	Kanyashree	350	8,7540000/-
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
1.Remedial coaching	2011 till date	All students	College
2.Personal Counselling	2004 till date	All students	
3.Bridge Course	2014-15 to 2016-17		College
4. Value Education	2014 till date		
5. Psychological Counselling	In process	34	College and ILS hospital, Howrah
6.Mentoring	2014 till date	All students	College
7.One day Yoga & Meditation Camp	21.06.19(International Yoga Day)	2534	College

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
26.6.19	Career guidance Seminar for Govt.job aspirants conduct by RICE	26			
26. 6.19	Tally with GSTorganised by ED Cell		26		
7.3.19	Awareness Programme on Skill Development		62		

	organised by ED Cell of the college and George Telegraph Institute, Kolkata				
15.3.19	Career Development Programme organised by ED Cell ,college and George Telegraph Institute, Kolkata		28		
18.3.19	Career Counselling organised by ED Cell with National Skill Development Corporation, training partner of George Telegraph Institute, Kolkata		69		
10.4.19	Seminar on Youth Empowerment Programme focussing on Entrepreneurship development of students organised in collaboration with Incubation Centre, IIT, Patna		108		

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
08	08	1month

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus		Off Campus	
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
N,A,	N.A.	N.A.	N,A.

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	02	Bsc(H)	Computer Science	i)University of Calcutta ii)Secom Engineering College, MCA MAKUT,WB	
2018-19	34	BA(H)	Bengali	Prabhu Jagatbamdhu College 04 CU-08 B.ed-02 NSOU-20	M.A M.A. B.ED NSOU
2018-19	03	BA(H)	Philosophy	CU	MA in Philosophy
2018-19	07	BA(H)	Political Science	RBU,CU,	MA in Pol Sc
2018-19	12	BA(H)	History	CU,RBU	MA in Hstory
2018-19	10out of 23	BA/BSc (H)	Geography	CU & B.Ed colleges	MSc, andB.ED
2018-19	13 out of 24	MA/MSc	Geography	B.Ed colleges and Geoinformatics in Jadavpur University	B.Ed and P.G. Diploma
2018-19	03	B.Sc General	B.Sc General with Physical Education	Vidyasagar University	B.Ped
2018-19	01	B.Sc General	B.Sc General with Physical Education	Kalyani Unioversity	B.Ped
2018-19	01	B.Sc General	B.Sc General with	Calcutta	B.Ped

		Physical Education	University	

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students **selected/ qualifying**	**Registration number/roll number for the exam**
NET	02	WB702500860
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other /SSC	01	N.A.

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
1.Cultural Programme on 18th March 2019 on the occasion of Basanta Utsav organised by Philosophy department	College	
2. Cultural Programme to celebrate Raksha Bandhan on 25th August 2018 organised by Philosophy Department	College	
3. Annual seminar cum cultural programme to mark Teachers Dayon 6th September 2018 organised by department of Philosophy	Collge	
4. Cultural Programme	College	25

organised by Mathematics Department			
5. Seminar on Mathematical formulation of Fractals organised by mathematics department	Collge		
6. Annual cultural programme organised by department of Geography	College		150
7,Annual Sports	College		150

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	Summit quest of Mt Elbrus	International	Mountaine ering		3423-16-0013	Swarupa Mondal
2018-19	Silver	University level	Tripple jump			Bireswar Mukherjee
2018-19	Silver	University level	1500mt run			Tarun Paul
2018-19	Bronze	University level	800 mt run			Tarun Paul
2018-19	Gold	University level	Javelin throw			Snigdha Khara
2018-19	Silver	Inter collegiate district sports	100mt run			Bireswar Mukherjee
2018-19	Bronze	Inter collegiate district sports	200mt run			Bireswar Mukherjee
2018-19	Silver	Inter collegiate district sports	Long jump			Bireswar Mukherjee
2018-19	Gold	Inter collegiate district sports	800mt run			Tarun Paul
2018-19	Silver	Inter collegiate district sports	1500mt run			Tarun Paul
2018-19	Gold	Inter collegiate district sports	Javelin Throw			Snigdha Khara

5.3.2 Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

NO

5.3.2 No. of registered Alumni:

300

5.3.3 Alumni contribution during the year (in Rupees) **:**

N.A.

5.3.4 Meetings/activities organized by Alumni Association **: 02 meetings of Alumni association have been held in 2018-19 & 01 general Body meetings has been held .Apart from that the alumni association has organised relief for flood victims of Kerala ,02 Health check up camps in locality in collaboration with NSS unit.**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

i) The administration works effectively through a decentralised process resting on the following pillars- the IQAC, the governing Body, the Finance Committee and the Bursar. The IQAC looks after the quality maintenance and quality enhancement of the institution, the governing Body supervises the effective administration of the college, the Finance Committee looks after the financial aspects & the Bursar is responsible for financial matters as well as service details of faculty and staff.
ii) The administration has decentralised management through the formation of subcommittee, cells and clubs, bodies function under a single convenor(s) and meet regularly to plan for various initiatives which add to the quality enhancement of the college. All teaching and non-teaching staff are members of these units. Thus they directly participate in the academic and other matters of the college.

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial:Partial

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

* ❖ Curriculum Development**: Maintenance of lesson plan by the department , adherence to departmental routine, distribution of syllabus to different teachers**.
* ❖ Teaching and Learning: **Encouragement to participative learning ,organising students seminars, quizzes, poster presentation etc. Encouraging students to solve problems, catering to backward learners through remedial classes.**
* ❖ Examination and Evaluation: **Adherence to academic calendar circulated to the students in the beginning of each academic session .Holding departmental meetings to review the performance of student in different examination and taking steps accordingly**.
* ❖ Research and Development**: Setting up a research unit Encouraging teachers and young researchers to publish their activities by regularly releasing edited books from college**.

- ❖   Library, ICT and Physical Infrastructure / Instrumentation:**By open access system and the process of bar coding in library.Maintaance of Digital records of all books and journals in the library through COHA software. By subscribing journals through INFLIBNET.**
- ❖   **ICT usage is adhered to by providing computers with internet facilities to the departments.**
- ❖   **Physical Infrastructure is maintained by allocating budgets on these heads in the beginning of each financial year.**
- ❖   Human Resource Management: **Human Resource Management records are maintained through the maintenance of self appraisal system of staff and faculties**.
- ❖   Industry Interaction / Collaboration: **Collaboration with other organisations like Jadavpur University is maintained by Chemistry department. Prof. Suman Bandyopadhyay of History department has regularly participated in the debates and talk shows organised by popular media.**
- ❖   Admission of Students   : **Admission of students is entirely done online.**

6.2.2 : Implementation of e-governance in areas of operations:

- ❖   Planning and Development   All relevant information pertaining to the development of the college is displayed in website,
- ❖   Administration: Student Management and HR management is online
- ❖   Finance and Accounts: In case of finance and accounts e tendering is done.
- ❖   Student Admission and Support : Student admission is fully online and under e governance Girl students are provided with state government scholarships under Kanyasree scheme which is partly under e governance.
- ❖   Examination :Calcutta university rules of examination is adhered to and it is not online.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year
NA

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	N.A	N.A.	N.A.	N.A.

6.3.2 Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19	**Training and workshop on Human Rights Education and its Awareness**		**09.02.2019**	**125(including non-teaching staff)**	
2018-19	**Python Programming(The Modern**		**28.06.19 & 29.06.19**	**35**	

Era of Scientific Computation)				

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
1.Refresher course in History	**01**	**6.2.19-26.2.19**
2.. Python Programming-The Modern Era of Scientific Computation	**06**	**28.6.19-29.6.19**
3.Advanced Mapping Techniques using Drone,Open Source Software and Mobile Based Apps organized by East Calcutta Wetlands	**01**	**16.4.19-17.4.19**
4.City and Metropolitan Planning ,organised by School of planning and Architecture Delhi	**01**	**1.11.2018-28.2.2019**
5.Rural Development organized by Department of Geography ,Prabhu Jagatbandhu College	**01**	
6.Refresher Course in Mathematics	**01**	**18.9.2018 to 11.10.2018**
7.Faculty Development Programme in Zoology	**01**	**24.06.19-28.06.19**
8.Orientation Programme	**01**	**February-March 2019**

6.3.4   Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime
01	11		07

6.3.5 Welfare schemes for

Teaching **LIC,GSLI,Benefit Fund**	
Non teaching **LIC,GSLI, Benefit Fund**	
Students **Students Health home**	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each**)**

Internal financial audit is not done by the institution.External financial audit upto 2016-17 is complete by DPI approved auditor.Audit work for 2017-18 is in progress.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
1.P.C.Chandra grant for	Rs.25000/-	
2.Ms Sima Ghosh	Rs.1,000,00/-	Students scoring Highest

			marks in UG Mth.

6.4.2 Total corpus fund generated   Rs.4235132/-

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC member & Governing Body Nominee
Administrative			Yes	IQAC member ,Governing Bodyand Principal

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

Regular parent –teacher meetings are held in different departments and resolution s are maintained in departmental minute book

6.5.3 Development programmes for support staff (at least three)

1.Human Rights Workshop

2. Python Programming

3. Seminar onWaste Management

6.5.4 Post Accreditation initiative(s) (mention at least three)

1. Academic and Administrative Audit

2. Adoption of COHA software in Library

3. Student and HR Management online

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No) Yes

b. Participation in NIRF   : (Yes /No)yes

c. ISO Certification   : (Yes /No)

d. NBA or any other quality audit   : (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018 -19	Seminar on Quality Enhancement in Higher Education Institution	16.02.19		80
2018 -19	Seminar on Intellectual Property Rights	18.04.19		68
2018 -19	Seminar on waste Management, Recycling and Your Role	10.06.19		60

2018 -19	Career Guidance Seminar for govt job Aspirants	26.06.19		26Seminar for
2018 -19	Training programme on "Tally with GST"	26.06.19		28
2018 -19	Health Awareness Programme "titled Adhunik Chikitsa babostha O Amra"	27.06.19		87
2018 -19	Regular meeting of IQAC during 2018-19	28.08.18,13.10.18,15.12 .18,4.2.19 21.2.19,26.3.19,2.4.19,9 .4.19, 16.4.19,14.5.19,2.6.19,2 7.6.19		
2018 -19	Student Feedback collected and analysed and placed in IQAC meeting	26.03.19		
2018 -19	Academic Administrative Audit Report for 2017-18 placed in IQAC meeting	15.12.18		
2018 -19	Submission of AQAR 2017- 18 and reporting in IQAC meeting	28.08.19		

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
1.Celebrataion the International Women's Day with the beneficiaries of Kanyasree Prakalpa	08.03.2019	940	
2.Security on impact of Human Rights on Living of Muslim Women	January 2019	120	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

10% of total power requirement of the college is met up by solar system.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift	Yes	Staff , faculty and needy students
Ramp/ Rails	Yes	Staff , faculty and needy students
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Code of conduct for students	**June 2019**	**Installationof CCTV**
Code of conduct of Teacher	**June 2019**	**College is fully open in strikes of political parties.**

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Value Education Cell conducts	6.1.18, 10.2.18, 12.3.18,3.4.18, 21.8.18,	26, 13,

sessions with students for promotion of universal values	22.9.18, 5.1.19,23.2.19,21.3.19,6.4.19	35,25,23,18,17,16,15,29 on the respective dates

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

i)With a view to achieve environmental sustain ability the college has formed a group comprising of students and teachers for Waste Management The group consists of about 15 students who belong to different streams-science ,humanities and commerce. The teachers in supervision also belong to different departments so that maximum dissemination is possible. The programme officer of the NSS group of the college is incorporated in the group for better functioning of the group. Participation of students enlisted in NSS programme enhances the group and establishes a symbiotic work culture. The group has effective collaborations with ISWMAW (International Society for Waste Management Air and Water) Jadavpur University.

A college level seminar on "Waste Management, Recycling and your Role" was organised by departments of Chemistry, Botany, Zoology, Food and Nutrition and Internal Quality Assurance Cell, Prabhu Jagatbandhu College on 10th June,2019. On this occasion Professor Sadhan Kumar Ghosh, Chairperson, ISWMAW,Jadavpur University was invited as speaker.

As an outcome of the programme ,groups of 10 students were formed with a leader from each group. Each student in the group was asked to give a feedback on the waste scenario of the college and how it can be improvised. Also a WhatsApp group was formed for easy access of the students. Important messages are regularly uploaded in the group so that students actively involved can be informed at the earliest.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

1. **Title of the Practice**:
Promotion of universal values among students.
2.**Objectives of the Practice**:
 In today's world, where majority of the people are pursuing only self interests relentlessly, the institution recognises the need to inculcate universal values like promotion of truth, selflessness, righteousness etc. The value education cell of our college is working with this goal.
3.context:
The value education cell inculcates among the students.
a) harmonious development of body, mind and soul and promotion of universal values.
b)Cultivate inner calmness-a way to peace
c) to help others
d) to preach and practice truthfulness.
e) to deal with academic and emotional stress by tapping their inner sources of strength.
f) to develop a positive attitude
The practice:
The cell has organised the following activities.
a)A class on moral values held on 21.07.18
b) Counselling session held on 22.09.18
c) A special lecture on values as understood by Swami Vivekananda held on 5.01.19.
d) Programme on importance of Democratic Institution and students Awareness on vote turn out held on 23.02.19.
e) Psychological counselling of girl students in commemoration of International Woman's Day held on 21.03.19.
f) Celebration of Fraternity, Brotherhood and fellow feelings through vasant utsav on 21.03.19.
g) A programme on promotion of universal values on 06.04.19.
h) A counselling session of students held on 06.04.19.

Evidence of Success:

Students are increasingly taking interest in this practice. They are regularly attending these classes despite their packed schedule of usual classes.

Problem encountered:

    i)   Shortage of infrastructural facilities: A separate room is needed to hold these classes.

    ii)   Shortage of manpower: The Philosophy department is mainly undertaking these classes. But there are only two fulltime teachers in this department at present which is a constraint.

          Resources required:

          Removal of infrastructural bottlenecks and more manpower will help to strengthen this practice further.

Best practice-2:

The title: Dealing with wastes in the campus.

Objectives of the practice:

A group to deal with waste management in the campus is formed constituting of students and staff of the college.

The objectives of this group are:

a)to generate awareness among students of managing wastes.

b) to involve the students in cleaning their college campus.

c) to set up waste bins in sufficient numbers to avoid littering.

d) to generate consciousness among students about e-waste accumulation and disposal of e-waste from the college campus.

e) to promote a sense of hygiene among students.

3**.The context:**

The content of the practice is to carry out waste management in a participative manner involving both students and teachers and also the NSS .

4.**The Practice**:

A college level seminar on "waste management ,Recycling and Your Role" was organised by departments of chemistry ,Botany ,Zoology, Food and Nutrition and IQAC of the college on 10.06.19.On this occasion Professor Sadhan Kumar Ghosh, Chairpersion,ISWMAW,Jadavpur University was invited as speaker.He was also invited for mentoring the activities and provide valuable inputs.A large participation of about 70students reflected an active role of group.During the programme an oath was taken by both staff and students of the college to clean the college campus regularly.Also keeping the cleanliness of the college was considered a high priority.

5.**Evidence of success:**

As an outcome of the programme ,group of 10 students were formed with a leader from each group.each student in the group was asked to give a feedback on the waste scenario of the college and how it can be improvised.Also a WhatsApp group was formed for easy access of the students. Important message are regularly uploaded in the group so that students actively involved can be informed at the earliest.

Problems encountered & Resources Required:

Funding and Infrastructural bottlenecks are the main problems encountered Availability of funds and removal of infrastructural bottlenecks together with increased students participation will make this practice a grand success.

http://www.pjc.ac.in/pdf/iqac/best-practises1.pdf

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Institutional Distinctiveness

Free Computer literacy programme for Economically Backward students:

On 2018-19 the institution has launched an unique programme of imparting free basic computer training for economically backward

students of the college. The free computer literacy programme is usually delivered on Saturdays after college hours. A total of 59 students have enrolled in the programme .The training programme covers the following issues:

I.   Learning uses and parts of a computer.
   II.   Computer start up and shut down.
   III.   Using keyboard
   IV.   Using the mouse/touch pad.
   V.   Using paint to draw
   VI.   Naming and organizing files, text processing and formatting.
   VII.   Using spreadsheets as database and calculator.
   VIII. Presentation skills.
   IX.   Internet applications for browsing and searching.

The Programme is coordinated by Dr. Arnab Gupta, Assistant professor in Maths, and Dr. Kisor Mukhopadhyay, Associate professor in Physics and Mr. Amitava Sardar, goverrment approved part time teacher and taking regular classes.
http://www.pjc.ac.in/index.php?option=com_content&view=article&id=283&Itemid=0

8. **Future Plans of action for next academic year (500 words)**

> 1.Introduction of new subjects
>
> 2. Setting up a cell for guidance of students in competitive examinations
>
> 3.Guiding students for self employment programmes
>
> 4. Drive for fresh recruitment in substantive posts
>
> 5. Continuing CAS of teachers

Name _____   *Name _____*

_____   _____

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

_____***_____

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

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For Communication with NAAC

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