



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

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 its own campus?

Yes

- Phone no./Alternate phone no.

03326690221

- Mobile no

8777589465

- Registered e-mail

prabhujagatbandhucollege2019@gmail.com

- Alternate e-mail

iqac@pjc.ac.in

- Address

Jhorehat, Andul-Mouri

- City/Town

Howrah

- State/UT

West Bengal

- Pin Code

711302

2.Institutional status

- Affiliated /Constituent

Affiliated

- Type of Institution

Co-education

- Location

Semi-Urban

• Financial Status

Grants-in aid

• Name of the Affiliating University

University of Calcutta

• Name of the IQAC Coordinator

Dr. Arnab Gupta

• Phone No.

03326690221

• Alternate phone No.

7980554237

• Mobile

8582973927

• IQAC e-mail address

iqac@pjc.ac.in

• Alternate Email address

arnabgupta@pjc.ac.in

3.Website address (Web link of the AQAR (Previous Academic Year)

https://pjc.ac.in/index.php?option=com_content&view=article&id=202&Itemid=0

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://pjc.ac.in/pdf/academic-calendar/Academic%20Calendar_PJC_2021-22_Revised.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.74	2008	28/03/2008	27/03/2013
Cycle 2	B+	2.85	2015	03/03/2015	02/03/2020

6.Date of Establishment of IQAC

08/04/2009

7.Provide the list of funds by Central / State Government

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	0

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **8**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Monitoring the all round growth of the students in the post COVID situation - academic, cultural, social and psychological

Observance of Significant Days

Collection of 360 degree feedback from internal stake holders

Preparation of third cycle NAAC visit in the college

External expert from a reputed university have visited the college and given valuable suggestions for overall improvement

12.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
The institutional readiness for NAAC visit	Departments, Subcommittees, Cells started their respective works
Regular feedback to be collected from different stakeholders	Collection of 360 degree feedback from internal stake holders
To encourage teachers for research work and to attend faculty	There are more takers. Some have communicated papers on the basis of the project(s).
Academic and Administrative audit would be performed and GB, members, IQAC members and some senior faculties will monitor the whole matter	Academic and Administrative audit has been performed

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Teacher's Council	19/10/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. Subrata Kumar Ray
• Designation	Principal
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• Pin Code	711302
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• Location	Semi-Urban
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• Alternate phone No.	7980554237				
• Mobile	8582973927				
• IQAC e-mail address	iqac@pjc.ac.in				
• Alternate Email address	arnabgupta@pjc.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://pjc.ac.in/index.php?option=com_content&view=article&id=202&Itemid=0				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://pjc.ac.in/pdf/academic-calendar/Academic%20Calendar_PJC_2021-22_Revised.pdf				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Name	Date of meeting(s)
Teacher's Council	19/10/2024
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	20/01/2023
15.Multidisciplinary / interdisciplinary	
<p>Since Prabhu Jagatbandhu College is an affiliated college under University of Calcutta, it has to follow a roadmap or guidelines prepared and provided by the affiliated university. As an example, when University prepares or provides a curriculum to implement multidisciplinary/interdisciplinary structure of New Education Policy, the PJC abides by it. However, PJC has available an opportunity to implement multidisciplinary/interdisciplinary courses. Moreover, the institute always encourages all stakeholders to organize interdisciplinary seminar/conferences/workshop/training programs</p>	

for advancements in their knowledge to conduct a new curriculum.
16.Academic bank of credits (ABC):
One of the provisions of NEP is Academic Bank of Credit (ABC). Regarding the implementation of Academic Bank of Credits, the institution has to wait for the academic council to give a green signal. The pedagogical approach of the institution is student's centric where the faculties' pedagogical approaches are constructivist, inquiry-based, reflective, collaborative and integrative. Continuous evaluation process through Assignments, Tutorials, and Dissertations (through seminar presentation) as per the norm of affiliated university are used to evaluate the Students learning outcome.
17.Skill development:
The vision of the college is promoting Value-Based Quality Education through Value Education Cell, hence the college takes efforts to inculcate positivity among the learners. The college also celebrates National festivals like Independence Day and Republic Day. Observing various programmes like World Cancer Day, World Anti-Tobacco Day, Environment Day, Anti-Terrorism Day, International Mother Language Day, observing the Death and Birth Anniversary of our National leaders which help in imbibing the good qualities of the students. All stakeholders are encouraged to use E-learning websites, open source software, licensed software, books, journals, e-journals data relevant to their disciplines. Mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
In order to promote and integrate the local language, art and culture, a compulsory activity in the curriculum has to be added like literary activities etc. and through discussions/interactions etc. in local language which will fetch extra credit to the students. This has already been incorporated by the affiliated university as AECC paper (compulsory Bengali).
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
The College also makes an effort to understand that a pursuit of knowledge is a life-long activity and to acquire positive attitude and other qualities which will lead students to a

successful life. To interpret, analyze, evaluate and develop responsibility and effective citizenship is one of the programme outcome of the students.

20.Distance education/online education:

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

Extended Profile

1.Programme

1.1	873
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	4919
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1253
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1220
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	38
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	41
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	56
Total number of Classrooms and Seminar halls	
4.2	126.22
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	96
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

- The Annual Academic Calendar is prepared according to the University Calendar before commencement of academic year by Academic Sub-Committee.
- Academic meeting is held in each department before the beginning of classes to prepare departmental routine and distribution of syllabus among the faculty and it is provided to the students through college website.
- The conventional chalk and duster method of teaching is supplemented by reasonable use of ICT to make the teaching-learning process more learner-centric.
- Many students enjoy the opportunity of experiential learning by field surveys and project works. Students are also encouraged to participate in different co-curricular activities through NSS/NCC unit, Eco-club and Women Cell.
- The mentors take great care to keep a compassionate relationship with the mentee to facilitate their academic and overall growth and development.
- The Central/Departmental Library provides teachers with necessary learning resources. The institution encourages faculty members to attend OP/RC/workshop for acquiring necessary skills.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the conduct of CIE. The college is affiliated to Calcutta University. The university declared the Academic Calendar in the beginning of every session. After the starting of session, the college has to follow the Academic calendar. However, the college prepares its

own calendar, which is done parallel to the university.

The University academic time-table includes following factors:

(i) Date of admission (ii) Commencement of teaching (iii) Dates of unit tests (iv) Dates of terminal tests (v) Dates for practical exams (vi) Dates for extra-curricular activities, like student union, NSS/NCC/Sports/YRC/Cultural and literacy programs, etc. (vii) Diploma and PG time-table, including: (viii) PG Admission (ix) Commencement of classes (x) Internal exams (xi) Semester break (xii) Preparation leave (xiii) Practical exams etc. (xiv) List of holidays, vacations and working days (xv) Duties of teachers, etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.cuexam.net/exam-notice.php#

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

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

A proper blending of crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum is instrumental in attaining liberal and broad-based undergraduate education emphasizing on equality and justice.

Prabhu Jagatbandhu College addresses such issues and the faculty members of all the departments are sensitive to the various social issues and make every effort to sensitize the students in this regard. Specific committees including Women Cell, Value Education Cell, Eco-Club, NSS unit make a collective effort to sensitize the students on areas of concern. Departments organise webinars/workshops/special lectures regularly for inculcating desirable value system among learners.

On 12th July a webinar on "Significance of Yoga for Human Health" and On 18th July, 2021, a webinar on "COVID-19 through our lens- Doctor Vs. Students" has been organized by the Dept. of Philosophy.

The curricula of different departments contain components or topics on human values and professional ethics imparted through courses in the syllabus of the departments such as Political Science, Bengali, Sanskrit, English, Education, Economics, Philosophy, etc.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

1962

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://pjc.ac.in/index.php?option=com_content&view=article&id=285&Itemid=0
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://pjc.ac.in/pdf/feedback/1.4.1%20&%201.4.2_Feedback%20Analysis-2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

4919

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1378

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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

For Slow Learners:

- Remedial/tutorial class is provided for the slow learners to ensure that they are able to successfully learn and also qualify in their examinations. Doubts and personal difficulties regarding the subject are solved in the tutorial classes.
- The faculty members take special attention for slow learners by allotting additional time for discussion of topics that have not been properly understood by them.
- Slow learners are provided with additional explanations and concept-clearing questions, examples and explanation.
- Student Mentoring and Counselling Programmes are organized for the learners, especially slow learners.

For Advanced Learners:

- Advanced learners are also selected/encouraged to take part in different academic affairs including debates and quiz competition, extempore, student seminars, classroom discussion, Power Point presentations, charts and models preparation, exhibition, etc. as to write article for Departmental Wall Magazine and College Magazine.
- Advanced learners, especially at Post-graduate level are especially encouraged to present papers in national-level and state- level symposia and publish paper.
- Seminars and workshops are organized regularly by different departments so that advanced learners can take interest and gain knowledge about various phenomena around them through active participation.
- Some Departments motivate them with awards, and prizes for departmental activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
4919	89

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

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

Experimental learning has been performed through laboratory-based learning. Students of the subjects like Physics, Chemistry, Zoology, Botany Food and Nutrition perform their practical experiment. Outdoor experiments and observations are also regularly arranged for the students of Geography, Botany, Physical Education and Zoology. Field trips have arranged for the departments like Botany, Zoology, Geography and Physical Education conduct field studies regularly as a part of UG curriculum to provide practical knowledge about the topics taught in the classrooms to the students.

The students of the institution acquire direct learning experiment through participative learning like quiz, debate, seminar, performing arts etc. through cultural subcommittees.

The students regularly participate in different inter-college sports competitions (arranged by the University), which create scope for the students to interact in wider academic as well as cultural circles. . Extra-curricular Programmes like programme on Women's Safety where students were required to participate in group activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has the following ICT infrastructure-

ICT enabled Class rooms: 10

Smart rooms: 09

Projectors: 13

Desktops: 96

Laptops: 25

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

All the departments have access to computers with Internet for preparation of ppt and other teaching-learning materials, and many have access to printers and photocopiers. The ICT enabled tools are used by faculty members for effective teaching-learning process in the departments viz., Mathematics, Commerce, Physics (highlighting Mathematical formulae etc.), History (archaeological sites), Botany, Zoology (animal and plant specimens), Geography (Geological sites, rock samples) etc.

The tools are used extensively for practical classes in Science. A step-by-step illustration of an experiment using ppt usually helps students follow the experiments better, especially if they have to duplicate them later in laboratories.

Open-source software packages are used by subjects like Mathematics (MS Office,c++,latex), Physics (Msoffice,scilab,mtndn,latex), Computer Science (Office,c++,phython,prolog,unix,r-dbms,java,oracle), Geography (QGIS, MSOffice).

Soft copies of the projects/term papers are stored in the desktops or sent through e-mail so that they can be retrieved for correction and evaluation by the teacher. The tools are also used for Extension/Occasional lectures, Student Seminars, and Workshop/Conference/Seminars.

Classes and examinations are being taken through Google Classroom, Google Meet, Zoom, Team Link, YouTube, WhatsApp and e-mail. On-line tests taken by various departments.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The academic subcommittee conduct internal examination through a dedicated examination cell. Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria at the beginning of the academic session. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work. Students are informed in advance that independent learning, original thinking and new ideas will be given additional points. Assignments and tests are regularly conducted and students are given multiple opportunities to improve their performances.

Regular class work, homework and small evaluations help teachers to identify the short comings of the students and weaker students are provided with study materials, topics are re-explained as required and they are given re-assignments for their improvement. Regular parent teacher meetings are held to discuss with the

guardians of their ward's progress , difficulties faced by a student, has been discussed.

Curriculum of some courses allow skill enhancement through practical sessions and continuous evaluation is done through testing of skills developed. Disciplines such as Commerce, Computer Applications, Economics and Mathematics have practical components as part of their curriculum which focus on problem solving skills using ICT techniques.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college has an Academic Subcommittee to deal with all matters related to internal and University Examinations through examination cell under Senior Professors and Non-Teaching staffs. The answer papers of the internal/tutorial examinations are preserved by the College for five years as directed by the University. Any inquiry coming up within this period can thus be addressed to without much difficulty. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers related to internal examination consisting of class tests, assignments, projects etc. are returned to students with detailed remarks and suggestions for improvement. The students are free to discuss with the teachers their mistakes and ways to improve their result. The University examination system under CBCS also requires that the students be marked on their class attendance in each course. These marks are added to get the final result. If any error is detected in the final marksheet in spite of rigorous scrutiny, it is promptly reported to the University by the College. Regular parent - teacher meetings are held to discuss the ward's progress with the guardians and suggestions are given to the parents by teachers on how to monitor the studies of the students, in presence of both teachers and parents difficulties faced by a student, if any, discussed at length.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The institution adheres to the course curricula framed by the Board of Studies (BOS) of the affiliating university, University of Calcutta. The syllabus of each course is communicated to colleges and also available on the University website. The University as well as some affiliated colleges organize workshops on the syllabus of different subjects, where the teachers are made aware of the Programme and Course outcomes. At the beginning of the academic year, the Head of each department (HOD) organizes a departmental meeting regarding the distribution of syllabus to all faculty members. The department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs). The programme outcomes for every course offered in each subject along with syllabi is uploaded on the college website. The stakeholders of the institution can access the POs and COs through browsing them. The newly enrolled students are made aware of the desired outcomes of the programmes they have chosen through Orientation Programme for the students and Induction Programmes conducted by individual departments. The POs and COs are also explained in details by the faculty members in the class in each semester, both at the UG and PG level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Programme and the course outcomes are designed to equip the students for either further studies or gainful employment. The final outcomes of the Courses or Programmes are evaluated by the

marks or grades that the students obtained in the University examinations. While Course Outcomes can be judged at the end of a semester by the course results, the Programme Outcome is obtained by the programme result after completing all semesters. The attainment of the course outcome is also assessed through internal examinations as the questions for the internal examinations are framed in line with course outcomes. Besides NCC and NSS programmes, each department takes different initiatives (both curricular and co-curricular) so that learning objectives of each course (paper-wise) be achieved. Organising class tests and subject- oriented quizzes, student seminars as well as talks and workshops, etc. are a part of this improvement scheme. Individual departments meet regularly to discuss the results, how the students have progressed, and what is to be done for those lagging behind, and they organize Teacher-Guardian meet. Feedback from students is collected and analyzed to assess how far the institution has succeeded in fulfilling its stated outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1460

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://pjc.ac.in/pdf/feedback/Student%20Satisfaction%20Survey_2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://dstbt.bangla.gov.in/

3.2 - Innovation Ecosystem

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

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

Student Development:

- Field visits and educational excursions are arranged by the Departments like Geography, Physical Education, History regularly to make the students acquainted with the applicability and tractability of a subject through project work.
- The students are encouraged to participate in Science Quiz/Debate/Poster completion/exhibition. Some career development workshop has also been organized for the students.

Faculty Development:

- International/National/State level workshops/seminars/webinars/conferences are organized in the institution regularly to increase the vista of knowledge through interactive session amongst participants from various institutions.
- The faculty also can publish paper in 'DIGONTO' for CAS.
- The college has taken membership of Digital Library of India

(NDL) and INFLIBNET (N-LIST) for searching e-database with a browsing centre in the Central Library. Internet Connectivity through 05 (main connection) for all departments is done through LAN.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website

during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Education is not restricted to the confines of the classroom. After all the aim of education is to carve out from a student a better human being who is sensitive, both to the needs of society and aware of his/her own duties as a responsible young citizen. Prabhu Jagatbandhu College organizes several extension activities in the neighborhood community to promote the students towards social responsibility leading to their overall development. The college has many student oriented wings like NSS, NCC, Eco club, Women's Cell. In the month of July, the department of Philosophy in association with NCC and NSS Unit of the college organised tree plantation programme by observing Aranya Saptaha (week long tree plantation programme) from 14th July to 20th July 2021. In this attempt, the NCC and NSS Units came forward to assist the Department of Philosophy to have a green drive in the college campus. On 11th December 2021 a survey camp had been held in the

adopted village to aware the vaccination of the villagers for the protection of Covid-19 and to the owning of toilets of the families either earthen or build up. On 15th December, 2021, a One Day health check-up camp had been organised by the NSS unit at the Kshetrapaltala temple committee building. Dr Subhankar Das, an eminent surgeon of NRS Medical College, has been invited to the camp and Dr Das thankfully attended the camp. A number of villages turned up and satisfactorily consulted to the doctor.

File Description	Documents
Paste link for additional information	https://sites.google.com/view/nsspjc
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

285

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

1

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has Fifty six (56) fully functional Class Rooms. The mode of teaching is both conventional Chalk & Talk method along with Digital mode on many among those. Thirteen (13) rooms are fully equipped with short throw digital projectors. Our Seminar Room which can accommodate more than 150 students has a set-up of Digital projector with digital surround speakers and cordless microphones. One of the classrooms has been upgraded to smart classroom with high end interactive digital board, which is now been used commonly.

One meeting room is also equipped with portable projector. Four classrooms in PG section of Mathematics and Geography are equipped with portable projector and for conducting seminars and presentations. All departments are equipped with desktops and Internet connectivity. Most of the department has Laptop, scanner and printer facilities.

The campus is also Wi-Fi enabled for everyone. The science departments (Physics, Chemistry, Computer Science, Electronics, Geography, Zoology, Botany, Food and Nutrition) has well equipped laboratories with computing and internet facilities.

A students' cheap store is available which provide accessories needed for students at discounted rates. A photocopying facility for students and teachers is also available within the store.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

There are two common rooms in the college premises one for girls and one for boys students. These serve as an open space for relaxation, socialising and entertainment. There are carom boards, Volley Ball, Cricket, Foot Ball, Badminton and table tennis arrangements allied to common rooms. A 16 station Gym has been installed in the college for the development of physical strength of the general students at a nominal charge.

Fitness Facilities:

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

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

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

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.38

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The Central Library of Prabhu Jagatbandhu College was partially automated with CDS/ISIS software since 2003 and later on 2007 the

library had used WINISIS software for the library automation. In 2014 the library was fully automated using Koha, an open-source Integrated Library Management Software. Further in November 2021 the Central Library has hosted the Koha (Version 20.11.09.001) on the web with the assistance of a vendor (www.l2c2.co.in) and since then Central Library provides web-based access of library resources to its users. Besides, the Central Library provides its users with a web-based Online Public Access Catalogue (OPAC) through which users can search the books sitting at their home regarding the availability of books on the library, about their current status like whether they are issued or not and where they are shelved etc. The barcoding process in the Central Library is going on and about 90% of books have been barcoded. The library has been using separate barcode machine for barcoding of books and barcode scanner for the issue and return of books. The Central Library provides the free access to e-resources (access available from the college library website) with the association of (National Digital Library of India) developed by IIT Kharagpur and NLIST by INFLIBNET.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://pjc.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.64589

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

1.02

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has 120 computers (105 desktop & 15 laptops), 30 printers/ scanner, 3 projectors out of these 96 desktops are for Academic purpose and 24 are desktops are for Administrative purpose. Regular maintenance is carried out all the desktops and laptops. Internet connection from SITI Broadband service with more than 130MBPS speed. Over the last five years four internet connection with 130MBPS have been installed. The bandwidths have been regularly updated over the last five years. A CMS software (AIMES cloud) from Infotech Lab Kolkata has been installed since 2018. Message in bulk is send through vendor for notice of 1st SEM student admission. A large number of classrooms are ICT enabled and portable LCD projectors are provided for other classroom. Projectors are repaired and maintained through temporary orders. Video conferencing facility is available in the seminar hall. Biometric connection is on the process. Library is automated with CDS/ ISIS since 2003 and automated with WINISIS on and from 2008. Library is migrated to KOHA (local host) since 2014 and finally moved to web based KOHA since 2021. Since 2021 our library provides a very user[1]friendly KOHA Web-OPAC service for

searching documents and books remotely to library users. Different PPT s are provided for the students in the college website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

37.87

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

The college has a well-developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities. Following are the maintenance mechanisms followed by the college in particular: Maintenance of academic facilities Maintenance of Physical facilities Campus cleaning and IT infrastructure. In the beginning of the session the budget of the college is placed in the meeting of the Finance Committee and budgetary provisions are made for all these facilities. The Governing Body approves the budget or any major expense made for any such facility. Tender notification is then done for bulk purchases. Otherwise, local vendors supply the necessary items. Financial rules of the government are strictly followed for all purchases.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pjc.ac.in/index.php?option=com_content&view=article&id=284&Itemid=0

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

3562

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://pjc.ac.in/index.php?option=com_content&view=article&id=193&Itemid=0
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Our students participate actively in the functioning of the College. The student representation is as per the norms and directives of the University. The students on their own organize programmes like Freshers' Welcome, Blood Donation Programme, Teachers' Day celebration, cultural competition, Annual Social Programme, Annual Exhibition, Publication of Students' Magazine, Annual Sports etc. The Student functions in consultation with the College authority as well as teachers of different departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

Registration of Alumni Association is under process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Prabhu Jagatbandhu college possesses a very rich heritage both historically and culturally. It imparts quality education to the

students of rural based semi urban area.

Vision of the College

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

Mission of the College

The college strives to achieve

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

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

File Description	Documents
Paste link for additional information	http://pjc.ac.in/index.php?option=com_content&view=article&id=47&Itemid=0
Upload any additional information	View File

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

The College adheres to the First Statute 1979 Calcutta University along with its amendments over time and is governed by Regulations of Department of Higher Education, West Bengal. The highest policy-making authority is Governing Body, which consists of President,

Principal (as a secretary), Higher Education Department Nominee, Affiliating University Nominee, Government Nominee, Teaching, Non-teaching and student representative. Governing body meetings are held at regular intervals. Matters related to infrastructure, academic affairs, development, financial management, administration, and governance are discussed in detail and are implemented accordingly. Several Sub-Committees viz., academic, finance etc. are formed to ensure decentralized and participative management to look after the curricular as well as co-curricular aspects. Office staff are regularly engaged in routine decision making and day to day support service for both students and faculty. A decentralized administrative system provides the best facility to the students. Before implementation of any important measure Principal discusses it with the different stake holders in meetings, funds are mobilized, and decisions are taken. For instance, there exists a Provident Fund Committee constituted by the Governing Body. Principal meets students regularly and take their views which are duly considered for implementation. Feedbacks are taken regularly.

File Description	Documents
Paste link for additional information	https://pjc.ac.in/index.php?option=com_content&view=article&id=58&Itemid=0
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The long term plans have been laid down in the strategic plan in consultation with Department committees, joint workshops of senior professors for strategy formulation. Prabhu Jagatbandhu College will sustain its excellence and distinctiveness by following a strategic plan that is built upon six sub areas viz.,

- Digitize student records and Online Admission System.
- Academic Process
- Employability
- Industry Connect
- Self-Learning
- Research and
- Personality development
- The management and staff strive continuously to convert this college into one of the leading institutions of higher

education.

- The college, by further enhancing the quality of education, research and maintaining high standard, wants to be rated as one of the best colleges in the district.
- In order to develop e-learning materials the college has commissioned its own server along with a back-up server.
- More classrooms and laboratories will be provided to the departments.
- Involvement of parents, students and other stakeholders in all areas of development will be encouraged more.
- Construction of Central Library with e-library facilities

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://pjc.ac.in/index.php?option=com_content&view=article&id=199&Itemid=0
Upload any additional information	No File Uploaded

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

Administrative Setup:

Decision making is decentralized at different levels operating at strategic level (GB and Principal), Functional level (HODs) and operational (Faculty and students) levels of management. At Institute level there is Internal Quality Assurance committee (IQAC) headed by IQAC coordinator. The Governing Body is the highest decision-making authority consisting of members of C.U. Nominee and W.B.S.C. H.S.E nominee and Teacher's representative. Some of the major committees are Academic, Research and Development, Library, Student/Staff Activity Body, Training and Placement, Internal Complaint and Exam Committees. Academic Committee is responsible for preparing Academic Calendar representing planning and execution of all the academic activities to be conducted in the forthcoming Academic Year.

Service Rules, Policies and Procedures:

The pay scale, PF facility, service conditions, promotions, working hours, holidays and vacations for staff members are as per the norms laid down by of Government of West Bengal. For the

service conditions and rules, the Institute follows the rules and regulations laid down by UGC, Government of West Bengal. For recruitment of non-grant posts, the management conducts interview and filled the post according to the norms and requirement of the post.

Promotional Policies:

All the promotions of teachers and non-teaching staff are made as per the career advancement scheme (CAS) setup by UGC and Government of West Bengal.

File Description	Documents
Paste link for additional information	https://pjc.ac.in
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

- Group Saving Linked Insurance scheme for teaching and non-teaching staff since 2008.
- People with lower income serving this college for long period of time, retired or expired before retirement are provided the benefit of employment of their immediate family member with remuneration fully supported by the government body.
- The institution provides of paying advance salary to the newly appointed staff until their pay fixation is received from West Bengal Higher Education Department.
- Festival advance for Government approved teaching and non-teaching staff.
- General Provident Fund (GPF) Loans is financial strength to Full-time teaching and permanent non-teaching staff.
- Conveyance fees for Teachers are offered for participating in Faculty Exchange Programme with other colleges.
- The female staff members enjoy maternity leave of six months as per Government rule.
- Vending Machine having incineration facility separate toilet facility for women.
- The institution has provided measures for being incorporated in different health schemes of the Government of West Bengal for the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

2

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

1.00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Vide 1979 First Statute of its affiliated University, the college

has a structured governance system which is as follows-

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

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

File Description	Documents
Paste link for additional information	http://pjc.ac.in/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of this HEI worked relentlessly as a team for quality assurance and quality upgradation. Upholding the reputation of the institution among the students in the locality and among other HEIs has been the primary thrust area of the IQAC efforts. With a view to achieving this goal several initiatives have been undertaken. "User Awareness Program on e-resources: an Online Initiative for Students and Faculty Members" have been organized by Central Library in association with IQAC, Prabhu Jagatbandhu

College on July, 2021. On the occasion of NATIONAL SCIENCE DAY 2022 Presentation Competition on "Eminent Indian Scientist" or "Reputed Scientific Institute of India" was organised by Science Departments & IQAC, Prabhu Jagatbandhu College on 12.03.2022. A One Day National Level Student Webinar on "Understanding Theatre of the Absurd" Organized by Department of English in collaboration with IQAC organized on 2nd April 2022, 4 pm. Onwards Google Meet Link- meet.google.com/wow-hezd-qwd YouTube Link - <https://youtu.be/UgYmwp9fGwg>. The Department of Philosophy in Collaboration with IQAC & NAAC organised a week-long Counselling Session Post Covid to address the mental condition of students named "Mind Matter". The inauguration of the Counselling period was held on 29th April 2022 at 12 Pm onwards.

File Description	Documents
Paste link for additional information	https://youtu.be/UgYmwp9fGwg
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Collection of Feedback:

The IQAC of the college has worked relentlessly as a team to uphold the reputation of the college and to maintain academic excellence. Feedback has been collected through online mode from students. The feedback proforma has articulately designed by team IQAC to collect response relating to the Faculty and Academics, Infrastructural Facilities encompassing the quality of Class rooms, Library, Canteen and common rooms, Drinking water, Toilets, security of students, cleanliness, Internet facilities, sport facilities and gym facilities.

Incremental Improvements:

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

Initiation of Academic and Administrative Audit:

With a view to achieving a holistic and all-round academic

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

Incremental Improvements:

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://pjc.ac.in/index.php?option=com_content&view=article&id=200&Itemid=0
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The administration has encouraged women employees to become Coordinators of Faculties, members of administrative and statutory bodies to lead the college from the front. Significant representation of women members in various bodies bear testimony to it. Various leave benefits like Maternity Leave and the Child Care Leave are also granted. Students' bodies also maintains gender equity in its representation. The College played a pioneering role by installing a sanitary napkin vending machine in the girls' common room. International Women's Day is celebrated every year with talks, seminars, interactive session and debates with enthusiastic participation of the students, staff and faculty members of the College.

File Description	Documents
Annual gender sensitization action plan	http://pjc.ac.in/index.php?option=com_content&view=article&id=217&Itemid=0
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy

C. Any 2 of the above

conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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

Hazardous chemicals and radioactive waste management :

The introduction of new CBCS syllabus, greener methodologies have been introduced for demonstration of experiments so very little hazardous chemicals are used. Inflammable hazardous wastes are carefully handled so that fire hazards are avoided. As safety precautions fire extinguishers are installed in the laboratory. Not only this, a cleanliness drive is taken by the college students under the able guidance of the faculty to maintain a clean and dust free environment to avoid accumulation of chemicals. There is no radioactive waste generated from the laboratories at present.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

B. Any 3 of the above

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute is proactively taking efforts to provide an

inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony. With this aim in mind, the institution organizes year long programmes that aim to see that not a single student is or feels left out of the development process. Birthdays of Cultural figures, and are especially sensitive towards minorities be they linguistic or religious. Local cultures and national cultures are celebrated. Students are sensitized towards responsibilities. We function as a community where we include all. Economic diversity is also kept in consideration.

With these aims in mind Prabhu Jagatbandhu College celebrated Students' Week in the first week of January 2022. The Department of Philosophy in Collaboration with IQAC & NAAC organised a week-long Counselling Session Post Covid to address the mental condition of students named "Mind Matter". The inauguration of the Counselling period was held on 29th April 2022 at 12 Pm onwards. Not only were various scholarships for economically unsound sounds discussed but through quiz, elocution and various competitions the students were encouraged to express there awareness on various issues. Meetings with parents also led to the establishment of an environment of understanding and trust.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college attempts to promote Constitutional values, rights, duties, and responsibilities of citizens to the students through organisation various programs and events over time. Celebration of Independence Day or Republic Day in the institution definitely encourages patriotism amongst the students as well as the employees. On 15 th December 2021, a One Day health check-up camp had been organised by the NSS unit at the Kshetrapaltala temple committee building. The institution also celebrates its Foundation Day on 15th August with prompt and pleasure every year. World environment day has been celebrated every year on 5th June.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sites.google.com/view/nsspjc
Any other relevant information	https://sites.google.com/pjc.ac.in/nccpjcunit/home

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates birth and death anniversary of many great personalities including Swami Vivekananda, Rabindranath Tagore, Rishi Aurobindo remembering their noble work for the betterment of our nation. Teacher's day is celebrated by every department remembering the birthday of Dr. Sarvepalli Radhakrishnan. The college also organizes special events, functions and lectures to observe days of national and international significance. For instances, Independence Day, Republic Day are observed every year.

In addition with that, the college observes international Women's Day on 8th March every year to honour the incredible achievement of the women across the globe. World Environment day is observed on 5th June for encouraging worldwide protection of our environment. Yoga day is observed on 21st June every year in the college premises under the leadership of NSS unit of the college. A lot of students of NSS unit participated and did yoga in the program.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice No. 1

1. Title of the Practice

Psychological counseling during Post COVID-2020.

2. Objectives of the Practice

Provide accessible and effective psychological support to all students.

3. The Context

- Surge in Anxiety and Depression
- Grief and Loss

4. The Practice

Our College have taken initiatives to help student psychologically during Post COVID-2020 through webinar.

5. Evidence of Success

Psychological counselling of women in the post COVID situation organized by Women Cell & IQAC.

6. Problems Encountered and Resources Required

Our college is situated in semi urban area. Most of the students do not have a facility of android phone. Sometimes it is not possible to connect students during that situation.

Best Practice No. 2

1. Title of the Practice

Women Empowerment: Best Practices at Prabhu Jagatbandhu College

2. Objectives of the Practice

- Promote gender equality and inclusivity and ensure a safe and supportive environment for all female members of the College.

3. The Context

Our College has a diverse student body, with women making up more than 50% of the total enrollment.

4. The Practice

The Women's Cell is prospering hard to uphold women's issues including awareness among the girl students relating to health and hygiene issues. F

5. Evidence of Success

The Women's Cell, Prabhu Jagatbandhu college have installed a sanitary napkin vending machine in this college for women students.

6. Problems Encountered and Resources Required

Initial resistance from some sections of the community, addressed through continuous dialogue and sensitization programs. Need for ongoing funding to support scholarships and new initiatives.

File Description	Documents
Best practices in the Institutional website	https://pjc.ac.in/index.php?option=com_content&view=article&id=288&Itemid=0
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The NSS Unit of the college since its adoption of the village under Mashila Gram Panchayat, Sankrail Block of Howrah District has been engaged in several developmental activities in that village. To that effect, on 11th December 2021 a survey camp had been held in the adopted village. A questionnaire had been set accordingly for the survey. Priority had been given in the questionnaire regarding two issues – the first one being the vaccination of the villagers for the protection of Covid-19 and the subsequent one was related to the owning of toilets of the families either earthen or build up. Nearly sixty students and faculty members of NSS participated in this survey in fifty six households. The survey data analysis shows that out of 5 households, 9 families have been found who do not have their own toilets. On 15th December 2021, a One Day health check-up camp had been organised by the NSS unit at the Kshetrapaltala temple committee building. Dr Subhankar Das, an eminent surgeon of NRS Medical College Kolkata has been invited to the camp and thankfully attended the camp maintaining all COVID-19 protocol. A number of villages turned up and satisfactorily consulted to the doctor.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

- The Annual Academic Calendar is prepared according to the University Calendar before commencement of academic year by Academic Sub-Committee.
- Academic meeting is held in each department before the beginning of classes to prepare departmental routine and distribution of syllabus among the faculty and it is provided to the students through college website.
- The conventional chalk and duster method of teaching is supplemented by reasonable use of ICT to make the teaching-learning process more learner-centric.
- Many students enjoy the opportunity of experiential learning by field surveys and project works. Students are also encouraged to participate in different co-curricular activities through NSS/NCC unit, Eco-club and Women Cell.
- The mentors take great care to keep a compassionate relationship with the mentee to facilitate their academic and overall growth and development.
- The Central/Departmental Library provides teachers with necessary learning resources. The institution encourages faculty members to attend OP/RC/workshop for acquiring necessary skills.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the conduct of CIE. The college is affiliated to Calcutta University. The university declared the Academic Calendar in the beginning of every session. After the starting of session, the college has to follow the Academic calendar. However, the college prepares its own calendar, which is done parallel to the university.

The University academic time-table includes following factors:

(i) Date of admission (ii) Commencement of teaching (iii) Dates of unit tests (iv) Dates of terminal tests (v) Dates for practical exams (vi) Dates for extra-curricular activities, like student union, NSS/NCC/Sports/YRC/Cultural and literacy programs, etc. (vii) Diploma and PG time-table, including: (viii) PG Admission (ix) Commencement of classes (x) Internal exams (xi) Semester break (xii) Preparation leave (xiii) Practical exams etc. (xiv) List of holidays, vacations and working days (xv) Duties of teachers, etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.cuexam.net/exam-notice.php#

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

100

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

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

On 12th July a webinar on "Significance of Yoga for Human Health" and On 18th July, 2021, a webinar on "COVID-19 through our lens-Doctor Vs. Students" has been organized by the Dept. of Philosophy.

The curricula of different departments contain components or topics on human values and professional ethics imparted through courses in the syllabus of the departments such as Political Science, Bengali, Sanskrit, English, Education, Economics, Philosophy, etc.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

1962

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://pjc.ac.in/index.php?option=com_content&view=article&id=285&Itemid=0
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://pjc.ac.in/pdf/feedback/1.4.1%20&201.4.2 Feedback%20Analysis-2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

4919

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1378

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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

For Slow Learners:

- Remedial/tutorial class is provided for the slow learners to ensure that they are able to successfully learn and also qualify in their examinations. Doubts and personal difficulties regarding the subject are solved in the tutorial classes.
- The faculty members take special attention for slow learners by allotting additional time for discussion of topics that have not been properly understood by them.
- Slow learners are provided with additional explanations and concept-clearing questions, examples and explanation.
- Student Mentoring and Counselling Programmes are organized for the learners, especially slow learners.

For Advanced Learners:

- Advanced learners are also selected/encouraged to take part in different academic affairs including debates and quiz competition, extempore, student seminars, classroom discussion, Power Point presentations, charts and models preparation, exhibition, etc. as to write article for Departmental Wall Magazine and College Magazine.
- Advanced learners, especially at Post-graduate level are especially encouraged to present papers in national-level and state- level symposia and publish paper.
- Seminars and workshops are organized regularly by different departments so that advanced learners can take interest and gain knowledge about various phenomena around them through active participation.

- Some Departments motivate them with awards, and prizes for departmental activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
4919	89

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

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

Experimental learning has been performed through laboratory-based learning. Students of the subjects like Physics, Chemistry, Zoology, Botany Food and Nutrition perform their practical experiment. Outdoor experiments and observations are also regularly arranged for the students of Geography, Botany, Physical Education and Zoology. Field trips have arranged for the departments like Botany, Zoology, Geography and Physical Education conduct field studies regularly as a part of UG curriculum to provide practical knowledge about the topics taught in the classrooms to the students.

The students of the institution acquire direct learning experiment through participative learning like quiz, debate, seminar, performing arts etc. through cultural subcommittees.

The students regularly participate in different inter-college sports competitions (arranged by the University), which create scope for the students to interact in wider academic as well as cultural circles. . Extra-curricular Programmes like programme on Women's Safety where students were required to participate in group activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has the following ICT infrastructure-

ICT enabled Class rooms: 10

Smart rooms: 09

Projectors: 13

Desktops: 96

Laptops: 25

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

All the departments have access to computers with Internet for preparation of ppt and other teaching-learning materials, and many have access to printers and photocopiers. The ICT enabled tools are used by faculty members for effective teaching-learning process in the departments viz., Mathematics, Commerce, Physics (highlighting Mathematical formulae etc.), History (archaeological sites), Botany, Zoology (animal and plant specimens), Geography (Geological sites, rock samples) etc.

The tools are used extensively for practical classes in Science. A step-by-step illustration of an experiment using ppt usually helps students follow the experiments better, especially if they have to duplicate them later in

laboratories.

Open-source software packages are used by subjects like Mathematics (MS Office,c++,latex), Physics (Msoffice,scilab,mtndn,latex), Computer Science (Office,c++,phython,prolog,unix,r-dbms,java,oracle), Geography (QGIS, MSOffice).

Soft copies of the projects/term papers are stored in the desktops or sent through e-mail so that they can be retrieved for correction and evaluation by the teacher. The tools are also used for Extension/Occasional lectures, Student Seminars, and Workshop/Conference/Seminars.

Classes and examinations are being taken through Google Classroom, Google Meet, Zoom, Team Link, YouTube, WhatsApp and e-mail. On-line tests taken by various departments.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

24

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

498

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

2.5 - Evaluation Process and Reforms

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

mode. Write description within 200 words.

The academic subcommittee conduct internal examination through a dedicated examination cell. Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria at the beginning of the academic session. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work. Students are informed in advance that independent learning, original thinking and new ideas will be given additional points. Assignments and tests are regularly conducted and students are given multiple opportunities to improve their performances.

Regular class work, homework and small evaluations help teachers to identify the short comings of the students and weaker students are provided with study materials, topics are re-explained as required and they are given re-assignments for their improvement. Regular parent teacher meetings are held to discuss with the guardians of their ward's progress , difficulties faced by a student, has been discussed.

Curriculum of some courses allow skill enhancement through practical sessions and continuous evaluation is done through testing of skills developed. Disciplines such as Commerce, Computer Applications, Economics and Mathematics have practical components as part of their curriculum which focus on problem solving skills using ICT techniques.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college has an Academic Subcommittee to deal with all matters related to internal and University Examinations through examination cell under Senior Professors and Non-Teaching staffs. The answer papers of the internal/tutorial examinations are preserved by the College for five years as directed by the University. Any inquiry coming up within this period can thus be addressed to without much difficulty. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers

related to internal examination consisting of class tests, assignments, projects etc. are returned to students with detailed remarks and suggestions for improvement. The students are free to discuss with the teachers their mistakes and ways to improve their result. The University examination system under CBCS also requires that the students be marked on their class attendance in each course. These marks are added to get the final result. If any error is detected in the final marksheet in spite of rigorous scrutiny, it is promptly reported to the University by the College. Regular parent - teacher meetings are held to discuss the ward's progress with the guardians and suggestions are given to the parents by teachers on how to monitor the studies of the students, in presence of both teachers and parents difficulties faced by a student, if any, discussed at length.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The institution adheres to the course curricula framed by the Board of Studies (BOS) of the affiliating university, University of Calcutta. The syllabus of each course is communicated to colleges and also available on the University website. The University as well as some affiliated colleges organize workshops on the syllabus of different subjects, where the teachers are made aware of the Programme and Course outcomes. At the beginning of the academic year, the Head of each department (HOD) organizes a departmental meeting regarding the distribution of syllabus to all faculty members. The department prepares Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs). The programme outcomes for every course offered in each subject along with syllabi is uploaded on the college website. The stakeholders of the institution can access the POs and COs through browsing them. The newly enrolled students are made aware of the desired outcomes of the programmes they have chosen through Orientation Programme for the students and Induction Programmes conducted by individual departments. The

POs and COs are also explained in details by the faculty members in the class in each semester, both at the UG and PG level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Programme and the course outcomes are designed to equip the students for either further studies or gainful employment. The final outcomes of the Courses or Programmes are evaluated by the marks or grades that the students obtained in the University examinations. While Course Outcomes can be judged at the end of a semester by the course results, the Programme Outcome is obtained by the programme result after completing all semesters. The attainment of the course outcome is also assessed through internal examinations as the questions for the internal examinations are framed in line with course outcomes. Besides NCC and NSS programmes, each department takes different initiatives (both curricular and co-curricular) so that learning objectives of each course (paper-wise) be achieved. Organising class tests and subject- oriented quizzes, student seminars as well as talks and workshops, etc. are a part of this improvement scheme. Individual departments meet regularly to discuss the results, how the students have progressed, and what is to be done for those lagging behind, and they organize Teacher-Guardian meet. Feedback from students is collected and analyzed to assess how far the institution has succeeded in fulfilling its stated outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year	
2.6.3.1 - Total number of final year students who passed the university examination during the year	
1460	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil
2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://pjc.ac.in/pdf/feedback/Student%20Satisfaction%20Survey_2021-22.pdf	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://dstbt.bangla.gov.in/

3.2 - Innovation Ecosystem

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

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

Student Development:

- Field visits and educational excursions are arranged by the Departments like Geography, Physical Education, History regularly to make the students acquainted with the applicability and tractability of a subject through project work.
- The students are encouraged to participate in Science Quiz/Debate/Poster completion/exhibition. Some career development workshop has also been organized for the students.

Faculty Development:

- International/National/State level workshops/seminars/webinars/conferences are organized in the institution regularly to increase the vista of knowledge through interactive session amongst participants from various institutions.
- The faculty also can publish paper in 'DIGONTO' for CAS.
- The college has taken membership of Digital Library of India (NDL) and INFLIBNET (N-LIST) for searching e-database with a browsing centre in the Central Library. Internet Connectivity through 05 (main connection) for all departments is done through LAN.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Education is not restricted to the confines of the classroom. After all the aim of education is to carve out from a student a better human being who is sensitive, both to the needs of society and aware of his/her own duties as a responsible young citizen. Prabhu Jagatbandhu College organizes several extension activities in the neighborhood community to promote the students towards social responsibility leading to their overall development. The college has many student oriented wings like NSS, NCC, Eco club, Women's Cell. In the month of July, the department of Philosophy in association with NCC and NSS Unit of the college organised tree plantation programme by observing Aranya Saptaha (week long tree plantation programme) from 14th July to 20th July 2021. In this attempt, the NCC and NSS Units came forward to assist the Department of Philosophy to have a green drive in the college campus. On 11th December 2021 a survey camp had been held in the adopted village to aware the vaccination of the villagers for the protection of Covid-19 and to the owning of toilets of the families either earthen or build up. On 15th December, 2021, a One Day health check-up camp had been organised by the NSS unit at the Kshetrapaltala temple committee building. Dr Subhankar Das, an eminent surgeon of NRS Medical College, has been invited to the camp and Dr Das thankfully attended the camp. A number of villages turned up and satisfactorily consulted to the doctor.

File Description	Documents
Paste link for additional information	https://sites.google.com/view/nsspjc
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

285

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

1

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
<p>The institution has Fifty six (56) fully functional Class Rooms. The mode of teaching is both conventional Chalk & Talk method along with Digital mode on many among those. Thirteen (13) rooms are fully equipped with short throw digital projectors. Our Seminar Room which can accommodate more than 150 students has a set-up of Digital projector with digital surround speakers and cordless microphones. One of the classrooms has been upgraded to smart classroom with high end interactive digital board, which is now been used commonly.</p> <p>One meeting room is also equipped with portable projector. Four classrooms in PG section of Mathematics and Geography are equipped with portable projector and for conducting seminars and presentations. All departments are equipped with desktops and Internet connectivity. Most of the department has Laptop, scanner and printer facilities.</p> <p>The campus is also Wi-Fi enabled for everyone. The science departments (Physics, Chemistry, Computer Science, Electronics, Geography, Zoology, Botany, Food and Nutrition) has well equipped laboratories with computing and internet facilities.</p> <p>A students' cheap store is available which provide accessories needed for students at discounted rates. A photocopying facility for students and teachers is also available within the store.</p>	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.	
There are two common rooms in the college premises one for girls and one for boys students. These serve as an open space for relaxation, socialising and entertainment. There are carom	

boards, Volley Ball, Cricket, Foot Ball, Badminton and table tennis arrangements allied to common rooms. A 16 station Gym has been installed in the college for the development of physical strength of the general students at a nominal charge.

Fitness Facilities:

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

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

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

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.38

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The Central Library of Prabhu Jagatbandhu College was partially automated with CDS/ISIS software since 2003 and later on 2007 the library had used WINISIS software for the library automation. In 2014 the library was fully automated using Koha, an open-source Integrated Library Management Software. Further in November 2021 the Central Library has hosted the Koha (Version 20.11.09.001) on the web with the assistance of a vendor (www.l2c2.co.in) and since then Central Library provides web-based access of library resources to its users. Besides, the Central Library provides its users with a web-based Online Public Access Catalogue (OPAC) through which users can search the books sitting at their home regarding the availability of books on the library, about their current status like whether they are issued or not and where they are shelved etc. The

barcoding process in the Central Library is going on and about 90% of books have been barcoded. The library has been using separate barcode machine for barcoding of books and barcode scanner for the issue and return of books. The Central Library provides the free access to e-resources (access available from the college library website) with the association of (National Digital Library of India) developed by IIT Kharagpur and NLIST by INFLIBNET.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://pjc.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

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

0.64589

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

1.02

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has 120 computers (105 desktop & 15 laptops), 30 printers/ scanner, 3 projectors out of these 96 desktops are for Academic purpose and 24 are desktops are for Administrative purpose. Regular maintenance is carried out all the desktops and laptops. Internet connection from SITI Broadband service with more than 130MBPS speed. Over the last five years four internet connection with 130MBPS have been installed. The bandwidths have been regularly updated over the last five years. A CMS software (AIMES cloud) from Infotech Lab Kolkata has been installed since 2018. Message in bulk is send through vendor for notice of 1st SEM student admission. A large number of classrooms are ICT enabled and portable LCD projectors are provided for other classroom. Projectors are repaired and maintained through temporary orders. Video conferencing facility is available in the seminar hall. Biometric connection is on the process. Library is automated with CDS/ ISIS since 2003 and automated with WINISIS on and from 2008. Library is migrated to KOHA (local host) since 2014 and finally moved to web based KOHA since 2021. Since 2021 our library provides a very user[1]friendly KOHA Web-OPAC service for searching documents and books remotely to library users. Different PPT s are provided for the students in the college website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

37.87

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

The college has a well-developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities. Following are the maintenance

mechanisms followed by the college in particular: Maintenance of academic facilities Maintenance of Physical facilities Campus cleaning and IT infrastructure. In the beginning of the session the budget of the college is placed in the meeting of the Finance Committee and budgetary provisions are made for all these facilities. The Governing Body approves the budget or any major expense made for any such facility. Tender notification is then done for bulk purchases. Otherwise, local vendors supply the necessary items. Financial rules of the government are strictly followed for all purchases.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pjc.ac.in/index.php?option=com_content&view=article&id=284&Itemid=0

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

3562

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by

the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
File Description	Documents
Link to Institutional website	https://pjc.ac.in/index.php?option=com_content&view=article&id=193&Itemid=0
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression
5.2.1 - Number of placement of outgoing students during the year
5.2.1.1 - Number of outgoing students placed during the year
3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Our students participate actively in the functioning of the College. The student representation is as per the norms and directives of the University. The students on their own organize programmes like Freshers' Welcome, Blood Donation Programme, Teachers' Day celebration, cultural competition, Annual Social Programme, Annual Exhibition, Publication of Students' Magazine, Annual Sports etc. The Student functions in consultation with the College authority as well as teachers of different departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

Registration of Alumni Association is under process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Prabhu Jagatbandhu college possesses a very rich heritage both historically and culturally. It imparts quality education to

the students of rural based semi urban area.

Vision of the College

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

Mission of the College

The college strives to achieve

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

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

File Description	Documents
Paste link for additional information	http://pjc.ac.in/index.php?option=com_content&view=article&id=47&Itemid=0
Upload any additional information	View File

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

The College adheres to the First Statute 1979 Calcutta University along with its amendments over time and is governed by Regulations of Department of Higher Education, West Bengal. The highest policy-making authority is Governing Body, which

consists of President, Principal (as a secretary), Higher Education Department Nominee, Affiliating University Nominee, Government Nominee, Teaching, Non-teaching and student representative. Governing body meetings are held at regular intervals. Matters related to infrastructure, academic affairs, development, financial management, administration, and governance are discussed in detail and are implemented accordingly. Several Sub-Committees viz., academic, finance etc. are formed to ensure decentralized and participative management to look after the curricular as well as co-curricular aspects. Office staff are regularly engaged in routine decision making and day to day support service for both students and faculty. A decentralized administrative system provides the best facility to the students. Before implementation of any important measure Principal discusses it with the different stake holders in meetings, funds are mobilized, and decisions are taken. For instance, there exists a Provident Fund Committee constituted by the Governing Body. Principal meets students regularly and take their views which are duly considered for implementation. Feedbacks are taken regularly.

File Description	Documents
Paste link for additional information	https://pjc.ac.in/index.php?option=com_content&view=article&id=58&Itemid=0
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The long term plans have been laid down in the strategic plan in consultation with Department committees, joint workshops of senior professors for strategy formulation. Prabhu Jagatbandhu College will sustain its excellence and distinctiveness by following a strategic plan that is built upon six sub areas viz.,

- Digitize student records and Online Admission System.
- Academic Process
- Employability
- Industry Connect
- Self-Learning
- Research and

- Personality development
- The management and staff strive continuously to convert this college into one of the leading institutions of higher education.
- The college, by further enhancing the quality of education, research and maintaining high standard, wants to be rated as one of the best colleges in the district.
- In order to develop e-learning materials the college has commissioned its own server along with a back-up server.
- More classrooms and laboratories will be provided to the departments.
- Involvement of parents, students and other stakeholders in all areas of development will be encouraged more.
- Construction of Central Library with e-library facilities

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://pjc.ac.in/index.php?option=com_content&view=article&id=199&Itemid=0
Upload any additional information	No File Uploaded

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

Administrative Setup:

Decision making is decentralized at different levels operating at strategic level (GB and Principal), Functional level (HODs) and operational (Faculty and students) levels of management. At Institute level there is Internal Quality Assurance committee (IQAC) headed by IQAC coordinator. The Governing Body is the highest decision-making authority consisting of members of C.U. Nominee and W.B.S.C. H.S.E nominee and Teacher's representative. Some of the major committees are Academic, Research and Development, Library, Student/Staff Activity Body, Training and Placement, Internal Complaint and Exam Committees. Academic Committee is responsible for preparing Academic Calendar representing planning and execution of all the academic activities to be conducted in the forthcoming Academic Year.

Service Rules, Policies and Procedures:

The pay scale, PF facility, service conditions, promotions, working hours, holidays and vacations for staff members are as per the norms laid down by of Government of West Bengal. For the service conditions and rules, the Institute follows the rules and regulations laid down by UGC, Government of West Bengal. For recruitment of non-grant posts, the management conducts interview and filled the post according to the norms and requirement of the post.

Promotional Policies:

All the promotions of teachers and non-teaching staff are made as per the career advancement scheme (CAS) setup by UGC and Government of West Bengal.

File Description	Documents
Paste link for additional information	https://pjc.ac.in
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution effectively provides a scope to the teaching

and non-teaching staff to be associated with welfare scheme. They are as follows:

- Group Saving Linked Insurance scheme for teaching and non-teaching staff since 2008.
- People with lower income serving this college for long period of time, retired or expired before retirement are provided the benefit of employment of their immediate family member with remuneration fully supported by the government body.
- The institution provides of paying advance salary to the newly appointed staff until their pay fixation is received from West Bengal Higher Education Department.
- Festival advance for Government approved teaching and non-teaching staff.
- General Provident Fund (GPF) Loans is financial strength to Full-time teaching and permanent non-teaching staff.
- Conveyance fees for Teachers are offered for participating in Faculty Exchange Programme with other colleges.
- The female staff members enjoy maternity leave of six months as per Government rule.
- Vending Machine having incineration facility separate toilet facility for women.
- The institution has provided measures for being incorporated in different health schemes of the Government of West Bengal for the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

2

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

1.00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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

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

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

File Description	Documents
Paste link for additional information	http://pjc.ac.in/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of this HEI worked relentlessly as a team for quality assurance and quality upgradation. Upholding the reputation of the institution among the students in the locality and among other HEIs has been the primary thrust area of the IQAC efforts. With a view to achieving this goal several initiatives have been undertaken. "User Awareness Program on e-resources: an Online Initiative for Students and Faculty Members" have been organized by Central Library in association with IQAC, Prabhu Jagatbandhu College on July, 2021. On the occasion of NATIONAL SCIENCE DAY 2022 Presentation Competition on "Eminent Indian Scientist" or "Reputed Scientific Institute of India" was organised by Science Departments & IQAC, Prabhu Jagatbandhu College on 12.03.2022. A One Day National Level Student Webinar on "Understanding Theatre of the Absurd" Organized by Department of English in collaboration with IQAC organized on 2nd April 2022, 4 pm. Onwards Google Meet Link - meet.google.com/wow-hezd-qwd YouTube Link - <https://youtu.be/UgYmwp9fGwg>. The Department of Philosophy in Collaboration with IQAC & NAAC organised a week-long Counselling Session Post Covid to address the mental condition of students named "Mind Matter". The inauguration of the Counselling period was held on 29th April 2022 at 12 Pm onwards.

File Description	Documents
Paste link for additional information	https://youtu.be/UgYmwp9fGwg
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Collection of Feedback:

The IQAC of the college has worked relentlessly as a team to uphold the reputation of the college and to maintain academic excellence. Feedback has been collected through online mode from students. The feedback proforma has articulately designed by team IQAC to collect response relating to the Faculty and Academics, Infrastructural Facilities encompassing the quality of Class rooms, Library, Canteen and common rooms, Drinking water, Toilets, security of students, cleanliness, Internet facilities, sport facilities and gym facilities.

Incremental Improvements:

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

Initiation of Academic and Administrative Audit:

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

Incremental Improvements:

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above
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File Description	Documents
Paste web link of Annual reports of Institution	https://pjc.ac.in/index.php?option=com_content&view=article&id=200&Itemid=0
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The administration has encouraged women employees to become Coordinators of Faculties, members of administrative and statutory bodies to lead the college from the front. Significant representation of women members in various bodies bear testimony to it. Various leave benefits like Maternity Leave and the Child Care Leave are also granted. Students' bodies also maintains gender equity in its representation. The College played a pioneering role by installing a sanitary napkin vending machine in the girls' common room. International Women's Day is celebrated every year with talks, seminars, interactive session and debates with enthusiastic participation of the students, staff and faculty members of the College.

File Description	Documents
Annual gender sensitization action plan	http://pjc.ac.in/index.php?option=com_content&view=article&id=217&Itemid=0
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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

Hazardous chemicals and radioactive waste management :

The introduction of new CBCS syllabus, greener methodologies have been introduced for demonstration of experiments so very little hazardous chemicals are used. Inflammable hazardous wastes are carefully handled so that fire hazards are avoided. As safety precautions fire extinguishers are installed in the laboratory. Not only this, a cleanliness drive is taken by the college students under the able guidance of the faculty to maintain a clean and dust free environment to avoid accumulation of chemicals. There is no radioactive waste generated from the laboratories at present.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute is proactively taking efforts to provide an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony. With this aim in mind, the institution organizes year long programmes that aim to see that not a single student is or feels left out of the development process. Birthdays of Cultural figures, and are especially sensitive towards minorities be they linguistic or religious. Local cultures and national cultures are celebrated. Students are sensitized towards responsibilities. We function as a community where we include all. Economic diversity is also kept in consideration.

With these aims in mind Prabhu Jagatbandhu College celebrated Students' Week in the first week of January 2022. The Department of Philosophy in Collaboration with IQAC & NAAC organised a week-long Counselling Session Post Covid to address the mental condition of students named "Mind Matter". The inauguration of the Counselling period was held on 29th April 2022 at 12 Pm onwards. Not only were various scholarships for economically unsound students discussed but through quiz, elocution and various competitions the students were encouraged to express their awareness on various issues. Meetings with parents also led to the establishment of an environment of understanding and trust.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college attempts to promote Constitutional values, rights, duties, and responsibilities of citizens to the students through organisation various programs and events over time. Celebration of Independence Day or Republic Day in the institution definitely encourages patriotism amongst the students as well as the employees. On 15 th December 2021, a One Day health check-up camp had been organised by the NSS unit at the Kshetrapaltala temple committee building. The institution also celebrates its Foundation Day on 15th August with prompt and pleasure every year. World environment day has been celebrated every year on 5th June.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sites.google.com/view/nsspjc
Any other relevant information	https://sites.google.com/pjc.ac.in/nccpjc/unit/home

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates birth and death anniversary of many great personalities including Swami Vivekananda, Rabindranath Tagore, Rishi Aurobindo remembering their noble work for the betterment of our nation. Teacher's day is celebrated by every department remembering the birthday of Dr. Sarvepalli Radhakrishnan. The college also organizes special events, functions and lectures to observe days of national and international significance. For instances, Independence Day, Republic Day are observed every year. In addition with that, the college observes international Women's Day on 8th March every year to honour the incredible achievement of the women across the globe. World Environment day is observed on 5th June for encouraging worldwide protection of our environment. Yoga day is observed on 21st June every year in the college premises under the leadership of NSS unit of the college. A lot of students of NSS unit participated and did yoga in the program.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

format provided in the Manual.

Best Practice No. 1

1. Title of the Practice

Psychological counseling during Post COVID-2020.

2. Objectives of the Practice

Provide accessible and effective psychological support to all students.

3. The Context

- Surge in Anxiety and Depression
- Grief and Loss

4. The Practice

Our College have taken initiatives to help student psychologically during Post COVID-2020 through webinar.

5. Evidence of Success

Psychological counselling of women in the post COVID situation organized by Women Cell & IQAC.

6. Problems Encountered and Resources Required

Our college is situated in semi urban area. Most of the students do not have a facility of android phone. Sometimes it is not possible to connect students during that situation.

Best Practice No. 2

1. Title of the Practice

Women Empowerment: Best Practices at Prabhu Jagatbandhu College

2. Objectives of the Practice

- Promote gender equality and inclusivity and ensure a safe and supportive environment for all female members of the College.

3. The Context

Our College has a diverse student body, with women making up more than 50% of the total enrollment.

4. The Practice

The Women's Cell is prospering hard to uphold women's issues including awareness among the girl students relating to health and hygiene issues. F

5. Evidence of Success

The Women's Cell, Prabhu Jagatbandhu college have installed a sanitary napkin vending machine in this college for women students.

6. Problems Encountered and Resources Required

Initial resistance from some sections of the community, addressed through continuous dialogue and sensitization programs. Need for ongoing funding to support scholarships and new initiatives.

File Description	Documents
Best practices in the Institutional website	https://pjc.ac.in/index.php?option=com_content&view=article&id=288&Itemid=0
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The NSS Unit of the college since its adoption of the village under Mashila Gram Panchayat, Sankrail Block of Howrah District has been engaged in several developmental activities in that village. To that effect, on 11th December 2021 a survey camp had been held in the adopted village. A questionnaire had been set accordingly for the survey. Priority had been given in the questionnaire regarding two issues - the first one being the vaccination of the villagers for the protection of Covid-19 and the subsequent one was related to the owning of toilets of the

families either earthen or build up. Nearly sixty students and faculty members of NSS participated in this survey in fifty six households. The survey data analysis shows that out of 5 households, 9 families have been found who do not have their own toilets. On 15th December 2021, a One Day health check-up camp had been organised by the NSS unit at the Kshetrapaltala temple committee building. Dr Subhankar Das, an eminent surgeon of NRS Medical College Kolkata has been invited to the camp and thankfully attended the camp maintaining all COVID-19 protocol. A number of villages turned up and satisfactorily consulted to the doctor.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To Prepare students for competitive examination like NET/SET/GATE/ GRE/TOEFEL etc. by introducing some classes from internal and external Faculty members from reputed institute.
2. Training and Placement cell and Career Counselling has to be started for the career aspects of the students.
3. To continue the spoken English course.
4. Installation of CCTV camera at vital points like canteen, common room etc.
5. Programmes to be undertaken for women empowerment with cooperation from self help groups and local artisans.