Khudiram Bose Central College

SELF STUDY REPORT
FOR RE-ACCREDITATION
S E C O N D   C Y C L E

71/2A, Bidhan Sarani, Kolkata-700006, West Bengal
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www.kbccollege.in

Khudiram Bose Central College

71/2A, Bidhan Sarani, Kolkata - 700 006 ☐ Phone : 2555 7102/3889

President
Asok Chaudhuri
Ex-Principal,
Maharaja Manindra Chandra College

Principal & Secretary
Dr. Subir Kumar Dutta
M.Com., L.L.B., M.Phil, Ph.D., A.I.C.W.A.

Ref. No. KBC/14/2016

Date 12/01/2016

To
The Director
National Assessment and Accreditation Council
P.O. Box No 1075
Nagarbhavi
Bangalore – 560072

Sub: Submission of Self Study Report for Second Cycle NAAC of Khudiram Bose Central College

Dear Sir / Madam
Our LOI has been accepted on 08.01.2016 and our Track ID is WBCOGN213422. We are submitting the hard copies (5 copies) along with CD of SSR for your consideration.
The SSR has already been uploaded on our college website, www.kbccollege.in.
We have adhered to the rules prescribed by NAAC in preparation of our SSR. We hope to receive your kind consideration.
Thanking you

Yours faithfully

12.01.16.

Dr. Subir Kumar Dutta
(Principal)

Khudiram Bose Central College
SELF STUDY REPORT FOR RE-ACCREDITATION
SECOND CYCLE

NAAC
STEERING COMMITTEE

MEMBERS

DR. SUBIR KUMAR DUTTA **(PRINCIPAL)**

DR. SHUBHRA UPADHYAY **(DEPTT. OF HINDI)**

PROF. ARABINDA MRIDHA **(DEPTT. OF COMMERCE)**

PROF. SHILPA NANDY **(DEPTT. OF POLITICAL SCIENCE)**

SMT. JAYEETA MALLIK(LIBRARIAN)

SRI GOPAL MUKHOPADHYAY **(HEAD CLERK)**

DR. SRIPARNA DUTTA

(DEPTT. OF ENGLISH & NAAC FACILITATOR)

CONTENTS

Khudiram Bose Central College
SELF STUDY REPORT FOR RE-ACCREDITATION
SECOND CYCLE

EXECUTIVE SUMMARY

Khudiram Bose Central College, 71/2A Bidhan Sarani, Kolkata 700006, was established in the year 1894 by Khudiram Bose. However during its inception the name of the college was Central Institution. Principal Khudiram Bose, as our founder is popularly known as, was a close associate of Pandit Iswar Chandra Vidyasagar and was also a teacher of Moral and Mental Philosophy at Metropolitan College (now known as Vidyasagar College). Central Institution was founded with the core vision to spread the cause of education among the middle class and to infuse into them the spirit of self reliance as the founder strongly believed that without self reliance there can never be freedom from any form of shackle. The early years of the college faced enough turbulence caused by the freedom struggle of the nation. Infact the college takes immense pride to say that one of the students of this college during its formative years was Jatindranath Mukherjee whom the nation remembers as *Bagha Jatin (7 December 1879 – 10 September 1915).* Central Institution in its undaunting effort to serve the nation through the propagation of education confronted serious challenges in the wake of ongoing freedom struggles followed by partition of Bengal and resulting influx of refugees. As a consequence the college could not function fom the period 1926 – 1956.

Revival

The college was revived in 1956 by Sri Kiran Coomar Bose, the elder son of Principal Khudiram Bose. In this herculean task Sri Kiran Coomar Bose was assisted by many distinguished persons of the time and Central Institution once again started its journey of service to humanity. This time the college was named Khudiram Bose Central College in honour of the founder, Principal Khudiram Bose.

The college started its second innings in 1956 and received affiliation under University of Calcutta in 1959. Khudiram Bose Central College got *2F and 12 B status from University Grants Commission in 1965.* It started as Night College offering undergraduate programme in general stream only in commerce. In 1967 the morning section flagged off with affiliation fro Calcutta University to begin undergraduate courses in Humanities general steam. The morning section was only for girls and general stream subjects like Bengali, Hindi, English, Education, History, Political Science, Economics was offered from the academic session 1968-69. Parallel with undergraduate general courses the Higher Secondary (plus two course) also started. Economic geography was also taught at the H.S. level. From the academic session 1996-97 honours in Accountancy was introduced followed by honours in English, Bengali, History and Education from the session 2002-03 onwards. Honours in Political Science started from the academic session 2007-08. In 2007 the college was able to offer honours in Hindi. The college started offering Journalism and Mass Communication in the general stream from the session 2005-06 and honours in the subject was introduced from the academic year 2009-10. Honours in Geography started from the session 2010-11. Physical Education as a subject was offered in the general stream from the academic session 2009-10. At present the college has B.A., B.Com, and B.Sc. courses offering honours in Bengali, Hindi, English, Education, Political Science, History, Journalism and Mass Communication, Geography and Accountancy. The college also offers these subjects in general stream along with Economics and Physical Education.

NAAC - Recommendations and Implementation

In 2007, 23rd and 24th March, the college conducted NAAC and was accredited with C+ grade. After NAAC visit the following recommendations were suggested

- ✓ Shifting the evening Commerce section to the day shift
- ✓ Partition of the large classrooms to create more classrooms
- ✓ Introducing new honours and general subjects in the College
- ✓ Offering Spoken English courses and Computer training to the students
- ✓ Opening Science stream in the College
- ✓ Enhancing in take capacity
- ✓ Filling up vacant teaching posts
- ✓ Evaluation of teaching methods
- ✓ Generating more resources
- ✓ Minor research project
- ✓ Developing the Alumni Association
- ✓ Teachers to publish papers
- ✓ Placement, Career guidance and Counseling cells could be started
- ✓ Teachers should be encouraged to participate in seminars
- ✓ College should organize more cultural programmes
- ✓ Conducting parents – teachers meeting at regular intervals
- ✓ Higher percentage of budget to be allocated for academic facilities

The college has been successful in incorporating most of the suggestions offered by the NAAC Peer Team. From the academic session of 2007-08 night and day sifts have been merged and the college functions as Day College. The problem concerning shortage of space still creates difficulties but in keeping with NAAC recommendation some of the bigger class rooms have been partitioned to generate smaller class rooms.

The college is totally dependent on West Bengal College Service Commission for appointment of full time teaching staff. The College has applied to the Education Directorate for creation posts in different subjects. The college also was able to appoint six teachers in 2010 with recommendation from West Bengal College Service Commission. The teachers were appointed in Journalism and Mass Communication, Education, Political Science, Geography, Bengali and History. To meet the shortage of teachers the college appoints guest teachers in various subjects so that students do not suffer. The financial liability is met from the college's own coffer.

Every year the college organizes parents – teachers meet. This meet serves as a platform for the parents, Principal and the teachers where a healthy exchange of ideas takes place. Parents are given full details of their ward's performance by the different departmental teachers.

Under the aegis of UGC 11th Plan Merged Scheme, the college started a host of programmes like

a) **Remedial coaching Class** – the weak students belonging to the SC /ST /OBC category can avail extra classes under this scheme. These remedial classes give the students an opportunity to improve their area of study.
b) **Entry Into services** – the students of this college as well as outside candidates studying for different competitive exams can enroll themselves in different courses offered under this banner.
c) **Career Counseling Cell** – this unit organizes workshops and seminars with various companies who offer job oriented courses. In the year 2011 this cell arranged a Career Fair where institutes such as NIIT, ICFAI, MNINT, TRIPLE C and many more participated. This facilitated the students of this college as well as the students of neighboring colleges. Apart from the students, the staff of our college also got enriched.

The college formed the Placement Cell to facilitate the students by arranging interviews for college students. Various companies hold campus interviews. In the recent past companies like Firstsource, 2COMs Consulting Pvt. Ltd., Zed Career Academy, Wipro conducted campus interviews in the college.

The teachers of the college publish papers in journals, edit books and publish books. They act as resource persons and present papers in seminars and workshops. One of our teachers, Prof. Shilpa Nandy of Political Science department has completed her Minor Research project with fund from UGC. She received Rs. 98000.00 from UGC for this purpose. Her paper was titled '*Socio Economic and Political Status of Fisherwomen Community: A Study of purba Midnapore and South 24 Parganas.*' Two other teachers, Prof Sheuli Biswas (Adhikary) and Prof. Raja Ghosh have submitted proposals for Minor Research Project to UGC.

The college has formed its own Cultural Committee so that different cultural programmes can be arranged both internally and externally. The students of our college participate in different programmes organized by other colleges.

The IQAC of the college conducts an extensive evaluation of the college. This evaluation is done by the students of third year class. The SWOC report is placed in the meeting of the Governing Body. The college is able to get a holistic idea as this report covers areas like teaching, infrastructure, office, library, administration, extension activities. If there is any lacuna in our service to the students, as evidenced from the report, the Principal of the college ensures that proper redressal is made at the earliest.

The journey continues…

The college has accepted with total humility and integrity the various suggestions put forward by NAAC team. While we have been able to attain success is certain spheres there are still many more hurdles which we are yet to overcome. The college as one team faces each challenge as a learning experience and endeavours to serve humanity as envisaged by our founder Principal Khudiram Bose. In our effort to inculcate in our students the quality of self reliance the college has adopted this virtue as its motto. As students are our nation builders the college tries to play an effective role in making the students responsible global citizens. Two wings – the NSS and NCC inject into the students the spirit of serving the nation. Students are asked to enroll in either or both of these cells and there are college teachers who are in charge of these cells.

Education is not just books and exams. We strongly believe a student's physical health is instrumental in developing his mental health. The college strongly promotes Sports as a core area and in this effect separate rule is made during the time of admission. Any student who may be a promising sportsman is entitled to relaxation of college marks criteria during his/her admission. The admission committee scrutinizes such applications and grants permission to befitting candidates. Students participate not only in various Calcutta University sports events but also programmes organized by other organizations. Many of our students have participated in various sports events at the National level and have secured commendable positions. Our college hosted the Inter College Government Sports, North Kolkata held for non – Government Colleges of North Kolkata in the years 2010 and 2011. The college holds Annual Sports Meet where not only students but also the members of the staff participate.

The college strongly believes that there must be a platform where a student can express his/her opinions without inhibitions. The college magazine called **The Light** offers this scope to the students. Apart from college magazine each department has its own wall magazine which gets published annually. The English department has its printed publication called **'Chokher Aloe – Vision beyond'.** Some of the Wall Magazines are -

- **Uttaran – History department**
- **Educatum – Education department**
- **Diganta – Journalism and Mass Communication department**

Various departments conduct departmental seminars to inculcate among the students the value of research.

Since 2014 different departments conduct study tours for its students. These tours at times are directly related to the students's academic area but at times these tours digress from the students's core academic area and focus on something entirely new. This not only satisfies the academic curiosity of the students but also serves to widen their horizon.

The college acknowledges the effort put by students in attaining success at their University exams. From 2012 onwards according to the decision of the Governing Body of the College prizes to students of the college are given on the basis of performance in Calcutta University exams as also on the basis of extra curricular activities if one wins laurels in university / Inter – college State level competitions. Prizes are awarded on the basis of results of Part III, Part II and Part I exam to Honours students securing highest marks in all the above examinations, provided the candidate has scored a minimum of 50% marks and cleared all the subjects. Similarly in the General category prizes are awarded to candidates securing highest marks in Part III, Part II and Part I provided that the candidate (s) has scored a minimum of 50%. Any candidate securing First Class in Honours is awarded Gold medal. Any candidate securing First Division is awarded a special prize. The College Topper among honours students will be awarded Khudiram Bose Memorial Prize (Gold Medal). The President of the Governing Body, Sri Asok Chaudhuri, funds the prize awarded to the "girl student securing highest marks" in Honours, among all subjects. Teachers of different departments (Dr. Shubhra Upadhyaya – Hindi department, Prof. Shilpa Nandy – olitical Science department and Dr. Sriparna Dutta – English department) award prizes to students of their respective departments in memory of their parents. The principal of our college, Dr Subir Kumar Dutta gives an award to the topper in commerce stream.

One of our major challenges remains the final output in terms of number of graduates. Though the number is on the rise still it has not yet attained satisfactory position. However the department of Journalism and Mass Communication has earned laurels at Calcutta University exam. Payel Bose of this department secured 4th position in the total ranking of Part III exam of Calcutta University in 2013 and in the same year Bratati Chakraborty of JMC was in 2nd position in Part II Calcutta University exam.

The college publishes its annual newsletter covering all the activities undertaken in the calendar year. After the revival of the college in 1956 a teachers' journal was also published. However due to certain problems this publication was discontinued. Through the untiring effort of ***Prof Shilpa Nandy the journal has once again surfaced daylight and very soon will be published under the title Pragya with its own ISSN 2454 5279.***

Each year the college conducts two annual lectures – one organized by department of Hindi titled 'Munshi Premchand Smriti Vyakhyanmala' to celebrate Munshi Premchand Jayanti and the other titled '*Khudiram Bose Memorial Lecture' held on 15th December in honour of our founder Principal Khudiram Bose.* Apart from these *two annual lectures National Youth Day is celebrate every year on 12th January with a lot of fanfare. Bengali department celebrates Bhasa Divas on 21st February and Rabindra Jayanti on 9th May. Independence Day and Republic Day are also observed by the college.*

It is really a matter of immense pride to state that our college is perhaps the only college in North Kolkata that has a Women Cell. This Cell inaugurated on 13th March 2015 was set up with a vision to serve the girl student and also the female staff of the college. The Cell promulgated its fundamental area of functioning in its inaugural ceremony and has since then played active role in spreading awareness related to women rights.

It will also not be out of context to mention that the college has been able to ensure that the girl student of the college get financial support given to girl students under ***Kanyashree Prakalpa*** funded by Government of West Bengal. *Prof. Anamika Nandy* of the History department is entrusted with the effective deployment of this scholarship. She takes keen interest and attends all meetings conducted by the Government in this regard. Her meticulous thoroughness in performing the responsibility has resulted in almost hundred percent success in obtaining financial aid for the students.

It would not be out of context to give a picture of the staff composition of this college. At present out of twelve full time teachers there are seven female teachers. Around forty percent of our students are female. Even our Governing Body has to its credit a lady member.

It is a matter of immense satisfaction to state that our college believes in developing healthy relation between authority, teachers, non – teaching members and students. In fact this careful nurturing of relationship among the various components of the college serves as our USP. Students of our college thrive on this healthy co-ordination. They are able to share with their teachers not only their academic problems but also their personal problems. Therefore it will not be incorrect to say that teachers also play the role of counselors. The students of our college have total freedom to meet the Principal whenever they need his advice.

The college has an elected Students' Union. This body comprises representatives of each year of B.A., B.SC., B.COM. One of the teachers acts as President of Students' Union. This body serves as an effective medium in the development of the college. Their valued inputs in different aspects of college functioning is instrumental in the smooth sailing of the college. The General Secretary of the Students' Union is a member of the Governing Body of the college. Events like Annual Picnic, Freshers' Welcome, Annual Social, Saraswati Puja, Independence Day observation, Republic Day observation are arranged by the Students' Union of our College.

"A life spent making mistakes is not only more honourable, but more useful than a life spent doing nothing", said George Bernard Shaw. We in our college indulge our students to make mistakes as we belief there is no better teacher than the self. This is totally in line with our vision of self reliance. In order to be self reliant one has to learn to be courageous, responsible, open to criticism and have the ability to be a good team member. At Khudiram Bose Central College students are not just taught what the syllabus specifies but they are taught how to explore. This is not easy for them and neither is it easy for us teachers to channelize the students into such a thought pattern. But the KBCC (Khudiram Bose Central College) faculty is more than determined to give their students a little extra that will help them to become better individuals.

The teaching faculty of this college is constantly trying to think of new techniques to make the syllabus more interesting for the students. Apart from the time tested chalk and board method and the system of class lecture, the teachers believe in being innovative. Inter departmental classes are arranged, departmental seminars are held, students are asked to prepare papers on different issues.

It is very often believed that the **alumni** happen to be the strongest pillar of any educational institution. Khudiram Bose Central College has a legacy of 121 years and and is the alma Mata of many illuminating star alumnae under its umbrella like freedom fighter and martyr Bagha Jatin, advocate Dwarikanath Bandyopadhyay, Renowned Teacher of English at Presidency University Taraknath Sen and many more. It was on 9th April 2012, that the college first took the initiative and formed an internal alumni association named ---***Punarnava*** and organized its first re-union programme under the leadership of Prof. Shilpa Nandy. Moreover, the Alumni Committee of the college decided to get this body registered under Societies Registration Act, 1961. With this aim, the college has already completed its registration process and is soon expecting to gets its registration number**.**

It has already been stated that Prof Shilpa Nandy has successfully completed her Minor Research Project in 2014. She is in the process of getting a Major Research Project to be funded by ICSSR.

The college is still in the process of developing its infrastructure. Separate laboratories have been created for Geography, Commerce and Journalism departments. Efforts are being made to technically upgrade the language and social science departments. Whenever funds are available the college tries to provide laptops to these departments so that they can prepare study materials for their departments as well as maintain records of their respective departments. Though some of the departments under the schools of language and social science are yet to get technological facility there is a practice of sharing prevalent among the different departments which the departments arrange between themselves. Departments have been provided with their

own storage facility so that they can, if they want to, set up departmental libraries. The college library has grown over the years and books are easily available to the students. Infrastructure guarantees security of the students. CCTV cameras are placed at strategic locations so that major areas of the college get covered. The college has its own fire safety equipment. Water purifiers ensure that students get clean drinking water.

The college library has grown over the years. Since our first NAAC visit in 2007 the college has now over 21,000 books and journal subscription. The library also keeps newspapers like The Times Of India, Ananda Bazar Patrika and the weekly Employment News. The college library also keeps The Accountant Management, EPW, Open, and Competition Success. The newspapers are at first kept in the ground floor on the newspaper stand for the benefit of the students. After the appointment of our new librarian in November 2014 the college is very optimistic that the library will grow both in terms of technology and book acquisition.

The college runs M.A., M.Sc., M.Com programmes under the Directorate of Distance Education, Vidyasagar University. This facilitates those students who are not able to join regular postgraduate courses at different Universities. M.A. subjects offered are Bengali, English, Sanskrit, Political Science, History. M.Sc. in Geography is offered.

The college is also taking measures to generate funds for its development. The college space is rented on Sundays to different agencies to conduct their examinations. For example the college space was used to host exams like Staff Selection (Government of West Bengal), Banking exams, Railway recruitment Council, Eastern Railways, School Service Commission exam, NET and so on. Many private sector institutes like ICFAI also conducted their exams in our college on Sundays. Many of our staff remains present on Sundays so that these exams can be arranged. Though the staff gets paid for their extra work it still needs to be mentioned that the small amount paid to them as TA is nothing compared to the labour they provide so that the college stands to benefit

Future initiatives…

The college is still in its transition phase. While it is trying to hold on to its rich cultural past at the same time the college is trying to ameliorate the philanthropic vision of its founder. Our future projects are detailed in Post Accreditation Initiatives of the SSR.

The rest of the Self Study Report will accommodate issues like student strength, evaluation, research, various activities and best practices. In order to avoid repetition details pertaining to these aspects have been avoided in the summary. It just remains to be said that Khudiram Bose Central College believes in striving for academic excellence without forgetting to enthuse into the students values of sportsmanship, integrity and service to humanity. The environment of the college is conducive to holistic development of the students.

Khudiram Bose Central College
SELF STUDY REPORT FOR RE-ACCREDITATION
SECOND CYCLE

PROFILE OF
THE INSTITUTION

Profile of the Affiliated College

1. **Name and Address of the College**

Name:	**Khudiram Bose Central College**	
Address:	**71/2A, Bidhan Sarani**	
City: **Kolkata**	Pin: **700006**	State: **West Bengal**

2. **For Communication**

Designation	Name	Telephone with STD code	Mobile	Fax	E - mail
Principal	Dr. Subir Kumar Dutta	O: (033)2555 7102 R:	9830450459		duttasubirkumar1958@gmail.com
Vice Principal					
Steering Committee Co-ordinator	Dr. Sriparna Dutta	O: (033)2555710 2	9830749286		sriparnabasu@rediffmail.com shree.parna74@gmail.com

3. **Status of the Institution :**   **Affiliated College**

4. **A. Type of Institution:**   **Co – education**
   B. By Shift: **Day**

5. **It is a recognized minority institution**:   **No**

6. **Sources of funding**:   **Grant – in – aid**

7. **A. Date of establishment of the college:**   **1894**
   B. University to which the college is affiliated / or which governs the college (If it is a constituent college):   **University of Calcutta**
   C. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (if any)
1. 2 (f)	1965	Waiting for letter from UGC
2. 12 (B)	1965	

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act)

D. Details of recognition / approval by statutory / regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)   **NA**

Under Section/ Clause	Recognition/ Approval details Institution / Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks

(Enclose the recognition / approval letter)

8. **Does the affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges:**   **NO**
   If yes, has the College applied for availing, the autonomous status?   **NA**

9. **Is the college recognized**
   A. **By UGC as a College with Potential for Excellence (CPE):**   **NO**
      If yes, date of recognition: **NA**
   B. **For its performance by any of the governmental agency?**
      If yes, name of the agency and date of recognition: **NA**

10. **Location of the campus and area in sq.mts – on Bidhan Sarani, 488.227 sq.mts**

11. **Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the Institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.**

   - Auditorium –   **newly construction**
   - Sports facilities
   - Play ground -   **college uses playgrounds available in the locality**
   - Swimming pool
   - Gymnasium
   - Hostel

   ➤ Boys' hostel
   - i. Number of hostels
   - ii. Number of inmates
   - iii. Facilities (mention available facilities)

   ➤ Girls' hostel
   - i. Number of hostels
   - ii. Number of inmates
   - iii. Facilities (mention available facilities)

   ➤ Working women's hostel
   - i. Number of inmates
   - ii. Facilities (mention available facilities)

   - Residential facilities for teaching and non – teaching staff (give numbers available – cadre wise)
   - Cafeteria
   - Health centre -   **health care centre facility available**

- ➢   First aid, Inpatient, Outpatient, Emergency care facility, Ambulance
- ➢   Health centre staff
- i)   Qualified doctor   Full time   Part time   ✓
- ii)   Qualified Nurse   Full time   Part time

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal
- Generator or other facility for management / regulation of electricity and voltage - **Generator facility available**
- Solid waste management facility
- Waste water management
- Water harvesting

12. Details of programmes offered by the College (Give data for current academic year)
   (Only First year data inserted)

Sl No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium Of Instruction	Sanctioned/ Approved Student Strength	No. of students admitted
1	Under-Graduate	B.A, B.Sc.., B.Com. (H+G)	3 years	Pass H.S. or its equivalent	English, Bengali Hindi	1192	333
2	Post-Graduate						
3	Integrated Programmes PG						
4	Ph.D						
5	M.Phil						
6	Certificate Courses						
7	UG Diploma						
8	PG Diploma						
	Any Other (specify and provide details)	Postgraduate DDEVU *	2 years	Pass Graduation Level	English Bengali	Number not Specified by DDEVU	139

*Directorate of Distance Education, Vidyasagar University

13. Does the College offer self – financed Programmes?   **NO**
   If yes, how many? NA

14. New programmes introduced in the college during the last five years if any?

Yes	✓	No		Number	2

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, donot list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

16.

Faculty	Departments	UG	PG	Research
Arts	Bengali	✓	✓	
	Hindi	✓		
	English	✓	✓	
	Education	✓		
	Political Science	✓	✓	
	History	✓	✓	
	Journalism and Mass Communication	✓		
	Sanskrit		✓	
Commerce	Accountancy	✓	✓	
Science	Geography	✓	✓	

17. Number of programmes offered under (programme means a degree course like B.A., B.SC., M.A., M.Com…)
   a) Annual system   16 (including B.A., B.Sc., B.Com., M.A., M.Sc., M.Com)
   b) Semester system
   c) Trimester system

18. Number of Progammes with   NA
   a. Choice Based Credit System
   b. Inter / Multidisciplinary Approach
   c. Any other(specify and provide details)

19. Does the college offer UG and / or PG programmes in Teacher Education?   NO
   If yes,
   a. Year of Introduction of the programme(s) …………………..(dd – mm - yyyy) and number of batches that completed the programme
   b. NCTE recognition details (if applicable)   NA
      Notification No: ……………………………
      Date:……………………………………………. (dd – mm - yyyy)
      Validity……………………………………………
   c. Is the Institution opting for assessment and accreditation of Teacher Education programme separately

20. Does the college offer UG or PG programme in Physical Education – **UG in Physical Education in General stream**

21. Number of teaching and non – teaching positions in the Institution

Positions	Teaching faculty						Non – teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC/ University/ State Government *Recruited*	1 (Principal)			1 **(CAS)**	4	6	8	1		
Yet to recruit					5		6			
Sanctioned by the Management / Society or other authorized bodies *Recruited*							1	2		
Yet to recruit										

22. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant professor		Total
	M	F	M	F	M	F	
Permanent Teachers							
D.Sc./ D.Litt							
Ph.D	1 (Principal)			1	1	1	4
M.Phil	1 (Principal)				1	6	8
PG	1 (Principal)			1	4	6	12
Temporary Teachers							
Ph.D							
M.Phil							
PG							
Part – time Teachers* given in separate table							
Ph.D							
M.Phil.							
PG							

*Government Approved Part Time Teachers

Category	Male	Female	Total
Ph.D			
M.Phil	2	3	5
PG	3	5	8

*Government Approved Contractual Full Time Teacher

Category	Male	Female	Total
M.Phil			
PG		1	1

Guest Lecturers appointed by College

Category	Male	Female	Total
Ph.D		1	1
Submitted Ph.D		2	2
Pursuing M.Phil	1		1
M.Phil			
PG	6	7	13

23. Number of Visiting Faculty Guest Faculty engaged with the College –
Visiting Faculty -   **1 in Commerce**
Guest faculty –   18

24. Furnish the number of the students admitted to the college during the last four academic years

Categories	Year 1 (2011-12)		Year 2 (2012-13)		Year 3 (2013-14)		Year 4 (2014-15)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	47	16	48	32	57	40	71	45
ST	7	2	3	3	4	3	9	1
OBC	17	3	13	1	9	5	6	4
General	756	352	878	459	675	473	611	473
Others				1(VH)		1(PH)		1(VH)

25. Details on student enrollment in the college during the current academic year (2015-16)

Type of students	UG	PG*	M.Phil	Ph.D	Total
Students from the same state where the college is located	370	139			509
Students from other states of India	1				
NRI students					
Foreign students					
Total	371	139			

*DDEVU

26. Dropout rate in UG and PG (average of the last two batches)
UG - **Less than 5%**   PG - **NIL**

27. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

a. Including the salary component - **12943/student**
b. Excluding the salary component - **3138/student**

28. Does the college offer any programme / s in distance education mode (DEP)?   YES

If yes,

a. Is it a registered centre for offering distance education programme of another University? **YES**
b. Name of the University which has granted such registration: **Vidyasagar University**
c. Number of programmes offered – **3 (M.A., M.SC., M.COM)**
d. Programmes carry the recognition of the Distance Education Council – **NO**

29. Provide Teacher – student ratio for each of the programme / course offered

Department	Honours	General
Bengali	1:12	1:16
Hindi	1:4	1:15
English	1:20	1:30
History	1;5	1:40
Education	1:8	1:70
Political Science	1:10	1:75
Journalism and Mass Communication	1:12	1:16
Geography	1:12	1:5
Commerce	1:29	1:46

30. Is the college applying for

Accreditation: Cycle 1 [ ]   Cycle 2 [✓] Cycle 3 [ ] Cycle 4 [ ]

Re – Assessment : [ ]

31. Date of accreditataion (applicable for Cycle 2, Cycle 3, Cycle 4 and re – assessment only)

Cycle 1   March 31st 2007, C+   Accreditataion Outcome / Result
Cycle 2 …………………………………(dd – mm - yyyy) Accreditation Outcome / /Result
Cycle 3 …………………………………(dd – mm - yyyy) Accreditation Outcome / Result
(Kindly enclose copy of accreditation certificate (s) and peer team report (s) as an annexure)

32. Number of working days during the last academic year – **225 days (2014-15)**

33. Number of teaching days during the last academic year (*Teaching days mean days on which lectures were engaged excluding the examination days*) – **180 days (2014-15)**

34. Date of establishment of Internal Quality Assurance Cell (IQAC)
   IQAC - 21.08.2007, new IQAC constituted on 23.4.2013. (dd – mm - yyyy)

35. Details regarding submission of Annual Quality Assurance Report (AQAR) to NAAC
   AQAR - July 2010 – June 2011 (sent online 7th April, 2015)
   AQAR - July 2011 – June 2012 (sent online 7th April, 2015)
   AQAR - July 2012 – June 2013 (sent online 7th April, 2015)
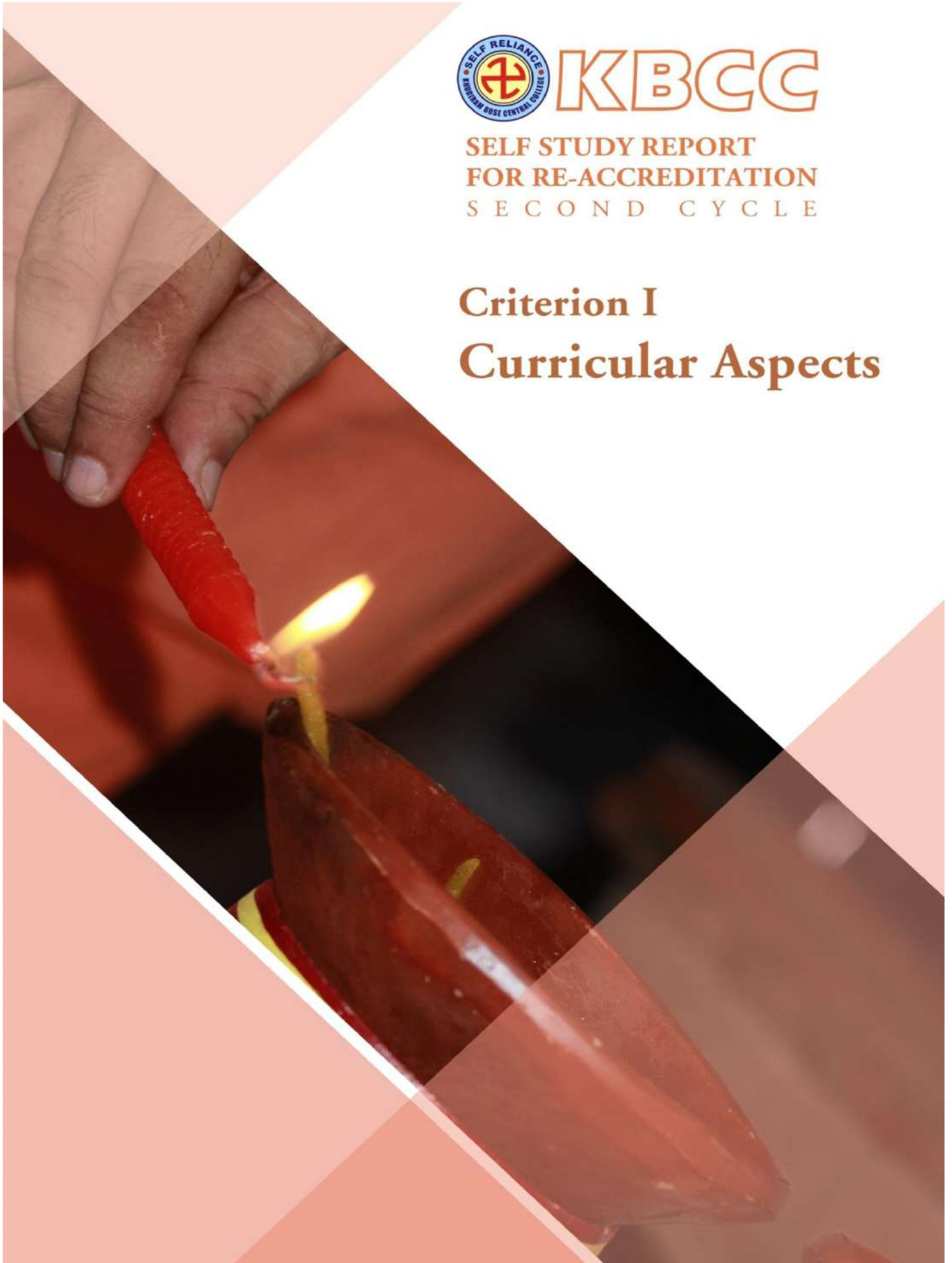   AQAR - July 2013 – June 2014 (sent online 29th April, 2015)

36. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory / descriptive information)

SELF STUDY REPORT
FOR RE-ACCREDITATION
SECOND CYCLE

Criterion I
Curricular Aspects

"In order to carry a positive action we must develop here a positive vision"...
Dalai Lama

1.1 Curriculum Planning and Implementation

1.1.1   State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Our founding father Principal Khudiram Bose started this college in 1894 with the objective of "self reliance." Though the college could not function from 1926 to 1955 due to the ongoing freedom struggles this objective never got lost**. Even after the revival of the college in 1956 by Sri Kiran Coomar Bose "self reliance" became the vision statement of the college. In fact the college logo reflects this motto of self reliance.**

At present the college runs both honours and general streams in arts, science and commerce. Since its second phase, the college has been very particular in achieving the vision envisaged by our founding father. In fact our mission is directed towards fulfillment of this vision. The college aspires to attain self reliance in two fields –

- making the college self reliant
- making the students self reliant

Making the college self reliant:

The college tries to attain self reliance for itself by obtaining financial independence to ensure development, academic flexibility for quality education and also taking necessary steps to inculcate among the teachers, non teaching staff and students the skills of leadership and team spirit.

Making the students self reliant:

Students can be made self reliant in three aspects – financial, social and moral. Good education and proper career guidance can help students to become financially stable in their lives. All the teachers make intense effort to see that their students get good education at undergraduate level so that they can pursue their next level of career option. Not only is education streamlined as per Calcutta University syllabi the Placement and Career Cells of the college conduct interviews for the students with various companies. The NCC and NSS wings of the college imbibe in the students value of social responsibility.

Objectives:

Information related to the vision, mission and objectives of the college are disseminated to all the members of the college, students and stakeholders in many ways.

- The college prospectus clearly states the objectives and also the core areas where the focus is on. The prospectus contains details of all information necessary to know the college – facilities, evaluation, fee structure, rules and regulations.

- Every year just before the beginning of academic session the colleges arranges an inauguration ceremony for the freshers. An eminent person is invited to give a talk on any current relevant issue. In this ceremony the principal in his inaugural speech summarizes the core objectives of the college and also highlights the USP of the college.

- *Annual Parents – teachers' Meet is arranged every year by the college. Parents interact* directly with the Principal of the college and come to know about the commitments made by the college to forward the cause of education. They also meet the respective departmental teachers to know about their ward's performance.

- The college has an alumni body. This body is in the process of being registered under *West Bengal Societies Act, 1961.*

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The college follows the syllabus framed by University of Calcutta and cannot initiate any change in the syllabus. Teachers of our college participate in workshops on syllabus conducted by Calcutta University. Though the college has no autonomy in introducing any changes in the syllabus we enjoy the academic freedom in implementation of syllabus.

Teachers prepare academic calendar every year for the students. This academic calendar contains all necessary details catering to contents of syllabus, time frame of syllabus coverage, evaluation routine and other information that a department may consider worthwhile to be mentioned in academic calendar.

The departments just don't follow the time tested chalk and board method of teaching. **Innovative techniques like using technology aided teaching are encouraged by college authority.** Several departments have their own departmental laptops so that they can formulate their own lesson plans.

Each department maintains 'departmental record book' where teachers maintain daily record of topic/s discussed in class. Principal checks these record books to see whether coverage of syllabus takes place as per schedule stated in academic calendar.

To make studies more interesting the departments take their students on 'education tours.' Political Science, Journalism and Mass Communication departments took the students of their departments to Vidhan Sabha. History department visited Indian Museum. These education tours are not only directly related to a student's area of study. At times these tours digress and look beyond the scope of syllabus. The English department took the students to Birla Museum of Technology where the students had a fun filled day of watching various science shows.

Indian Museum, Deptt. Of History

Bidhan Sabha, Deptt of Pol.Sc, Edu, Hindi, History

Departments also have their own departmental wall magazines. These magazines teach students how to do research work on a particular topic. The English department has its own printed magazine and students enrich this magazine with poems, stories, paintings. All these contribute to the development of a student.

Apart from exams specified by Calcutta University the college conducts unit tests and class assignments. Teachers are very meticulous about these tests and assignments are returned with due comments. Marks obtained by students in unit tests are shown to parents in Parents – teachers' Meet.

Parent – Teacher's Meet

Many departments organize departmental seminars where students prepare and present papers on particular topics. In the recent past history department and English department organized such seminars. The English department shows the movie version of texts to the students. Every year two days are devoted to film show. Hindi department introduced a new system of teaching – dramatization of a piece from their syllabus.

Workshops are arranged for students on particular areas of their syllabus. The Journalism and Mass Communication department conducted such workshops where resource persons had come from Hindustan Times and Times of India.

Another mechanism followed by the college to implement the curriculum of Calcutta University is the attendance of the students. As per Calcutta University norms each student has to maintain 75% attendance to be eligible to sit for CU exam. All the departments meticulously follow this and at regular intervals publish attendance list of the students. Students who lag behind are closely monitored and at times departmental teachers also inform the guardians of such students. Even when after repeated reminders students do not take initiative to attend classes their names get struck off from the college register.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

Khudiram Bose Central College is affiliated to Calcutta University. **Teachers from time to time attend Orientation programmes and Refresher Courses conducted by Calcutta University and other universities.** However, teachers not only participate in OP and RC conducted by the Academic Staff College of Calcutta University they also at times join OP and RC conducted by other Universities of the country. Teachers also attend seminars and workshops. All these help in the academic development of teachers.

Apart from this academic orientation the teachers also get infrastructural support from the college. For the past few years the college is making an effort to improve type of teaching imparted to the students. As some of our teachers are quite tech savvy the college provides the basic infrastructure they require. Most of our departments have been provided with laptops and teachers of these departments use them for purpose of teaching. All departments have their own departmental almirahs so that whenever they want they can start their own departmental libraries.

The college has an LCD Projector and departments like Journalism, Geography and English use it in classroom.

The college is now thinking of ear marking a room as AV room so that the departments will have the liberty of effectively using it.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

The undergraduate syllabus followed by the college is as specified Calcutta University. The college cannot in any way change any aspect of the syllabi. However teachers participate in 'curriculum design' workshop organized by Calcutta University.

Though the college is totally guided by CU as far as syllabus is concerned the college is quite innovative in effective translation of this syllabus to the students. Continuous efforts are taken by teachers to present the course to the students in an interesting way.

For this the departments –
- Arrange cinematic rendition of texts.
- Arrange film shows
- Arrange dramatization of texts
- Arrange workshops
- Departmental seminars
- Educational tours
- Extension lectures

Academic calendar is prepared by all the departments at the beginning of each academic year. This calendar gives the students a general idea about their three years of undergraduate learning.

Each department takes extra care to ensure that the college library has sufficient books to cater to the needs of the departmental students. In our college the honours students can issue up to five books at a time and a student in the general stream can issue up to three books at a time. This is very beneficial for the students as many of our students come from very humble background and cannot afford to purchase books. Books are also purchased whenever there is any change in Calcutta University syllabus.

The departments also arrange inter departmental classes so that students get ideas on related areas of their subject from respective teachers. *For example, the English department arranged classes with teachers of history and political science departments to give the students lectures on French Revolution and political thoughts of Locke and Rousseau.*

To ensure how far students have been able to grasp their syllabus the college conducts 'unit tests'. These unit tests are taken above and beyond the scheduled exams specified by Calcutta University. Students are also given assignments to monitor their development.

Tutorial classes are arranged to cater to specific academic need of a student. Arrangements are also made for special classes and such classes are taken by teachers above their regular schedule.

The Academic Committee reviews results of students. Suggestions come from this Committee as to where and how we can improve our academic standards.

Under UGC Merged Scheme XII Plan the college received financial grant to conduct Remedial Classes for SC/ST and other minority groups. This grant specially benefitted the students as many more extra classes were arranged. The departments tried to engage faculty from other college to take these classes.

Remedial Coaching Classes

Feedback from different quarters also contributes to the evaluation of learning teaching processes practiced in the college. Feedbacks are collected from –

◆ Students (outgoing students are asked to do an evaluation of all aspects of the college and teaching learning is part of this evaluation)

◆ Principal visits departments and collects feedback from the students concerning teaching – learning

◆ Departmental meetings followed by Academic Committee meetings serve as effective tools to monitor teaching learning.

The college, apart from undergraduate courses also offers post graduate courses under Directorate of Distance Education, Vidyasagar University (DDEVU). Students who cannot enroll themselves as regular students get a chance to pursue postgraduate studies under DDEVU. Programmes offered in postgraduate courses are

◆ M.A. in Bengali, Hindi, English, Sanskrit, History, Political Science
◆ M.Sc. in Geography
◆ M.Com.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The Career and Counseling Cell of the college organized 'Career Fair' where different companies like NIIT, Triple C, ICWAI, Academics, Edge, IMS, MNIMT, ICFAI put up their stalls in the college campus and interacted with the students regarding job options and job

market. Many companies also gave seminar shows and conducted workshops for the benefit of the students. The Placement Cell of the college arranges interviews with different companies for the third year students.

Career Fair --- Udaan

The third year students of Commerce have to do a 'project' paper of 100marks. For this the students at times interact with people belonging to industry. The students of the department of Journalism and Mass Communication also have to do a 'documentary' in their third year of undergraduate study. These documentaries cover various subjects and the students directly meet people belonging to different industries and takes interviews.

Interaction with the University takes place at two levels – academic and administrative. As far as academics is concerned the teachers meet the University faculties for purposes of seminars, workshops and also during OP and RC.

Administrative interaction is mainly done by the office staff regarding examination, introducing new subjects in college, students' registration and host of other issues.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Our teachers take part in 'workshops on syllabus' organized by Calcutta University.
The college collects feedback from the stakeholders regarding teaching learning practiced in the college.
Every year students do an evaluation of the total college, including teaching learning, facilities, infrastructure, teaching staff, non teaching staff and college administration. This SWOC analysis helps the college in identifying the gaps that get bridged from time to time.
The college holds annual Parents – teachers' Meet and in these meets interaction takes place between teachers and parents and principal and parents. Feedbacks from parents prove instrumental in development of the college.

The college is in the process of registering its 'alumni body' under West Bengal societies Registration Act 1961. Once this gets completed our alumni will become much more organized and their cumulative experience will open new avenues of development.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.
The college at present does not have any such course.

1.1.8 How does institution anlayze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The college has its own monitoring system. The unit tests and class assignments help the teachers to gauge their students' level of understanding.

Moreover the different feedback mechanisms also help to monitor effective implementation of curriculum

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.
The college offers the following courses to develop the skills of the students –

- Spoken English classes for the students of the college were arranged by the English department. These classes were held after general class hours. The English department is going to revive these classes again from next session onwards i.e. 2016-17.

- The college received grant from UGC to conduct Entry Into Services training for SC/ST and weaker sections of the society. The college has an Entry Into service Cell that caters to the requirements of this programme. This Cell conducted a six months certificate course on 'Combined Services', pertaining to rail, bank PSC and SSC.

Entry into Services Classes

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

At present the college does not offer anything like this.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

◇ Range of Core / Elective options offered by the University and those opted by the college

Calcutta University gives degree certificates in B.A., B.Sc., and B.Com, i.e. Arts, Science and Commerce. Following the subjects mentioned in the Admission Manuel of Calcutta University the college offers honours in Bengali, Hindi, English, Education, History, Political Science, Journalism and Mass Communication, Geography and Accountancy. These subjects are also offered as subjects in general stream along with Economics and Physical Education.
The honours subjects offered with elective subjects are as follows –

B.A. Honours Subjects	Elective Subjects (students can select any one option)
Bengali	◀ History & Education ◀ Physical Education & Political Science ◀ Geography & Education
Hindi	◀ Journalism & Political Science ◀ History & Education ◀ Physical Education & English ◀ Journalism & Education
English	◀ Journalism & Political Science ◀ Geography & Bengali ◀ History & Education ◀ Physical Education & Bengali
Education	◀ History & Bengali ◀ History & Political Science ◀ Bengali & Economics
History	◀ Education & Political science ◀ Physical Education & Hindi ◀ Physical Education & Bengali ◀ English & Education
Political Science	◀ History & Education ◀ Physical Education & English ◀ Bengali & Economics ◀ Bengali & Journalism
Journalism & Mass Communication	◀ Bengali & Political Science ◀ Hindi & Political Science ◀ English & Political Science

B.Sc. Honours Subject	
Geography	◀ Economics & Political Science
B.Com Honours	
Accountancy	◀ Subjects specified by Calcutta University
B.A. General	**General Subject Combination (Students can select any one option)**
Group A	◀ History, Education, Political Science
Group B	◀ Journalism, Political Science, English
Group C	◀ Journalism, Political Science, Hindi
Group D	◀ Education, History, Bengali
Group E	◀ Education, History, Hindi
Group F	◀ Physical Education, Hindi, English
Group G	◀ English, Physical Education, Economics
Group H	◀ Hindi, Physical Education, Economics
Group I	◀ Bengali, Physical Education, Economics
Group J	◀ Geography, English, Hindi
Group K	◀ Geography, English, Bengali
B.Sc. General	◀ **General Subject Combination (Students can select any one option)**
Group A	◀ Geography, Political Science, Economics
Group B	◀ Geography, Education, Economics
B.Com. General	◀ Subjects taught in B.Com. General are specified by Calcutta University. The subjects so specified can be checked at the following website http://www.caluniv.ac.in/Syllabus/commerce.pdf.

The subject combinations given above also change depending on the need of the students. The college for the last three years has been promoting sports. Students who want to pursue sports take up Physical Education as their general subject. *This year Physical Education was part of Groups F,G,H,and I.* However during admission students were reluctant to take English and Economics as their combination subject with Physical Education. The Admission Committee on students' demand changed the subject combination of these groups and revised them as follows –

Group F	◀ Physical Education, Hindi, Political Science
Group G	◀ Physical Education, History, Bengali
Group H	◀ Physical Education, History, Hindi
Group I	◀ Physical Education, Bengali, Political Science

Candidates, Honours and General, in all three streams Arts, Science, Commerce have to take up Compulsory English of 50 marks and MIL (Bengali or Hindi) of 50 marks in the First Year and ENVS of 100 marks in the Third Year.

◈ Choice Based Credit System and range of subject options – NA

◈ Courses offered in modular form

Calcutta University offers some of its subjects in modular form –
- ◄ Journalism and Mass Communication
- ◄ Education
- ◄ Geography
- ◄ Commerce

◈ Credit transfer and accumulation facility – NA

◈ Lateral and vertical mobility within and across programmes and courses

Vertical mobility is offered by Calcutta University in the Commerce stream of undergraduate studies. The first year of the syllabus of Commerce is not bifurcated into honours and general courses. All the students have to take up the same subjects. It is only in their second year that the commerce students have specific honours and general subjects.

◈ Enrichment courses

The college offers multiple enrichment courses –
- ◄ Spoken English course conducted by the English Department of the college. This course will again be resumed from the academic year 2016-17.
- ◄ Remedial Coaching for the SC / ST and other minority groups.
- ◄ Career Counseling Cell organizes programmes with different companies
- ◄ Entry into Services Cell organizes job related courses to facilitate the students of not only our college but students of other colleges also.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The college does not offer any self – financed programmes.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

Apart from courses related to undergraduate and postgraduate levels the college takes initiatives in offering students courses related to global orientation. The Spoken English course was started keeping in mind the relevance of the language in the modern context.

The Career Counseling Cell invited different companies to organize programmes to help the students understand the skills required of them in the global platform.

The Entry into Services Cell also aims at chiseling the knowledge bank of the students and channelizing it to suit the requirements of the global scenario.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

No such provision is provided by Calcutta University.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

Calcutta University provides a broad spectrum of curriculum to be followed by the colleges affiliated to it. The University highlights the subjects to be offered under arts, science and commerce categories. The University also provides details of the different subject combinations. All the colleges enjoy the flexibility of formulating their own method of curriculum dissemination.

Our college offers a wide range of subjects in the humanities group from which students can determine their undergraduate course of study. Though the college only offers geography in the science group there are plans to introduce new subjects in this category to give the students more choice of subjects.

The college arranges
- Tutorial classes, remedial classes, education tours, film shows of prescribed texts and others related to texts, departmental seminars, extension lectures, workshops, dramatization of part of texts, quiz, debates and other enrichment programmes as add ons to the University curriculum

College Quiz and Debate Competition

■ Apart from focusing on academics the college also ensures holistic development of a student and takes measures to see that his /her physical, mental, social and psychological progressions are in tune with his / her academic progress. The NCC / NSS wings of the college and multiple Committees and Cells work in this effect.

NSS, National Youth Day   **NCC, Independence day**

■ Sports is key part of our college curriculum. Students participate in University sports, Government sponsored sports for non – government colleges and other sports events organized by agencies like Kolkata Police. Annual College Sports Day is a big event and students, teachers and non – teaching staff participate in this.

Annual Sports Day

■ Apart from University specified exams the college also has system of conducting unit tests and class assignments. These enable teachers to understand students' level of understanding the syllabus.

■ The Prize distribution ceremony was started with the purpose of motivating the students to perform better at Calcutta University exams.

Annual prize Distribution Day

The various levels of feedback mechanisms practiced in the college also supplements University's curriculum.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The college has an active Career Counseling Cell formed with grant received from UGC under XI Plan Merged Scheme. This Cell functions with the primary objective of mentoring the students to get prepared for the job market. The Career Counseling Cell arranged Career Fair and multiple institutes and companies like NIIT, ICFAI, Academics, Edge, MNIMT, Triple C, ICWAI and many others took part. Students interacted with these people and got guidance on career options. It is worthwhile to say that not only students of our college benefitted but students from other colleges also participated and got information related to career options.

Companies like Shree Automotive Pvt. Ltd, Wipro, ZED CA, Techmatris and Merit Track also conducted seminars and workshops in our college.

The Placement Cell organizes job interviews for students with various companies. In the recent past companies like Techmatrix and Merit Track.

The Entry into Services Cell was also formed with grant received from UGC under XI Plan Merged Scheme. Students of this college as well as outside candidates avail free coaching classes for competitive exams.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Environmental education is now part of Calcutta University third year undergraduate syllabus. All the third year students have to do 75 marks of theory and 25 marks project work. Environment has been made a mandatory component of Calcutta University syllabus so that students get aware of the global environmental condition and the imperative threat our environment face from our miscalculated actions.

The college has taken certain steps in order to ensure clean environment within the college campus. The college has been made 'no smoking zone' and spitting of pan masala has been made a punishable offence. Littering is also not permitted and waste baskets have been placed at strategic locations. Our college at present cannot boast of a garden but a small area in front of the college has some trees. An open space beside the teachers' room will be used as a garden. However as construction work is going on inside the college this plan is now in abeyance.

One of the suggestions of the IQAC was formation of Women Cell in the college. On 13th March 2015 the college formed it own Women Cell and perhaps is the only college in North Kolkata that has this Cell. Apart from sensitizing students about gender equality and zero tolerance as far as any form of abuse is concerned this Cell also handled complains from students. The objectives behind the genesis of such a Cell were publicized through pamphlets distributed to students in both the inauguration ceremony and during admission. The famous social activist Miratun Nahar inaugurated this Cell and the Late Dr. Rajashri Basu, Director of Women Studies Centre, Rabindra Bharati University was present in the inauguration ceremony.

Speakers with Principal   Delegates watching the Posters for competition

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

☐ ☐Moral and ethical values

In our day to day communication with the students we try to incorporate moral and ethical values. All the staffs of the college follow a basic code of conduct and this .percolates down to the students. We, through our actions and behavior try to exhibit moral and ethical codes so that the students also fall in tune with such behavioural pattern

☐ ☐Employable and Life Skills

Remedial coaching for the SC/ST and other minorities, Spoken English classes, Career and Counseling Cell, Entry into Services and Placement Cell are some of the facilities offered by the college to cater to the employable and life skills of a student.

☐ ☐Better Career Options

Teachers try their best to give their students the best form of education so that they can have better career options**.**

☐ ☐Community Orientation

NCC, NSS, Women Cell

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The various mechanisms of feedback from the stakeholders followed by the college are as follows-

◼ Evaluation of the College by the Students – for the last three years the IQAC of the college conducts this evaluation. The format of the evaluation covers all aspects of the college like teaching – learning, support from teachers and non teaching staff of the college, infrastructure, facilities offered by the college, administration, extracurricular activities, Students' Union, vertical expansion. This SWOC analysis done by the students help us to identify the areas where we still need to develop.

■ Feedback from parents – the college arranges annual parents – teachers' meet every year. The guardians / parents get an opportunity to directly interact with Principal and teachers. Parents come out with suggestions and these prove invaluable as these suggestions help us to serve the students better.

■ Feedback given by students to Principal – The Principal of the college makes it a point to visit the departments and he collects feedbacks from the students about completion of syllabus, tests and any other issue that students want to be redressed. These points are taken up in departmental meetings and changes are initiated wherever necessary.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

Monitoring the enrichment programmes form part of evaluation processes maintained by the college. Moreover the enrichment programmes have their own coordinators who accurately follow the progress of such programmes.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The college follows the curriculum framed by Calcutta University and does not have the liberty to change any part of the curriculum. However teachers do participate in workshops on curriculum organized by the University.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The various mechanisms to obtain feedback from the students have already been enumerated. Till now an analysis of the feedback has not been communicated to the University.

The feedback obtained is discussed at various levels – department, Academic Committee and Governing Body of the college. Changes as and when required are incorporated to cater to the diversifying needs of the students. These changes implemented within the internal framework of curriculum dissemination serve in the enhancement of quality education.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

In the last four years the college introduced a host of programmes with financial grant from UGC under XI Plan Merged Scheme

- **Remedial Coaching Class** – the weak students belonging to the SC /ST /minority category can avail extra classes under this scheme. These remedial classes give the students an opportunity to improve their area of study.
- **Entry Into services** – the students of this college as well as outside candidates studying for different competitive exams can enroll themselves in different courses offered under this banner. This gives them an opportunity to get training for six months for different competitive exams free of cost and they are provided with a certificate after the completion of the course.
- **Career Counseling Cell** – this unit organizes workshops and seminars with various companies who offer job oriented courses. In the year 2011 this cell arranged a Career Fair where institutes such as NIIT, ICFAI, MNINT, TRIPLE C and many more participated.

Any other relevant information regarding curricular aspects which the college would like to include

The college would like to highlight some aspects of curriculum development which it already has and would like to introduce in the near future –

- The college runs postgraduate courses under the Directorate of Distance Education, Vidyasagar University. M.A., M.Sc., and M.Com. in English, Bengali, Sanskrit, History, Political Science, Geography and Commerce are offered respectively.
- The college plans to introduce new subjects at the undergraduate level like computer science, psychology and sociology. The rationale behind the thought of introducing these subjects is absolutely need based. Every year during admission many students enquire whether the college has these subjects. Observing the demand for these subjects there are plans to ask Calcutta University permission to offer these subjects as general course subjects once we are able to create space within the college campus.
- Some of our departments are already thinking of opening postgraduate courses in their departments. The departments of Journalism and Mass Communication and Geography have already initiated the process.

Criterion 1   Curricular Aspects

NAAC Recommendations	Implementations
✓ Opening Science stream in the College	From academic session 2010-11 Geography Honours introduced
✓ Enhancing in take capacity	Since 2007 the intake capacity of all departments have enhanced
✓ Offering Spoken English courses and Computer training to the students	The department of English conducted Spoken English classes for the students. The same will again be started from session 2016-17.
✓ Introducing new honours and general subjects in the College	Post NAAC college introduced honours in Journalism and Mass Communication and Geography and Physical Education offered in general stream.

KBCC

SELF STUDY REPORT
FOR RE-ACCREDITATION

SECOND CYCLE

Criterion II

Teaching-Learning
and Evaluation

'We cannot teach people anything, we can only help them discover it within themselves'… Galileo Galilei

2.1.2 How does the college ensure publicity and Transparency in the admission process?

The Khudiram Bose Central College website offers information, important dates and notification regarding the admission process and   the admission process in our college fully a manual process till the year 2014 like form fills up, submission, merit list publication in the college notice board and admission of the candidates. From the year 2015 we are following an online process as per the University guide lines and government order.

This year the admission process was categorized in different phases like:

- **Publicity***:*

i)   College website offers details about the different segments of college and especially the admission column link is further sub linked with departments, courses, admission procedure.
ii)   college banners and hoardings containing courses offered and contact information and website details are being hanged and put up not only in front of college but also in different commuters spots like railway stations, ferry ghats , schools and other places of importance in the cities and suburb
iii)   Scrollings in Regional TV Channels like Newstime and 24 Ghanta etc.
iv)   Advertisement in most circulated newspaper of the region like Anandabazar Patrika
v)   Distribution of pamphlets by the local newspaper distributor in different localities of the city.

- **Admission Meetings with all the members of the college**:
       Every year after the Higher Secondary Result pre and post publication, Principal summons a meeting with all the staffs of the college including Students General Secretary as an invitee and detail admission procedure is being discussed with them. This meeting also decides the convenor of the admission process and a committee is being formed. Finally that committee along with all the staffs starts the admission process and gives the guideline to all.

- **Upgradation of the college website, specially regarding the admission section:**
       To keep the process transparent the college was assisted with a renowned software Agency, SB Creation and Brand Value Communication. They developed new software related to admission purpose of the college.

- **Online Admission Procedure**:
       The college website contains detail information about the admission and guidelines framed by the college affiliated to its university. The admission committee of 2015 made a unique attempt by inserting a power point presentation of the entire admission process which however have helped the students immensely. To point few like courses offered, cut off marks subject wise, seats details, important notification and announcements of dates of form fill up, submission, publication of merit list. All these were made completely online. Besides, the college also ensured

the publication of merit list, criteria of marks, seat details, important dates etc related to admission in college notice board. Also the completed soft copy of the prospectus was also being uploaded. The college made its online financial transaction related to admission process with State Bank of India, Beadon Street Branch.

- **Post online procedure formalities at college office**:

Once a student completes all the online transaction and deposits the fees is finally enrolled as student of the college. The student is then provided the hard copies of prospectus along with brochure of women cell, Newsletter of the college and pamphlet regarding Free coaching classes guidelines provided by the Entry into Services cell of the college and is asked to come on a particular day on which the principal welcomes the students and discuss the rules and regulations of the college. The inaugural lecture has been a convention of this college will be delivered by a Maharajji of Ramkrishna Mission Institute.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

Admission to the First Year Degree course follows university norms. The students applying for first year degree courses need to complete the admission procedure as prescribed by the college (**The details mentioned in 2.1.1**).

❖ The admission process in our college is fully based on merit and rank of the students. In our college we have the prior set criterion in case of some subjects like Geography, English, Journalism and Mass Communication and Commerce where the Departmental Heads are given the opportunity to set their subject criterion based upon the demands and requirements. Some other subjects are there like History, Education Political Science Bengali Hindi etc. where the criterions are set strictly based upon the University norms.

❖ All reserved category students are given admission as per the policy of the State Government.

❖ The college also has a sports quota in every subject where relaxation of marks criteria is given to a student who has played at least at district level/state/national/international level.

❖ For back year candidates, migration candidates, open school and outside state schools, differently able student, college follows university guidelines

❖ All are admitted on merit subject to vacancies, as per the government and university guidelines. Although our different Departmental Heads set their subject criterion yet that this is not very much rigid but flexible because we sit together to change the prior set standard as per the further requirement of students in the respective departments.

❖ Admission to second and third year degree courses follows after the publication of their results. Till then students attend colleges and take a provisional admission. In commerce, admission is done routinely. There are two specializations offered at third year level, viz.,

Accounts and Management. In Arts and Science streams, the students are counselled to opt for a major subject, keeping in mind their interest and aptitude. Admission is given to meritorious students from other colleges, subject to availability of seats.

As per the following mentioned steps the college follows the admission process:

Step-1: Set the criterion to be followed for the admission

Step-2: Forms are issued and submitted through on line process at present

Step-3: Publication of merit list online and off line.

Step-4: Issue of a 24 hours notice for immediate correction for any mistake.

Step-5: Manual

Step-6: Process of counseling and verification is followed.

 The college does not have any entrance or common test system for admission in any courses at present.

2.1.3 - Minimum and Maximum percentage of marks for admission at entry level for each of the programmes offered by the college and   comparison with other colleges of the affiliating university within the city.

Subjects	KhudiramBose Central College
Minimum Marks Criteria	
Accountancy (Hons.)	Minimum 55% in Accountancy +50% in aggregate
English	Minimum 55% in subject
Bengali	45%insubject+50%inaggreagte OR 55%in subject OR 50%in related subject
Hindi	45%insubject+50%inaggreagte OR 55%in subject OR 50%in related subject
Education	45%insubject+50%inaggreagte OR 55%in subject OR 50%in related subject
Political sc.	45%insubject+50%inaggreagte OR 55%in subject OR 50%in related subject
History	45%insubject+50%inaggreagte OR 55%in subject OR 50%in related subject
Journalism	Minimum 60%in aggregate+minimum50%in any one language(**Hindi**or **Bengali**or**English**)
Geography	Minimum 60%in Geography
B.A. General	Minimum 40% in aggragate
B.Sc. General	Minimum 45% in aggragate
B.Com. General	Minimum 40% in aggregate

The Comparative data not available.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort; and how has it contributed towards the improvement of the processes?

There is a good mechanism to review the admission process in our college which helps a lot in this regard to have positive and improved outcomes. For this purpose, in each and every year our respected principal sir forms an admission committee which handles the admission procedure very smoothly and efficiently with their best effort and intelligence.

At the initial stage each and every department is given the responsibility in preparing the merit list of its own department. The departmental head plays the leading role with having the respective departmental teachers with him/her.

At the second stage our principal sir forms several micro committees to run the programme accurately. These micro committees cross check the merit list as prepared by the respective department.

After the above processes are over we used to have an all departments meet to review further if there are any more vacancies in any subject or subjects, if the criterion as set earlier to be loosened or not. Then we again ask new forms for admission and following same processes we fill up the vacancies. Thus we try to improve the process of admission in our college.

Note: This year 2015 admission process also has started online process and the prospectus along with a power point presentation has been made available in the college website. This mechanism has led to wider publicity for the institution and the courses, across the country and enrollment of students from other states.

2.1.5- strategies adopted to improve or increase the access for following categories of students. The admission policies of our institution and our students profiles in this regard

To cater the different categories of students we strictly follow the norms as has been set by the government. Seat allotment in different categories is provided below.

2015-16
Honours

Subject	General Category	SC	ST	OBC A	OBC B	Physically Challenged
Bengali	43	15	4	2	2	1(Gen. category)
Hindi	25	9	2	2	1	1(Gen. category)
English	72	24	7	4	3	2 (Gen. category), 1(SC)
Education	25	9	2	2	1	1(Gen. category)
History	25	9	2	2	1	1(Gen. category)
Political Science	25	9	2	2	1	1(Gen. category)
Journalism	20	7	2	2	1	1(Gen. category)
Geography	25	9	2	2	1	1(Gen. category)
Commerce	84	28	8	5	4	3 (Gen. category),1(SC)

General

Stream	General Category	SC	ST	OBC A	OBC B	Physically Challenged
B.A.	161	53	15	8	8	5(General category), 2(SC)
B.Sc.	95	32	9	5	5	3(General category), 1(SC)
B.Com.	106	37	10	5	5	3(General Category), 1(SC)

2015-16

Honours

SUBJECT	GEN.	OBC-A	OBC-B	SC	ST	PHYSICALLY CHALLENGED	TOTAL NO. OF SEATS
ACCOUNTANCY	85	10	7	31	9	4 (GEN.-3, SC-1)	146
BENGALI	45	4	4	16	4	1 (GEN.)	74
EDUCATION	25	3	2	10	3	1 (GEN.)	44
ENGLISH	83	4	3	27	7	3 (GEN.-2 , SC-1)	127
GEOGRAPHY	25	3	2	10	3	1 (GEN.)	44
HINDI	25	3	2	10	3	1 (GEN.)	44
HISTORY	25	3	2	10	3	1 (GEN.)	44
POL. SCIENCE	25	3	2	10	3	1 (GEN.)	44
JOURNALISM & MASS COMMUNICATION	20	3	2	8	2	1 (GEN.)	36

General:

SUBJECT	GEN.	OBC-A	OBC-B	SC	ST	PHYSICALLY CHALLENGED	TOTAL NO. OF SEATS
B.A.	161	11	11	56	16	7 (GEN.-5,SC-2)	262
B.COM.	108	8	7	37	10	4 (GEN.-3,SC-1)	174
B.SC.	95	6	6	33	9	4 (GEN,-3,SC-1)	153

Note: our college also offers and gives concessions to the needy and physically challenged students so that the weaker section of the society may be included within the education basket. The college also makes an effort to cater to the needs of the physically / visually challenged students.

2.2. Catering to Student Diversity

2.2.1: How does the institute cater to the needs of differently - abled students and ensure adherence to government policies in this regard?

As per the policies of our West Bengal Govt. 3% seats of each category are reserved for the differently abled students. In this regard our college authority is very much conscious to follow the pre determined policies as framed by the Govt. our college strictly tries to comply with the set policies. Not only that, after the admission of such category students we keep in touch with the students in different ways like, providing voice recorder, extra classes, supplying writer in the examination, relaxation in attendance etc. The college at present has a very few students in these categories.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The institution assesses student needs during admission. At the initial level of the degree program, the institution has made provisions for assessment of the student before the commencement of the program like counseling them with their subject choices and also giving them information about the college activities .The admission committee also assesses the students' abilities related to NSS and NCC, Sports , extra - curricular activities and knowledge. Keeping in mind their career pursuits and higher education plans, they are counseled accordingly and knowledge gaps are identified. Based on this, they are counseled to choose a combination of subjects that suit their potential.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

From the end of our institution a lot of measures to mend the knowledge gap of the enrolled students are being taken in different ways.

- Incorporating the tutorial classes within our framed structure of routine so that the students can have the opportunity of discussing their areas of difficulties and can have the solution.
- Remedial classes during summer recess for the weak students to improve them further.
- There is the opportunity of joining the special grammar classes taken by Dr. Sriparna Dutta, department of English.
- Previously there would have the arrangement of communicative English classes but right now that is not arranged for the shortage of staff in this department.
- Various other strategies such as collaborative learning, departmental and inter departmental extensive lectures on their syllabus by renowned subject experts are being organized, approach writing for practical, screening of films on important issues, practice sessions for viva and practical, enriching through creative teaching like power point presentations, educational tours are organised.
- The department of Bengali and Hindi also organizes Bhasa Divas and Hindi Divas and on this occasion, talks are being given by delegates on very relevant and contemporary topic on their subjects.
- Weaker students are given time beyond class hours by their teachers, to bridge the gaps in their knowledge and improve their performance.
- Teachers put in extra efforts to help students excel at the examinations particularly at the third year level.
- For enriching and encouraging the students and to develop a network among student – teacher and institution as a whole, the college also organizes different kinds of programmes promoting their cultural as well as their career oriented aspects like Career Fair, Alumni Re-Union and like.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The college has exclusive cells and groups for sensitizing both staff and students to gender, inclusion and environment viz., Women Cell, Counseling Cell, NSS, NCC, Cultural Committee. These societies organize events like interactive talks, lecture - demonstrations, marathons, films, debates, poster competitions, drama competition, and exhibitions on various sensitive and critical issues like environment, gender bias, social malpractices, inclusive education and inclusive growth. The faculty is sensitized to the diverse needs of the students, and the college ambience is conducive to the growth of all learners. So we have seen an improved intake of students from diverse backgrounds. Their progress is monitored and assisted by the concerned faculty. There is an increase in the enrolment of students belonging to the reserved category.

Women cell of our college is very much active to arrange different awareness programme among all the students with special focus on the female students time to time. On the other hands the counseling cell counsels the confused students to choose their right path. We also give special suggestions to the passed out students regarding their future carrier mainly arranged by the Career Counseling, Placement and Entry into Services Cell.

To maintain the premises clean our principal, Dr. Subir kumar Dutta, issues notice to the students asking them not to spit here and there. The students are also cautioned to keep them refrained from using the intoxicated items.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Through class interaction/performance, the advanced learners are identified. Faculty regularly inform them about intra and intercollegiate competitions and seminars, where they participate and their abilities are tested and honed. Teachers challenge and motivate these students to go beyond the course work and to take up small projects in institutions like model making, exhibitions etc. They are guided to present papers/posters at different fora (eg Inter-Collegiate Competitions.

Departments organize state/national and student seminars that expose them to research and paper presentation. The Entry into Services Cell sponsored by UGC of the college helps students to prepare for entrance exams for differently Competitive and Public Service Exams.

Advanced learners who are in financial needs are always given fee waivers/discounts/scholarships. Also they are being awarded with special awards on Annual Prize Distribution Day.

In each every year our college follows up the passed out students for having the job opportunities. In this regard the Placement cell of the college is actively playing an important rolel. At Past Prof. Dalia Pramanik was the in charge of this cell. At present Prof. Arabinda Mridha and Prof. Arup Bhattacharya are the joint in charge of this cell. At past our college arranged the career fair programme -- Udaan under the co-ordinatorship of Prof. Shilpa Nandy, Ex- Co-ordinator of Career Counseling cell. Recently there were two consecutive programme for placement of passed students arranged by Placement cell where Contemporary Companies namely Techmatrix and Merit Track came to give the assignment. A career report has also been published by this cell. We are also having our future dream to improve the job prospects further to the students.

Teaching- Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc)

Teaching plan:

- The Head of each department frames the syllabus and gives guidelines for the teaching plan.
- Departments hold meetings to decide distribution of topics and lectures, and discuss the teaching plan.
- The college plans the academic and examination calendar.
- T0he grids for evaluation are based on the guidelines of the university and the teachers and students are oriented about it by the Principal and departmental teachers.
- In their first day, the students are properly being given academic calendar along with routine and also the teacher discusses with them about some relevant issues like attendance, result and examination pattern and motivates them to participate in different inner and outer college activities.

Teaching Schedule:

- There is a routine committee which prepares the college timetable in consultation with departments. Prof. Dalia Pramanik is in charge of this committee.
- Each department holds meetings at the beginning of each semester to discuss the syllabus and work out the teaching plan.
- An Academic Record Book is maintained by each teacher.
- There is flexibility to accommodate remedial lectures, extra classes and contact hours.
- Heads of the departments monitor the completion of the syllabus and ensure the overall pattern of the examination; question papers and weightage of topics are as per the recommendations of the university.

Evaluation:

- For the purpose of proper teaching or rather to teach the students in a very much systematic way each and every department of our college prepare the Academic Calendar along with the individual departmental class routine.
- In the Academic Calendar the department segments the whole syllabus into basic two parts for the first and Second term examination.
- Four unit tests as per predetermined or scheduled exam dates are taken. After each and every unit tests and the term exams we the respective subject teacher evaluate the answer scripts.
- The records or details of these results are being published also in respective college notice boards.

2.3.2: How does IQAC contributes to improve the teaching – learning process?

The IQAC is actively involved in the execution and quality control of the teaching, learning & evaluation process. IQAC enables the sharing of best practices through annual departmental/criteria presentations, innovative teaching-learning methods and discusses proposals for new programs and courses. *The in charge of IQAC cell is Dr. Sriparna Dutta, Department of English*. She takes initiative time to time making the teachers aware regarding the importance of arranging the extended lectures or exchange of thought by bringing teachers from other colleges. She also encourages for the departmental workshop and seminar. She is taking the initiative to once again start the Communicative English classes for the students of the college.

The internal members of IQAC include

- Teachers,
- Student Representative,
- Librarian,
- Bursur,
- Head Clerk whose help facilitate the dissemination of the quality initiatives taken. External members include
- Prof Shampa Guha
- Shukla Bhore, Governing Body Members whose suggestions are greatly valued and implemented. At present, the councilor of the area is Sri sadhan saha who is yet to be

intimated about his membership in IQAC.It is also to mention that the external members of IQAC are not always able to attend the meetings but they always support the initiatives taken by the cell in the development of the college. IQAC also conducts SWOC evaluation of the college. The IQAC has been successful in implementation many of its suggestions like Technology aided teaching, formation of a Women Cell, CAS of teachers and the Cell plans to give more focus to research initiatives.

2.3.3 : How is learning made more student centric? Details of support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students.

A lot of techniques are being adopted by the different departments and the individual teacher for making the teaching learning process more students centric. Basically the individual teachers have their own style to make the process more and more reachable to the students. We arranges for remedial classes as per the UGC rule for the students for the deficit in them. We also take special coaching classes for the weak students. Although teacher students ratio is not so comfortable yet that we make us well equipped to make it more student centric through tutorial classes incorporated within our class routine, discussing last ten years questions, giving them suggestions, taking feedback from the students, checking home work etc.

The college puts a lot of emphasis on active and interactive learning. Teaching-learning is made student-centric by giving our students every opportunity for independent as well as collaborative learning.
Specific methods include the following:
• Assigning group projects (*Collaborative Learning*)

• Problem solving sessions - independently as well as in groups (*Independent/Collaborative Learning*)

• Use of graphs powerpoint presentation by Journalism and Mass Communication department, *(Use of ICT)*

• Creating interactive sessions in class through discussion, debates, role play, quizzes, and tutorials. *(Participative Learning)*

• Screening of movies, discussion on books *(Experiential Learning)*

• Research oriented projects like wall magazines, publications *(Experiential Learning)*

• Student seminars, participation in cultural events, annual exhibitions (*Collaborative and Experiential Learning*)

• Field trips and study tours *(Experiential Learning)*

• *Inter departmental programmes (Collaborative and Participative Learning)*

• Facilitating students to learn at their own pace and space through LCD presentation by few departments.

Support systems available:
• Library and few departmental libraries,
• Departmental laptop for teaching - learning.
• LCD Projectors

- LAN network
- Library internet connectivity
- Inter com facility
- Journalism, Geography and Commerce (IT) Lab
- Room no. 6 class room can be changed into an Audio - visual room as and when required for film screenings, seminar presentations and paper reading. However the college has plans of developing a separate AV room for this purpose.
- Project Room for Minor Research and Major Research Project
- Facilities to make Charts/Exhibits/Models by students

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into lifelong learners and innovators?

The institution nurtures critical thinking, creativity and scientific temper through planned activities in and outside the classroom. Learners are always encouraged to think out of the box and think critically. Creativity and originality of the students are brought out by innovative student-centric activities like the college magazine, departmental magazines/journals, and co curricular/extra-curricular events. Scientific temper and critical thinking are inculcated among the learners by involving them in research meets, exhibitions* where they put up projects, models, and posters. There remain the students who like to create and innovate something. All the departmental heads encourage the students with the help of their departmental teachers by motivating the students for the wall magazine, for their novel writing in college journal – *The Light* etc. Besides this we arrange for the quiz contests, extempore etc. Our Geography department encourages their students for participating in the science exhibition. On the other hands the departments having their practical based subjects can encourage their students for the innovative nature work through the preparation of their project works which are field based. In this respect our department of commerce, department of Journalism and mass communication and department of geography can take the initiatives.

In 2015, the department of geography participated in an inter collegiate science exhibition organised by Vidyasagar College and the college stood third in this competition.
Creative and Scientific Temper

The students are mentored to take part in inter-collegiate competitions, seminars, model exhibitions and so on. The members of cultural committee looks after the matter with utter sincerity and efficiency. Under the guidance of this committee specially Prof. Debalina Bhattacharya, Prof. Dibydyuti Roy and many, the college in recent has been able to secured positions in this competitions. The co-curricular and extra-curricular activities prepare the students for learning organizational and leadership skills which prepare them to work in a multi-cultural & global scenario. Thus the culture and climate of the institution enables students to be lifelong learners and innovators.

Critical Thinking

The class tests and semester end examinations require them to comment, analyze, evaluate, compare, and interpret facts through which their critical thinking abilities are challenged. The faculty motivates and mentors students in their research, projects and paper presentations. The

creativity and innovation of the teachers are acknowledged. We know and we believe that there remains the prospect among the students.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Use of ICT tools has a positive effect on student learning. Our college is always aware of the global changes and for this reason our each and every department is well equipped with the modern tools and technologies. In case of the department of commerce there is a designed course curriculum in this regard. There is a special paper named as E- Commerce. To teach this subject we have our subject expert, Prof. Tapan Kumar Dutta. Department of Commerce also has the paper "Information Technologies" which is a computer based subject. This department has a special project paper where we give the students training to make them habituate in using power point, excel, animation and also learn them how prepare the graphs pie-chart bar diagram, line chart etc. in this regard our department of geography and department of Journalism and Mass Communication are also at the fore front. Some of the technologies/facilities used by faculty for effective teaching are Microscopes with projector attachment and Laptops & LCDs for an Audio – Visual Presentation.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

To make the students as well as the faculties well aware with the advanced level of knowledge and skills different departments of our college arrange for the departmental seminars and workshops all through the years. For the exchange of thoughts we also arrange for the extend lectures delivered by the teachers of other colleges. To make himself or herself well acquainted with the changes and to adjust with the advancement of education our faculties participate in Oriented programme and Refresher Courses time to time sponsored by UGC. The details of the seminars and workshops arranged by the faculties in the college are given below. In Last four Years (2011 -12, 2012-13, 2013-14, 2014 -15)'

◄ **Seminars Organised By College:**

Title of the Seminar	Organised By	Date	Others
UGC Sponsored State Level Seminar onHistorical Consciousness in Late 19th and Early 20th Century Bengal: Some Reflections	Department of History in Collaboration with Deptt. Of History, Women's College, Baghbazar	22 & 23 rd Feb, 2013	Published a book on Seminar Proceedings
UGC Sponsored State Level Seminar on Are yayavar Rahega yaad – on Ajneya	Department of Hindi in collaboration with Deptt. Of Hindi, Vidyasagar College	24th and 25th Feb, 2011	Published a book on Seminar Proceedings

- **Workshops Organised By College:**

Title of the Workshop	Organised By	Date	Others
Workshop cum interactive session on 150th Birth anniversary of Swami Vivekananda	KBC College in Collaboration with Baghbazar Udbodhan Karyalay	10th April, 2012	Published a book on workshop proceedings
Workshop on How to Edit a Piece?	JMC Department	2011	For students of the department

- **Extension Lectures/ awareness CampaignsOrganised By College:**

Title	Organised By	Date	Speaker
One day Extension Lecture on Rosa –Luxemburg Debate	Department of Political science	2011	Prof. Shobhan Lal Dattagupta, Deptt. Of Political Science,Calcutta University
One Day Extension Lectur on Rabindranath o Sahajpath	Department of Bengali	2011	Prof. Kanan Behari Goswami, Deptt.of Bengali, RBU.
One Day Extension Lecture on Communication	Department of JMC and Pol.Sc	2014	Prof. Sourav Gupta, Deptt. Of JMC, Koratput University, Orissa.
One day Awareness Programmeon consumer Rights	College in collaboration with Ministry of Consumer Affairs, Govt. of West Bengal	2015	Sri S.R.Bhowmick,Assistant Director, Consumer Affairs Deptt.
One Day awareness campaign on Fire and safety	College in collaboration with Fire Department, Govt. of West Bengal	2012	Officials from Fire Department

2.3.7 Detail (process and the number of students benefited) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?

For the better guidance to the students the teacher counsels the students during their course of study as well as after the course of study through the follow up process they adopt. The department also keeps record of the students. At the very initial stages the students are given suggestion in choosing their subject for having a better combination so that they can reach at the door point of a job for competition. Some time the students who are irregular are also being counseled in presence of their guardians to make them regular. The department thus stops the drop out tendency among the students. Besides the college also arranges different placement opportunity for the students by bringing and collaborating with different companies and the department teachers also inform the present incumbents and are being motivated in this process.

The details of the following cells and their activities in the past years are given below:

Sl. No	Name of the Cell/Unit/wing	Name of the Co-ordinator	Year	Activity
1	Career Counseling Cell (Academic & Guidance)	Shilpa Nandy	2010 – 2014	Classes organized with different academic institutes Organised Career Fair Publised a Career report
		Dalia Pramanik	2014 – till date	
2	Placement Cell (Academic & Guidance)	Dalia Pramanik	2010 – 2014	Campusing with wipro, zed ca etc Report Publishing Record Keeping of students
		Arabinda Mridha & Arup Bhattacharya	2014-till date	
3	Entry into services (Academic & Guidance)	Tapasi Ghosh	2010-12	Advertising
		Shilpa Nandy	2012-14	Organised six months certificate course on competitive exam like Rail/Bank/Psc/SSC etc
		Sheuli Biswas Adhikary	2014-till date	
4	Remedial Coaching classes For SC/ST (Academic & Guidance)	Prof. Debalina Bhattachary Prof. Raja Ghosh and Prof. Priyanka Sengupta (2012 –till date)	2010 -12 2012 -14	Classes for SC/ST students
5	Publication Committee (Academic & Guidance)	Prof. Shilpa Nandy	Till Date	Publication of college newsletter, college magazine, academic journal
6	Sports Committee (Academic & Mentoring)	Prof. Sriparna Dutta	Till Date	Participation of college students in different University, Government sports and sports organized by other agencies. Annual Sports Day
7	Women's Cell (Personal & General Guidance)	Prof.Shubhra Upadhyaya	2014- till date	Inauguration of the Cell on 13th March, 2014
8	Student's Welfare Cell (Personal and Mentoring)	Prof.Shubhra Upadhyaya	2014 –till date	Fee Concession
9	NSS (Academic & Social Support)	Shubhra Upadhyaya Prof.Raja Ghosh	Till 2014 2014 till date	National Youth Day Adopted a Slum Programme with the slum children
10	NCC (Academic & Social Support)	Prof.Raja Ghosh Prof. Subrata Kumar Mallik	Till 2014 2014 – till date	Independence Day Republic Day National youth Day Cadet's training

Although the college does not have specified Psycho- social cell but the teachers often play a dominant role whenever a student needs counseling or any kind of support – personal and professional.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The teachers of this college take a deep interest in the academic orientation of the students. The basic objective behind teaching methodology is to maximise student performance. The teachers strictly follow the academic calendar prepared by them at the beginning of each academic year. There is a very healthy co-ordination between the teachers and the students and this facilitates learning. Another major advantage that helps the students is teacher accessibility beyond the boundary of the classroom - - the students are most welcome to come to the teachers any time, within the college hours, with their problems.

The teachers of this college gives priority to update its students by collecting data and information from internet and also insists the students to browse important internet sites related to their studies. Besides the teachers also have adopted following modern methods of making the classroom teaching more interesting and interactive. The methods are as follows:

❖ **Audio- Visual Presentation:**
   In order to make the learning process more interesting and interactive the classes are often conducted by the projector. *For example, the department of History in the last academic session started a new process of learning by making their students presentation with the help of projector. Their theme was "A Journey Through the Ages"* The classes of the department of Journalism and Mass Communication , Geography and IT part of Commerce are also being conducted with the help of computers. These departments have separate computer laboratories.

❖ **Educational Tours:**
   As per CU norms the Geography department of the college conducts an excursion tours every year for their students as part of their course requirement. But the department of *Political Science and Education also started conducting educational tours since 2012. Last year, the department of History visited Indian Museum as part of educational tour. The department of English visited Birla Museum and Technology. The department of Political Science visited Bidhan Sabha and the department was joined by JMC, Hindi and Education department of the college. Also another educational tour was jointly conducted by the department of Journalism and Mass Communication and Political Science to Birla Museum.* Apart from Geography, these tours are sometimes totally financially supported by college and sometimes they are self- financed tours by the departments.

❖ **Inter departmental Programmes:**
   In order to enrich the campus life and develop quality teaching among the students, the departments like Journalism and Mass Communication and Political Science organised last year an extension lecture on *"Communication Theory". The lecture was delivered by Prof. Sourav Gupta, Koratput University, Odisha.* Besides the educational tours are also

glaring examples of inter departmental networking and collaborative programmes and provides the scope of knowing each other well and thereby building a sense of community participation among them.

❖ **Film Screening:**
Another new mode of teaching adopted by few departments of the college is to show films to the students relevant and based on the theme related to their course. For example, the department of English organises Classic English Movies; the department of JMC prepares and shows documentary and short films. Last year the department of Political Science organised a film screening "*Madras Café*" for their students on …………. This movie was also watched by the different departments of the college. In showing the movie, the JMC department assisted the Political Science department. Another example of inter – departmental programmes.

❖ **Dramatised Version of Teaching:**
The department of Hindi has adopted new process of teaching and learning in the way of drama enactment on a piece or novel based on and from their syllabus. For example, in recent past a drama was enacted by the department students on the piece named " *Bholaram ka Jeev"*. The drama was enacted on the occasion of Swami Vivekananda's 150th Anniversary Programme.

❖ **Inter departmental classes**
The teachers of one department are invited to take classes of another department. For example the teachers of political science and history were requested to take classes of the students of English honours on topics like political thought of Locke, Rousseau and French Revolution respectively. The teachers of Bengali and Hindi departments take classes in areas more pertinent to their field of study.

❖ **Wall Magazine:**
These magazines are for students. The students are assisted and insisted by the teachers to enhance their creative mind and talents in form of these magazines where they are required to search materials from internet, showcase thought provoking write-ups and information. Different department have their own wall magazines. The names of the wall magazines are as follows:
Department of Education ---- EDUCATUM
Department of Political Science ---- AGRADUT
Department of Journalism & Mass Communication --- DIGANTA
Department of Commerce --- SAPTAPARNI
Department of Bengali ---- BANGLA BIBHAGIO PATRIKA
Department of Hindi--------AVIVEKTI
Department of English ---- CHOKHER ALOE --- VISION BEYOND *(Since 2010, it started publishing its own departmental magazine in which not only English departments but also other departments are welcome to contribute to this magazine.)*

2.3.9: How are the Library resources used to augment the teaching learning process?

As a part of continuous assessment, students are given assignments and projects for which referencing is essential. They are required to add a bibliography of the sources used for the same.

Advanced learners are assigned research projects on topics beyond the syllabus. This again demands the extensive use of library resources. Some departments have their own libraries. The departments of English and Political Science maintain record of the books available in the college library.

Our library has grown over the years. With funds available from UGC the departments have been able to update the library with latest books in the market. However, while purchasing books the departments keep in mind the needs of the students.

In our Library different journals are being subscribed keeping in mind the job, research and information area of the students like EPW, India Today, Competition Success etc.

Honours students are allowed to issue five books at a time and general stream students can issue up to three books at a time.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The departments of the college provide the students with an academic calendar at the beginning of every academic session. The purpose behind academic calendar is to make the students aware of their syllabus as well as inform the students the time frame within which topics will be covered.

All the departments maintain their own 'academic record book'. This book acts as a ready reference for the teachers of a particular department to know what topic has been discussed by the other departmental faculties.

The departmental heads are very particular about the coverage of syllabus and try to ensure that timely completion of the same takes place. Moreover the Principal of the college visits departments and collects feedbacks from the students regarding completion of syllabus.

At times the departments face the challenge of getting the syllabus completed within time. The departmental teachers take extra classes and finish the syllabus within the stipulated time. The college authority is very supportive in this matter and welcomes every step initiated by the teachers to facilitate the students.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Evaluation of teaching learning process takes place at various levels –

❖ The departmental record book is checked by the principal of the college to ensure that the departments are performing as committed to their students.
❖ Departmental visits by the Principal also are very effective in this regard. The principal is able to collect first hand information from the students about the teaching learning strategies adopted by the departmental teachers and dissemination of the same.
❖ Annual Parents – teachers' Meet is another medium through which the college can evaluate the teaching learning given to the students. Parents being stakeholders of the

college provide feedback in these meetings and such suggestions are carefully noted to be incorporated as and when required.

❖ The IQAC of the college conducts an annual evaluation of the college by the students of third year. the outcome of such evaluation is discussed in the IQAC meetings and also placed before the Governing Body of the college. The Academic Committee of the college also monitors the teaching learning strategies adopted by the departments and offers suggestions for betterment of the same.

2.4 Teacher Quality

2.4.1: provide the following details and elaborate on the strategies adopted by the college in planning and management recruitment and retention of its human resource qualified and competent teachers to meet the changing requirements of the curriculum.

Highest qualification	Professor		Associate Professor		Assistant professor		Total
	M	F	M	F	M	F	
Permanent Teachers							
D.Sc./ D.Litt							
Ph.D	1 (Principal)			1	1	1	4
M.Phil	1 (Principal)				1	6	8
PG	1 (Principal)			1	4	6	12
Temporary Teachers							
Ph.D							
M.Phil							
PG							
Part – time Teachers* given in separate table							
Ph.D							
M.Phil.							
PG							

*Government Approved Part Time Teachers

Category	Male	Female	Total
Ph.D			
M.Phil	2	3	5
PG	3	5	8

*Government Approved Contractual Full Time Teacher

Category	Male	Female	Total
M.Phil			
PG		1	1

Guest Lecturers appointed by College

Category	Male	Female	Total
Ph.D		1	1
Submitted Ph.D		2	2
Pursuing M.Phil	1		1
PG	6	7	13

The college is totally dependent on West Bengal College Service Commission for the appointment of full time teachers. However, in order to meet the demand of shortage of teaching staff the college appoints 'guest lecturers' from time to time. At present the college has 18 guest lecturers in different subjects. These teachers are paid from the college fund and care is taken to revise their pay provided the college is able to bear the financial burden. These teachers are equally important in coming up with suggestions as far as departmental matters are concerned. The college tries to provide a healthy atmosphere so that they can contribute to the well being of the department.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The college is dependent on West Bengal College Service Commission for the appointment of full time teachers. Guest teachers are appointed by the college with the help of Calcutta University.

The departments arrange different departmental seminars time to time by inviting speakers from Universities and from other institution. The department of Political Science invited Prof.Sovonlan Dutta Gupta to deliver his lecture on the topic Rosa Luemburg debate.

Similarly Dr. Ram Prahlad , Dr. Asis Sana, Dr. D. Dandapat came from University of Calcutta in the Department of Commerce to deliver their lectures on " Avenues of Investments and SEBI vigilance", " Stock Exchange and its Roll in share market" and " How to make a Project Paper" respectively. Besides this Dr. CR. Karmakar, is visiting faculty in the Department of Commerce. He is from Dum Dum Motijhil College of Commerce and is also associated with University of Barasat, West Bengal.

The department of Journalism and Mass Communication conducted workshops where resource persons had come from The Telegraph and Hindustan Times.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	6
HRD programmes	1
Orientation programmes	5
Staff training conducted by the university	1(NTS), 1(Teaching staff)
Staff training conducted by other institutions	2(Teaching staff)
Summer / winter schools, workshops, etc	1(Summer School), 4 (Short term course)

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning – **NA**

c) Percentage of faculty

Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies	20%
Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	75%
presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	70%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement, etc.

Our college authority is very much conscious regarding the participation of teachers in different seminars, workshops, summer courses and trainings.

Some of our faculties are also guest teachers of different universities. The lists of the following teachers are:

Name of The Teacher	Department	University	Others
Dr. Shubhra Upadhyay	Hindi	Calcutta University	
Prof.Arup Bhattacharya	Political Science	Diamond Harbour University	Co-ordinator, DDEVU, Vidyasagar University, KBC College
Prof. Shilpa Nandy	Political Science	Rabindra Bharati University	
Prof. Anamika Nandy	Histoty	DDEVU, Vidyasagar University	
Dr. Sriparna Dutta	English	Rabindra Bharati University	DDEVU, Vidyasagar University, KBC College
Prof. Arabinda Mridha	Commerce	East Calcutta Girls' College	DDEVU, Vidyasagar University, KBC College
Prof. Raja Ghosh	Geography	DDEVU, Vidyasagar University, KBC College	

Many of the teachers also serve as subject coordinators of Vidyasagar University, DDEVU.

Very recently Prof. Shilpa Nandy, Department of Political Science, completed her Minor Research Project.

The college is totally supportive in all academic endeavours of the teachers. However the college authority is very particular in one aspect – any teacher involved in any academic activity must ensure that his / her departmental work is not hampered in any way.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The teachers of the college are yet to receive such accolades.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The IQAC of the college conducts annual evaluation of college including teachers, non – teaching staff, and infrastructure by the students. This evaluation encompasses teaching learning given to the students, extra facilities provided to the students by the teachers, taking interest in their learning abilities.

This evaluation has helped the departments improve their standards as become aware where they fall short of their commitment.

2.5 Evaluation Process and Reforms

2.5.1: How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation process?

The students are made aware of the evaluation process followed by the college and University in the following ways –

- The students get their Prospectus at the time of admission. The prospectus contains the details about the exam pattern followed by Calcutta University and the evaluation system practiced by the college at the internal level.
- At the beginning of each academic session the college arranges an inaugural ceremony. The Principal of the college in his inaugural speech repeats the pattern of evaluation followed by the college.
- The departments provide academic calendar to the students. this academic calendar apart from focusing on coverage of syllabus tries to incorporate internal exam schedule.
- At times it is not possible to mention the exam schedule in the academic calendar. The college on a later date circulates the schedule in the form of Notice and the same is also put up on the college Notice Board.
- The teachers in their classes also inform the students about exam dates and assignments to be submitted.
- The teachers decide upon such dates in an internal meeting and the same is forwarded to the Academic Committee for approval. However such an approval is just a formality as the Academic Committee is supportive of all efforts taken by teachers to improve teaching learning.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The college has adopted the evaluative pattern followed by Calcutta University as the college is affiliated to this University.

The college has, on its own, initiated certain reforms –

- The college decides upon cut off marks that a student has to secure in order to sit for Calcutta University exam. As the CU minimum marks is 35% for honours student the college ensures that students obtain at least this minimum to be eligible to sit for CU exam. For students in general stream the minimum percentage required in 30%. However certain relaxations are made for students who are participating in sports, medical grounds and other unforeseen incidents.
- Apart from following exam pattern of CU the college has designed its own system of conducting Unit Tests and class assignments.
- The college is very particular about attendance of the students. Students who do not have attendance percentage as mentioned by CU (75% with relaxation up to 60% on paying non – collegiate fine) are not allowed to sit for the College Test held in the months of February and March for second year and first year respectively**.**

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

As prescribed and scheduled by the university we take the respective tests in time, we evaluate the answer scripts and we publish the results also. As far as dates of exam are concerned Calcutta University has a pre-determined scheduled date which is circulated to the colleges at the beginning of each academic year. This Circular mentions the dates when the colleges have to conduct College Test for all the three years. Any change is these dates are also notified by the University in the form of Circular and is also up loaded in the University website.

The college strictly adheres to the schedule prepared by Calcutta University and fixes its own internal exam dates accordingly.
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2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

In our institution basically there are arrangement of two internal exam which are termed as 1st Term and 2nd Term exam which may be termed as the formative and summative assessment. The formative or 1st Term exam has been re-segmented into Unit-I, Unit-II, Unit-III and Unit-IV respectively. As per our observation we are sure that there is a positive impact of the Unit tests on the mind of the students who get conscious enough after the 1st Unit test having the result in their hands.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc

The college has adopted many ways measures to initiate improvement of the students.

- **One such measure is unit tests.** The departments put a lot of emphasis on these Unit Tests. As already mentioned these tests are conducted on the basis of syllabus completion. The result of these tests are published either on departmental boards and if that is not done the students are shown their test papers. In fact some departments also show the test papers to the guardians in Parents – teachers' Meet. A copy of the test result is handed over to the Principal of the college.
- **As the college believes in complete development of a student apart from academics the behavior of students are closely monitored by departmental teachers.** What is unique to this college is the student teacher ratio. Teachers are shrewd observers of how their students behave and interact with other members of the college.
- **Students are taught to be independent learners.** The teachers do not encourage learning by rote and follow the practice of getting students involved in the class. This is done by making the students do a little research on the topic to be taught in class. Students are encouraged to ask questions and show curiosity.
- **Communication skill is not just the ability to be fluent in language.** It encompasses a number of other issues like being articulate, precise and well spoken. Though the college does not have separate grooming classes for enhancing a student's communication skill the teachers through their interaction with students try to, at least indirectly, touch upon this area.
- **As far as communication skill in language is concerned the department of English conducted Communicative English classes for the students**. Due to unavoidable circumstances this course could not be conducted last two sessions but the department plans to begin this again from academic session 2016 – 17.

2.5.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The college have high aspiration for its graduates, and in the pursuit of this academic mission, the teachers constantly endeavour to provide them employment-related skills, life skills, and nurture attitudes and dispositions through curricular and co-curricular activities. In keeping with our vision of providing quality education, highly qualified faculties strive to promote global competencies and research culture in the students.

The Khudiram Bose Central College graduate attributes are the academic abilities, personal qualities and dispositions, and generic and transferable skills. These core values provide a basis for engaging with the world and it permeates our approach to student engagement within the framework of the Calcutta University guidelines and the curriculum. But they transcend the discipline specific contexts in which they were originally acquired. These life skills, attributes, and effective attitudes towards knowledge, learning, community, and work are things which the college wants to inculcate in the students

The three essential dimensions of our students are

Personal Growth which will make them specialists in their chosen discipline, effective communicators, with ability to apply discipline specific knowledge in solving problems in different contexts.

Enquiry & Life-long learning which includes intellectual curiosity, critical thinking abilities, scientific temper, ability to create, understand and analyse knowledge.

Global outlook and Community Engagement which equips them with the ability to work in any context, cutting across cultural or regional boundaries, ethically evaluate ones work in a global context, and to be aware of sustainability issues.

Our students are expected to be graduates who are self-reliant, specialists in their chosen discipline, continuous learners, effective communicators, respectful of different cultures, socially responsible, aware of their social and civic responsibilities, sensitive to gender issues with zero tolerance towards sexual harassment, and environmentally conscious. So the students, through their stay in Khudiram Bose Central College, are given ample opportunities to develop and nurture these qualities. Through participation in the activities of co-curricular societies, NSS, NCC, Women Cell, Participation in Debates. Quizs and other cultural activities through cultural committee, the students are sensitized to social issues. They also participate in governance through their representation on the Student Council, Governing Body and IQAC.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

- For all examinations (college/University), the student can get a photocopy of the answer sheet after paying a prescribed amount as per university norms after which a student can apply for re-evaluation of the paper.
- Students also have the facility of RTI where they are given the photocopy of their desired answerscripts after a prescribed fee payment.
- Teachers are approachable and student friendly and encourage all students to communicate their concerns through formal and informal channels throughout the year.
- The institution and the University have a Student's Welfare Cell to which they can appeal if necessary.

2.6. Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes', give details on how the students and staff are made aware of these?

The institution has the overall objective of developing higher order critical thinking, leadership qualities and community engagement among students. The institutional learning outcomes are employability, holistic education, citizenship behaviour, leadership qualities which are envisaged in our mission statement. The course/programs indicate learning outcomes in the syllabus. Learning outcomes express the knowledge, skill-set, and their application that students will acquire as a consequence of completing their programmes. The teachers are aware of these as they attend various meetings and syllabus framing workshops. Students are made aware of these through the college website, library and through an introduction in the first learning hour.

The IQAC initiated an exercise to map the learning objectives of the course to the overall objectives of the college. The institutional learning outcomes are in sync with the graduate attributes which are clearly articulated in the college policy document. All classroom and campus activities **(as stated in 2.5.6)** are planned to nurture these attributes in our students.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students' results/achievements (Programme/course -wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The internal and external assessment outcomes are communicated through mark sheets. Results are also put up on the notice boards. Each department monitors students' progress after Midterm tests and test before Final at regular intervals. The mechanism of informal

communication and feedback available from the assignments/class tests is communicated to individual students in the classroom. Departments conduct PTA meetings to share the analysis with parents especially in cases where the student is falling short of the expected standards or potential. Re-orientation is given to the students at the time of first test result outcome. Subject specific counseling to the students regarding their performance, the grading and examination systems are provided by teachers. Remedial measures are taken to address shortfall and improve the performance.

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

Overall Structure:

- The institution recognizes that to achieve the learning outcomes teaching, learning & assessment must happen both in the class room and also as a continuous process through college life and outside.

- The structure includes an academic calendar, teaching plans, departmental meetings, teacher record book and exam calendar.

- There is an emphasis on academic activities, co-curricular activities and field activities.

- Departmental societies take teaching-learning beyond the class room. The academic calendar gives the overall plan at the beginning of the year for academic and co-curricular activities. A balance is maintained so that academic and other activities do not clash with each other.

- Besides grades and marks, there are many awards and scholarships which acknowledge achievement of learning outcomes and motivate students toward higher benchmarks.

Strategies:

❖ **Teaching strategies:**

i)   Syllabus framed by the University of Calcutta is periodically upgraded.

ii)   Knowledge is disseminated through lectures, group activities (like field visit project/ wall magazine etc), learner sensitive instruction (different cell activities), independent learning (Paper Presentation), collaborative learning (Inter – departmental classes) and use of ICT.

iii)   The delivery mechanism is geared to incorporate latest research, technology, and cross cultural aspects.

iv)   Public lectures, industrial visits, field visits aim to take the teaching beyond the class room and syllabus.

v)   Strategies like remedial teaching, tutorials, mentoring and competitive exam and career counselling classes are aimed at inclusive teaching practices.

❖ **Learning strategies:**

Learning strategies aim to make learning an active process.

i) In class rooms: note taking, asking questions, solving problems and writing answers, oral presentation, critiquing a concept or theory.

ii) In laboratory/practicals: Report writing, PPT Designing (JMC), Mapping(Geography) and ICT (Commerce) learning

iii) Independent learning: Individual assignment, field based projects, use of ICT to utilize internet resources.

iv) Collaborative learning: Peer learning, group assignments, interactive learning through inter departmental classes/workshops etc

v) Learning on the field: industrial visits and excursions and educational tours

❖ **Assessment strategies:**

i)   Formative assessment for feedback

ii)   Evaluation of knowledge/cognitive domain: concept testing, quizzes, Tests

iii)   Evaluation of affective domain: Value based questions in written examination

iv)   Evaluation of behavioural domain: Evaluation of practicals, observation charts, field visit reports.

v)   Summative assessment:

vi)   Theory Examinations: Setting question papers to test the concept and higher order thinking skills like critical analysis and evaluation.

vii)   Practical Examinations: Experiments to test the understanding of the concepts and honing laboratory skills.

Thus these strategies ensure that the learning outcomes, which are central to the teaching-learning process, are achieved.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The institution has an active placement cell for students across faculties. It also facilitates mock interviews, CV writing and group discussions to develop employability skills amongst them. The institution also have Career Counseling and Entry into Services cell. Students are actively involved by way of developing entrepreneurship skills and by being student entrepreneurs on campus.

The institution encourages student research skills. The research work is presented at national, international and University level research competitions/forums.*BFor eg. The Students of Geography Department stood third in inter college Science Exhibition this year.* Discipline specific skills and applications are developed through the activities of departmental associations.

The various co-curricular and the extracurricular societies help to develop soft skills, life skills, organizational and management skills and talent.NSS, NCC, Cultural Committee, Women Cell help develop the skills for community engagement.

The following below are the activities of the cell/committees which are helping to develop the skills of students for community engagement.

Student's Welfare Cell:

Name of the cell	Name of the Co-ordinator	Year of Establsihment	Activities
Students' welfare l Cell	Dr. Shubhra Upadhyaya, Deptt. Of Hindi	Since 2008	• There is a grievance box in the first floor of the college. • Students are free to express their suggestions, opinion and make complaints without least hesitations. • This cell treats all critical inputs, suggestions and complaints made by students as a measure by which the college can make qualitative progress.

Women Cell:

Name of the cell	Name of the Co-ordinator	Year of Establsihmet	Activities
Women Cell	Dr. Shubhra Upadhyaya, Dept. Of Hindi	2014	• The inaugural ceremony of the cell took place on 13th March, 2015 • There is a letter box in the first floor of the college. • Primary focus of the cell to organise gender sensitization programme and look after any problem (like sexual harassment, gender discrimination) face by any women students and staffs of this college • The brochure of women cell has detail information.

Career Counseling Cell

Name of the cell	Name of the Co-ordinator	Year of Establsihmet	Activities
UGC Sponsored under Merged Scheme Career Counseling Cell	Prof. Shilpa nandy, Deptt. of Pol.Sc ((2010- 2014) Prof. Dalia Pramanik, Deptt. of Education (2014- till date)	January, 2010. (However this cell works as per UGC Plan period and financial grant received)	❖ Career Fair (4th-5th Feb, 2011) ❖ 5 days workshops on NDA – CDS Course by EDGE (12 th Sept – 16th Sept, 2011) ❖ 2 days Grooming Course, Interview skills and CV writings by ICFAI (23rd – 24th Sept, 2011) ❖ One day Extension Lecture on Cost Accouting, by ICWAI (26th Sept, 2011)

Placement Cell

Name of the cell	Name of the Co-ordinator	Year of Establsihment	Activities
Placement Cell	Prof. Dalia Pramanik, Deptt. Of Commerce (Since 2008 -2014) Prof. Prabinda Mridha, Deptt. of Commerce and Prof. Arup Bhattacharya, Deptt. of Pol.Sc (2014 –till date)	Since 2008	❖ This cell arranges campus interviews for the Passed out or Part III appeared students of the college and helps the students to search good job and other employment oppurtunities. ❖ In past academic sessions leading companies like WIPRO, Shree Automobiles, and like visited the campus and selected students of the college for their companies.

Entry into services Cell

Name of the cell	Name of the Co-ordinator	Year of Establsihment	Activities
Entry into ServicesCell	Prof. Tapasi Ghosh, Deptt. Of JMC(Since 2010 - 2012) Prof. Shilpa Nandy, Deptt. of Pol.Sc (2012 –2014) Prof. Sheuli Biswas Adhikary, Deptt. of Education (2014 – till date)	Since 2010	❖ This cell arranges free coaching classes for the Passed out or Part III appeared students of the college who are preparing for competitive exams of government like RAIL/BANK/PSC/SSC and helps the students to search good job and other employment oppurtunities. ❖ A six months course certificates are also provided ❖ In past academic sessions leading institutes faculties, WBCS (EXE), directors of institutes took the classes.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The data and statistical analysis of the results is shared by the Principals to the respective departments. Faculty does formative assessment through ungraded tests/assignments and class discussions to analyze student understanding. Feedback is given to students to overcome learning barriers and teachers re-plan the session. Remedial sessions, tutorials, and other methods are used to help weaker students remove bottlenecks. Parent – teachers meeting are done.Personal counseling is also done by teachers if they find a student having learning difficulties.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

Formative assessment methods are used to get feedback and teachers replan lessons. Remedial action is taken as and when required. Students are given varied platforms to improve and hone their skills. Like:

- ❖ Remedial classes,
- ❖ student presentations,
- ❖ tutorials,
- ❖ problem-solving,
- ❖ group assignments, etc are used to monitor and ensure the achievement of learning outcomes.

2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

- ❖ Yes, the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning.
- ❖ The methods of internal assessment are partly based:
  - i) Theory Examinations: Setting question papers to test the concept and higher order thinking skills like critical analysis and evaluation.
  - ii) Practical Examinations: Experiments to test the understanding of the concepts and honing laboratory skills.
- ❖ These test the conceptual understanding, memory, oral communication skills and application skills. The class tests exams test their discipline specific knowledge, critical thinking skills, written communication skills etc.
- ❖ Weaker students are advised to practice answering previous year papers and have them assessed. They are counseled and guided to overcome their inadequacies. Remedial teaching is conducted by the departments whenever required. Workshops and extension lectures on a topic related to their syllabus by expert on the subject are organized by the departments.

2.6.7. Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include?

1**. Teaching-Learning Evaluation**
- ❖ Students and teachers are conversant with technology:
- ❖ PPT based Classes with projectors
- ❖ Use of library
- ❖ Online information
- ❖ A learning environment, free of discrimination/harassment, embracing an inclusive and liberal academic culture
- ❖ Students are highly sensitized through community engagement to social, ethical and legal issues
- ❖ Certificate courses By Entry into services cell , NSS,NCC Certificates for value addition

2. Teacher Quality
- ❖ Institutional average for TAQ is 8 on a scale of 10
- ❖ Approximately 33% teachers hold a PhD degree and 48% hold a M.Phil degree.
- ❖ No. of teachers currently involved in research 08

3. Outcome
- ❖ Some of the departments are University Rank Holding Departments
- ❖ Prominent alumni comprising nation builders, social activists, entrepreneurs, are a reflection of the teaching-learning process over the few decades.

Criterion 2 Teaching – learning and Evaluation

Recommendations	Implementations
✓ Evaluation of teaching methods	Apart from CU exam pattern the college designs internal evaluation system
✓ Conducting parents – teachers meeting at regular intervals	Every year the college arranges Parents – Teachers' meet in December

KBCC

**SELF STUDY REPORT
FOR RE-ACCREDITATION**
S E C O N D   C Y C L E

Criterion III
Research, Consultancy and Extension

'Research is creating new Knowledge'...
Neil Armstrong

3.1 PROMOTION OF RESEARCH:

Khudiram Bose Central College is recognized for its academic excellence and holistic education. The college promotes a research culture amongst the faculty and students.

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

The Department of JMC, Commerce, Geography, Education, and ENVS guide students to do their project which are part of their syllabus and have successfully guided several students. In addition to this laboratory space has been provided in the main building for the departments of JMC, Geography and Commerce to facilitate the students. For others, Library Space has been provided. Besides a project room has been constructed in the annex building of the college for the teachers to conduct Minor/ Major Research project.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

As per UGC guidelines , any Minor/major Research project awaiting UGC sanction has to be approved by Research Body of the College. The college, to meet the urgency of the applicants Prof. Sheuli Biswas Adhikary, Deptt. Of Education and Prof. Raja Ghosh, Deptt. Of Geography constituted such a body comprising the following members:

1. Dr. Subir Kumar Dutta, Principal
2. Dr. Sriparna Dutta, Deptt. Of English
3. Sri Asok Chaudhuri, President Governing Body
4. Dr. Bimal Sankar Nanda, Member, Governing Body

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- **Autonomy to the Principal Investigator:** Yes. In accordance with the guidelines of the UGC (Funding Agency).
- **Timely availability or release of sources:** Yes. In accordance to guidelines laid down by UGC
- **Adequate infrastructure and human resources:** Computers, scientific instruments, which are available in our laboratories, books, journals etc can be conveniently used by the researchers for their projects. The Project Room has been constructed in the annex building is also a step towards encouraging research. Additionally, the whole college staffs are extremely supportive. Students and colleagues are encouraged to involve themselves in research activities. *For eg. Prof. Debalina Bhattacharya, Department of History assisted the Principal Investigator of* MRP Prof. Shilpa Nandy during her field visit.
- **Time-off, reducing teaching load, special leave etc. to teachers:** Some of the teachers enrolled for M.Phil and PhD are given flexibility in time to do their research and library reference work. The college also supports its faculty undertaken MRP. Prof. shilap Nandy has been granted on duty leave during her field visit required for the project.

- **Support in terms of technology and information needs:** ICT facilities are made freely available Specially internet access. The librarian is extremely supportive in facilitating institutional borrowing/lending of books;.
- **Facilitate timely auditing and submission of utilization certificate:** The internal auditor of college audits the accounts and issues the utilization certificate, the submission of which is done by the principal investigator.

3.1.4.What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- Students participate in different Science Based Exhibitions, Model competitions, Poster competitions, Debate and Essay writing within and outside the college. The cultural committee has been there to look after the matters.
- Teachers are encouraged to present papers at national, state level seminars and also join the OP/RC training programmes.
- Different cells, units actively arranged different awareness program for the students
- Minor /Major Research Projects are encouraged by The Governing Body
  This however inculcates research culture in the institute

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

A. RESEARCH ACTIVITY

FOR LAST FIVE YEARS:
(2010-2011; 2011-2012; 2012-2013; 2013-2014; 2014-2015)

1. **Faculty involved in guiding students for Ph.D. (last 5 years) NONE**

Name of Faculty with Deptt.	Name of Student	Topic of Ph.D. Thesis	Status: Awarded/Submitted/ Ongoing	Registration No. with name of University

2. **Faculty involved in guiding Dissertation Project in PG courses (within last 5 years): NONE**

Name of guiding Faculty with Deptt.	Name of Student with PG Semester	Topic of Dissertation	Status: Awarded/Submitted/ Ongoing	Year/Date

3. Completed and ongoing Research Projects during last 5 yrs

A. Completed Projects: Major & Minor

Name of Faculty with Deptt.	Title of the Project	Duration	Funding Agency	Grant sanctioned (in Rs.)	Grant received (in Rs.)
Prof. Shilpa Nandy, Department of Political Science	Socio- Economic and Political Status of the Fisherwomen Community of West Bengal : A study of South 24 Parganas and Purba Midnapore Districts	18 months	UGC	98000	97200

B. Ongoing Projects: Major & Minor N.A

Name of Faculty with Deptt.	Title of the Project	Duration	Funding Agency	Grant sanctioned (in Rs.)	Grant received (in Rs.)

C. Sanctioned/yet to be sanctioned Projects: Major & Minor:APPLIED

Name of Faculty with Deptt.	Title of the Project	Duration	Funding Agency	Grant sanctioned (in Rs.)	Grant received (in Rs.)
Prof. Shilpa Nandy, Deptt. Of Pol.Science	Enhancing Socio-Economic Empowerment of Fisherwomen Community with special focus on Sunderban Area	24 months	ICSSR, New Delhi	Applied, Under Consideration for 2015-16 year	

D. Research Projects started in KBC College and later transferred to other Colleges: Major & Minor: NONE

Name of Faculty with Deptt.	Title of the Project	Duration	Funding Agency	Grant sanctioned (in Rs.)	Grant received (in Rs.)

Two other teachers, Prof Sheuli Biswas (Adhikary), Department of Education and Prof Raja Ghosh, Department of Geography have submitted their Minor Research Project proposals and are awaiting sanction from UGC.

4. **Participation of Faculty as Resource Person: ALREADY MENTIONED IN DEPARTMENT EVALUATIVE REPORT**

Name of Faculty with Deptt.	Type of Participation: International/ National/OP/RC/ State/College levels etc.	Date/Year

5. **Seminars/Conferences/Symposia/Workshops/Special Lectures/Deptt. Seminar organized during last 5 years ALREADY MENTIONED IN DEPARTMENT EVALUATIVE REPORT**

Organizing Deptt.	Type: International/ National/State/ College/Special	Theme	Speakers	Funding Agency	Date

6. **Seminars/Conferences/Symposia/Workshops/Special Lectures participated/presented paper by the Faculty during last 5 years ALREADY MENTIONED IN DEPARTMENT EVALUATIVE REPORT**

7. **Prioritised Research areas of Present Faculty : ALREADY MENTIONED IN CRITERIA 3.1.1 AND 3.1.4**

8. **List of Eminent Academicians/Scientists/Visitors to Different Departments during last 5: ALREADY MENTIONED IN 3.7.4**

9. **Interdisciplinary Research Works**

10. **Research Awards & Recognition by the faculty members during last 5 years: NONE**

Field Study

A. UG Field Study by Department of GEOGRAPHY CONDUCTED EVERY YEAR (2010-2011; 2011-2012; 2012-2013; 2013-2014; 2014-2015)

Category of Student	Purpose of Visit/Place of Visit	Supervising Faculty
Hons/General	Part of Syllabus/Decided by the Department Faculties	Raja Ghosh

A. Excursion & Study Tour By UG Students (last 5 years)

Department	Place of Excursion	Year of visit (Date)
Education & Political Science	Belur Math, Howrah	30.01.13
Education, Hindi, JMC, Pol.Sc	Bidhan Sabha, West Bengal	25.09.14
JMC & Pol.Science	Birla Museum	17.12.14
English	Birla Museum	14.02.15
Education	Vivekananda's Ancestral Home	16.10.2015

B. CONSULTANCY ACTIVITIES

1. **Industry/Institute visits by Different Departments of the College (during last 5 years) ALREADY MENTIONED IN CRITERIA 3.5.1**

Department	Industry/Institute visited	Year of Visit (Date)

2. **Broad areas and Major Consultancies by Different Departments of the College (during last 5 years)**

Area of Consultancy	Faculty/Department providing the service
Example 1. **Member of UG & PG Board of Studies—your University/other University/colleges**	N.A
2. **Member of Research Board—other than your College**	N.A
3. **Visiting Professor**	Commerce, DDEVU, Remedial classes
4. **Guest/Part time teaching other colleges/Universities**	• Prof. Shilpa Nandy, Guest Faculty in Pol.Sc, RBU and Vidyasagar University, DDEVU • Prof. Arup Bhattacharya Guest Faculty in Pol.Sc, Diamond Harbour University and Vidyasagar University, DDEVU • Prof. Shubhra Upadhyay, Guest Faculty in Hindi, C.U • Prof. Anamika Nandy, Guest faculty in History, DDEVU • Prof. Raja Ghosh, Guest faculty in Geography, DDEVU

	• Prof. Sriparna Dutta, Guest faculty in Englsih, DDEVU, RBU Member of NGO- Disha, prof. Shilpa Nandy, Deptt, of Pol.Science,& Editorial Board of College
5. **Member, Editorial Board**	
6. **Jury Member**	Prof. Arup Bhattacharya, Deptt. Of Pol.Science, Lok Adalat Prof. Sriparna Dutta,Deptt. Of English, acted as judge in Programme organized by Kolkata Police
7. **Life Member in Professional Bodies**	N.A
8. **Reviewers in Journal/Books**	N.A
9. **Paper setter/Examiners other than your colleges**	As this matter is highly confidential, some of the faculties are associated with this work at university and other Government Education Board.

C.EXTENSION ACTIVITIES:

Already Mentioned in criteria 3.6.4.

3.1.6. Give details of workshops/ training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

Several departments conduct workshops/training programmes to imbibe research culture among the staff and students. Interface with research Institutes like UGC, Ministry of Consumer Affairs, West Bengal, Ministry of Parliamentary Affairs, West Bengal, Different institutes, universities ,others. The details mentioned in 3.7.4.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Already mentioned in criteria 3.1.1 and criteria 3.1.4.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Every department tries to get eminent personalities as visitors, speakers or invitees for seminars/workshops/guest lecture to enable the students and faculty to interact with them. This helps the students develop a better and more holistic attitude towards research and help them develop greater awareness of frontline research.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Not Yet

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

The following initiatives are taken like:

- Through Publications: (Already mentioned in Post Naac Accreditated Area)
- Through Cell, Units, Committees Activities
- Through Departmental Activities like Wall Magazine, Field Trip etc.

3.2: RESOURCE MOBILIZATION FOR RESEARCH

3.2.1: What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The Institute receives grant from UGC and other government level agencies exclusively for research, seminars, workshops and awareness campaigns. Over and above our college permitted to utilize purchasing of equipments, books and journals and publications to develop and promote research.The details have been given below:

Heads of Expenditure		Year	Amount Allocated	Amount Actually Utilized
		2007 - 12 - (XIth Plan)	865776(From UGC)	865776
		2012- 17 (XIITH Plan) Received Till Date	3,70,000(From UGC)	3,70000
Publication of		2012-13	5000	5000
◾ **Newsletter**		2013-14	9000	9000
◾ **Academic Journal Pragya**		2014-15	40000	42555
◾ **College Students Magazine**		2010-11		
		2011-12		
		2012-13		
		2013-14		
		2014-15	40000	40000
◾ **Special Magazines by Englsih Department**		2012	2000	
		2013	2000	
◾		2014	2000	
◾ **Reports like Career Cell**		2012	18000	
◾ **Women Cell Brochure**		2014	5000	5861
Educational Tours	Geography	2010-11	Part of Syllabus	
		2011-12		
		2012-13		
		2013-14		
		2014-15		

	Political science	2012-13	1500	1500
		2013-14	1500	1500
		2014-15	1500	1500
	Education	2013 -14	1500	1500
	Hindi	2013-14	1500	1500
	English	2014	4000	4000
	History	2014	1500	1500
	JMC	2014	1500	1500
	Mrp	2013-14	98000	97200

3.2.2: Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in last four years.

Seed money has been provided by the institution to most of the departments for research towards purchasing laptops and stationeries. The following department and their faculties have been benefitted with this kind of support are as follows:

| Department	No.of Faculties	Facility received/provided by the institution	Year of receiving the facility	Amount Utilized
English	3	Laptop	6.2.15	23000
Bengali	4	Laptop	6.2.15	23000
Journalism & Mass Communication	4	Laptop, camera	25.3.14	25000+20000
Geography	4	Laptop, camera	11.2.14	25000+15000
History	3	Laptop	7.9.2015	32000
Political Science	2	Laptop	9.9.15	32000

3.2.3: what are the financial provisions made available to support student research projects by students?

To promote research aptitude in the student community, the college provides financial assistance to those who undertake any kind of academic projects.For example, the following activities has been undertaken in the past five years by the following departments:

The college is yet to make any financial allocation in support of promoting student research. However the students publish magazines which are financed by college.

3.2.4: How does the various departments/units/staff of the institute interact in undertaking interdisciplinary research? Cite examples of successful endeavours and challenges faced in organising interdisciplinary research?

The interaction is vibrant and healthy. Students and faculty have participated in the Interdisciplinary seminars organized. The following are the successful endeavours represented in the following diagrams:
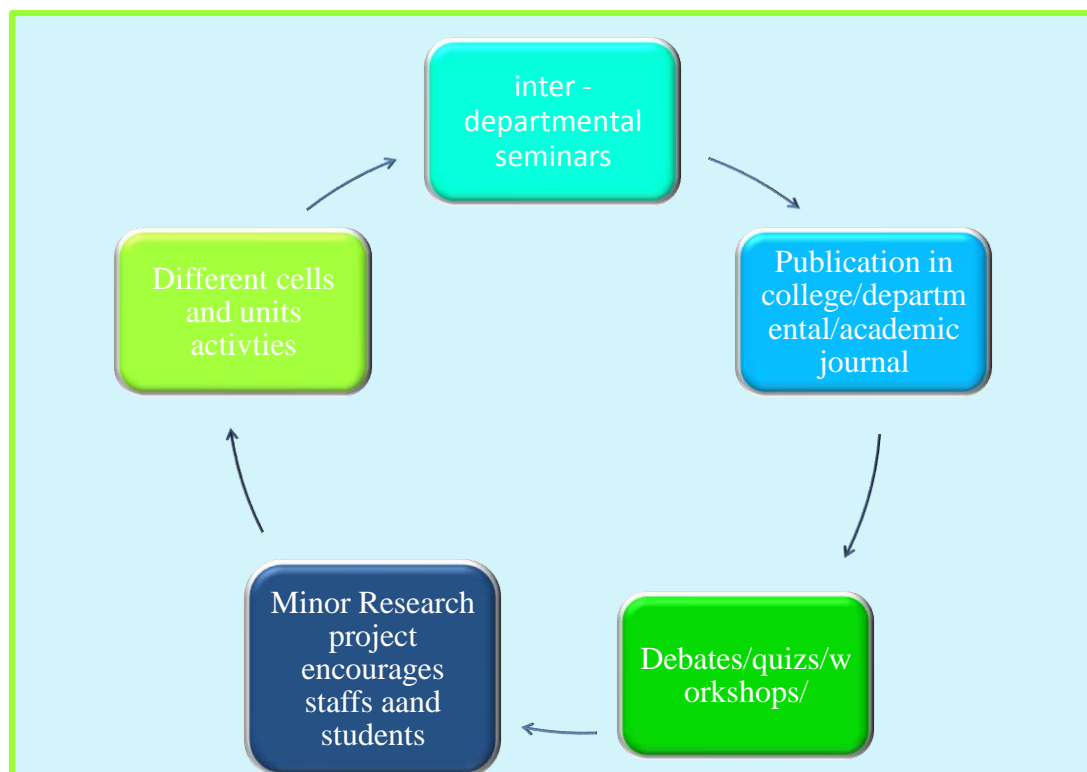
Efforts are made to balance the contribution from all involved. The challenge is to identify a common ground with respect to time and content.

3.2.5: How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The Governing Body of the college ensures and promotesfacilities required for research in manner of publications and providing laptops, projectors, microphones during any programmes being conducted within the campus. Also the college ensures use of computers with internet facilities, printing and photocopy facilities for the staff of the college. The College has a Purchase and Equipment Committee who undertakes all the items related to purchasing any equipment of the college.

3.2.6: Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

Yes, the institution received grants from UGC under every plan period in areas like:

- Organising Seminars/ Workshops/Conferences
- Minor Research Project (Completed)
- Publication
- Organising Remedial Coaching Classes for needy students specially for SC/ST Category

- Organising Free Competitive Classes for students within and outside the college for Entry into Services
- Organising Career and Research Oriented Classes for the Students
- A Women cell has been introduced in the college which not only looks into women redressal problems but also organises seminars/ sensitization programmes for all.
- Career fair, workshop under placement and counselling cell

Besides, the college also has received finances /grants from Ministry of Consumer Affairs Department, Govt. Of West Bengal to conduct awareness programme on Consumer Rights and Acts.

3.2.7: Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years?

The department of Political Science has received and completed a UGC sponsored Minor Research Project under XIth Plan. The Governing Body has extensively encouraged the faculty to undertake research work and has supported by granting duty leaves while collecting field data as and when required. *The Principal Investigator of the Project was Prof. Shilpa Nandy.*

Nature of the Project	Duration Year From To	Title of the Project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor Research Project (Completed)	07.03.13-3.09.14	Socio-Economic and Political Status of the Fisherwomen Community of West Bengal : A study of South 24 Parganas and Purba Midnapore Districts	University Grants Commission	98,000	97200	97200 (11.9.15)
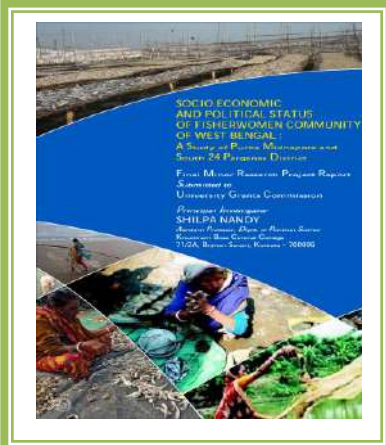
Further Prof. Shilpa Nandy has also applied for a Major Research Project to ICSSR, New Delhi which has been under consideration. Two other teachers, Prof Sheuli Biswas (Adhikary), Department of Education and Prof Raja Ghosh, Department of Geography have submitted their Minor Research Project proposals and are awaiting sanction from UGC.

3.3: RESEARCH FACILITIES

3.3.1: What are the research facilities made available to the students and research scholars outside the campus/other research scholars within the campus?

The following are the research facilities available outside the campus/other research scholars within the campus which has been categorised in the following table:

FACILITIES AVAILABLE OUTSIDE THE CAMPUS		FACILITIES AVAILABLE TO OTHER RSEEARCH SCHOLARS WITHIN THE CAMPUS
For Research Scholars & Faculties	• participation in seminars/ conferences, workshops within and outside the state • Visiting Faculties in other universities, colleges, Institutes • Publication with other reputed national and international organisation like IJAR,IJHRSSS etc.	• Participation in Seminars, workshops, conferences, memorial lectures arranged by college • Visiting Faculties for Remidial Coaching Classes, Entry into Services Classes • Career Cell Consultant, awareness Programme • Publication in College Academic Journal – Pragya with ISSN No. 2454 5279
For Students	• Inter College participation in debates, quiz, extempore, youth parliament, essay , poster, model competition at national and state level • Helping the students in building linkages with different organisations like Ramkrishna Mission.Also the departmental faculties recommend their students to take membership of different libraries like National Library, NGOs and Institutes which are recognised for preparing them to compete for Higher studies • Community work and Capacity Building under NSS and NCC wings	• Students of Post Graduation under DDEVU can avail the college library

3.3.2: What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- The following are the institutional strategies adopted by the institute to facilitate the research work for the faculties and students:
- Purchased sophisticated equipment like projector, Scanner, Laptops, Television for audio-visual presentation in the class/seminar etc.
- Providing Laptops to most of the departments
- Purchased Books and Journals for each department of the college
- Labs are being upgraded of Journalism, Commerce and Geography departments
- Project Room has been created for undertaking Minor/Major Research projects
- Internet facilities are available within the college.
- Space and Glass Box Boards have been made available to all the departments for publishing their wall magazines.
- Storage facilities are available for each department to preserve their important books and journals. For example, the department of Political Science has a small departmental library for its students.
- The infrastructural facilities college plans to provide:
- Auditorium
- Computer facility to the students in the library
- Bi yearly publication of students magazine
- For ISBN, International online journal link like EPW etc
- PG(DDEVU) courses in Various departments

3.3.3: Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/facilities created during the last four years.

Yes, the college has received grants from UGC under XIth (2007-12) and XIIth Plan (2012-17) to purchase Books, Laptops, Camera and other important geographical instruments for facilitating and promoting research. The college is also upgrading and constructing new rooms and auditorium and doing renovations within the campus to promote research. College gets fund from UGC under initiative for capacity Building which has been utilized for infrastructural makeover.

3.3.4: What are the research facilities made available to the students and research scholars outside the campus/other research laboratories. Provide details on the library/information resource centre or any other facilities available specifically for the researchers?

The Library of the college is also in the process of upgrading its space, structure and also willing to upgrade in the following manners:

- Upgrading new software by providing whole database through online access
- Computerised library
- Provision for students and staffs for enquiry of books through OPAC services and linking with other institutes online websites like Ramkrishna Mission, Calcutta University etc.
- Availability of computer with internet facility for students and faculties
- Subscription of some important journals EPW, The Management Accountant etc.

The other facilities are already mentioned under point 3.3.1.

3.3.5: What are the collaborative researches facilities developed/ created by the research institutes in the college. For ex. Laboratories, Library, Instruments, Computers, New Technology etc.

Already discussed under subsection point no. 3.2.4.

3.4: RESEARCH PUBLICATION AND AWARDS:

3.4.1. Highlight the major research achievements of the staff and students in terms of
Patents obtained and filed (process and product)
Original research contributing to product improvement
Research studies or surveys benefiting the community or improving the services

In terms of patents obtained and filed, no such achievements yet.

Research contributing to product improvement and benefitting the community, the college has one achievement in respect of Minor Research project conducted by Prof. Shilpa Nandy, Department Of Political Science. Details given in Criteria no. 3.2.7

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?.

❖ *Publications*
Since NAAC in 2007 the college has made the following publications.

▶ **Academic Journal** – the academic journal of the teachers, *Pragya* published on 15^(th) December 2015 with its own ISSN 2454 5279.

▶ **Seminar proceedings publications** –
Seminars have been organized by the college for many years. However the emphasis is now on publication of the proceedings of the seminar in the form of a book. In the recent past the following have been published -
- 'Apne Apne Ajneya' by Department of Hindi
- 'Swalpoalochito Rabindranath Tagore' by Department of Bengali
- 'Vigyan Bhabnai Swami Vivekananda' by Department of Political Science
- 'Science and Nationalism in Colonial Bengal' by Department of History
- 'Reading History: Essays on History and Culture in Early Twentieth Century Bengal' by Department of History
- 'Investment Opportunity in Mutual Fund: Perspectives on Small Investors' by Department of Commerce.

▶ **Departmental Publications** –
One of methods of academic orientation of a student is to find avenues through which s/he can express himself or herself in areas other than exams. Such a scope is offered to the students of the departments through the medium of 'wall magazines'. Majority of the

departments of the college have their own wall magazines and students are encouraged not to rein their thoughts. The wall magazines are –

- Educatum – Department of Education
- Agradut – Department of Political Science
- Diganta – Department of Journalism and Mass Communication
- Saptaparni – Department of Commerce
- Bangla Bibhagio Patrika – Department of Bengali
- Uttaran – Department of History
- Chokher Aloe – Vision Beyond - Department of English publishes printed departmental magazine.
- Abhivyakti - Department of Hindi

▶ *College Magazine* – the college magazine, containing writings of students, teachers and non teaching staff, titled *The Light* has been recently published.wn ISSN 2454 5279.

▶ *Other Publications – some other publications include*
- The college Newsletter containing all activities and events of the calendar year
- Career Counseling Cell Report highlighting major activities of the cell
- Brochure of Women Cell specifying the core objectives behind the formation of the cell and its future endeavours.
- 'A Journey Through Lens' publication of photo album of Khudiram Bose Central College.

▶ *Individual accolades* – some of our teachers have published their own books –
- 'Antaraal' by Dr. Shubhra Upadhyaya, Department of Hindi
- 'Prasanga Lokosanskriti: Baichitrer Aloke' by Dr. Subrata Kumar Mallik, Department of Bengali

◈ *Research --- Minor Reasrach Project Report*

Not only are students motivated to do research work teachers are equally encouraged to pursue research work. In 2014 Prof. Shilpa Nandy, department of Political Science submitted her Minor Research Project, funded by UGC, titled '*Socio Economic and Political status of Fisherwomen Community: A Study of Purba Midnapore and South 24 Parganas Districts in West Bengal.*' *She has also applied for a Major Research Project to ICSSR, New Delhi which has been under consideration. Two other teachers, Prof Sheuli Biswas (Adhikary), Department of Education and Prof Raja Ghosh, Department of Geography have submitted their Minor Research Project proposals and are awaiting sanction from UGC.*

The Publication committee includes:
Dr. Subir Kumar Dutta (Principal) as Chairman
Prof. Shilpa Nandy, Department of Political Science (Convenor)
Prof. Sharmistha Sinha, Department of Bengali(Member)
Prof. Kakoli Sengupta, Department of English (Member)
Prof. Prateek Singh, Department of Hindi(Member)
Students General Secretary

3.4.3 Give details of publications by the faculty and students:

Already given in Department evaluative Report per Faculty wise and other publication details by students and staffs given in Post accreditated area

3.4.4 Provide details (if any) of

Khudiram Bose Central College is an under graduate institute. However the management is supportive in promoting research activities

Research awards received by the faculty: Not yet.

3.5: CONSULTANCY:

3.5.1: Give details of the systems and strategies for establishing institute – industry interface?

The institution has been able to establish the interface between industry and institute with the help of the following activities by different cells and committees setup for this purpose. They are as follows:

Name of the cell	Name of the Co-ordinator	Year of Establsihmet	Activities
UGC Sponsored under Merged Scheme Career Counseling Cell	Prof. Shilpa nandy, Deptt. of Pol.Sc ((2010-2014) Prof. Dalia Pramanik,Deptt. of Education (2014- till date)	January, 2010. (However this cell works as per UGC Plan period and financial grant received)	❖ Career Fair (4th-5th Feb, 2011) ❖ 5 days workshops on NDA – CDS Course by EDGE (12 th Sept – 16th Sept, 2011) ❖ 2 days Grooming Course, Interview skills and CV writings by ICFAI (23rd – 24th Sept, 2011) ❖ One day Extension Lecture on Cost Accouting, by ICWAI (26th Sept, 2011)
UGC Sponsored under Merged Scheme Career Counseling Cell	Prof. Tapasi Ghosh, Deptt. of JMC (2010 -12) Prof. Shilpa nandy, Deptt. of Pol.Sc ((2012-2014) Prof. Sheuli Biswas Adhikary, Deptt. of Education (2014 –till date)	January, 2010. (However this cell works as per UGC Plan period and financial grant received)	❖ Six months certificate course on combined services (RAIL/BANK/SSC/PSC) ❖ Free of Cost classes ❖ Renowned Faculties took the classes ❖ Special Focus for SC/ST/OBC Students ❖ Outside college students also participated
Placement Cell	Prof. Dalia Pramanik, Deptt. Of Commerce(Since 2008 -2014) Prof. Prabinda Mridha, Deptt. of Commerce and Prof. Arup Bhattacharya, Deptt. of Pol.Sc (2014 –till date)	Since 2008	❖ This cell arranges campus interviews for the Passed out or Part III appeared students of the college and helps the students to search good job and other employment oppurtunities. ❖ In past academic sessions leading companies like WIPRO, Shree Automobiles, and like visited the campus and selected students of the college for their companies.

Besides the department faculties also encourage their students to attend different workshops, training outside and within the campus like JMC students' visits different media houses, advertising agency for their course work. s programmes with different professional companies.

Also the students union of the college also organizes programmes with different professional companies etc for students.

3.5.2: What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

There is no institutionalized policy, however the college encourages faculty to use their contacts to establish possible areas of consultancy. They invite speakers, eminent resource persons in seminars, memorial lectures or on special occasion to deliver lectures like on inauguration day of the first year students, every year the college invites maharaji of Ramkrishna mission institute to promote Vivekananda's ideals among them and consult their career options.

3.5.3: How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

Only as and when they attend, participate or are invited by any organizer of seminar, workshop or if they are visiting faculties of other institute, universities etc.

3.5.4: List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

In 2011, the career cell arranged a career fair where nine different companies participated as academic consultant and revenue generated was Rupees twenty Thousand as their registration fees.

3.5.5: What is the policy of the institution in sharing the income generated through consultancy (staff involved: institution) and its use for institutional development?

The policy of the institution with regard to sharing the income generated through consultancy is 40% the money is used for improvement of infrastructure and 20% for arranging different career oriented workshops and 40% for publishing its report.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

Our College has the following cells for extension and co-curricular activities like. NSS, NCC, Cultural Committee, through which the institution engages students to promote institution neighborhood community network .

To inculcate good citizenship, service orientation and holistic development of students, the college conducts several thematic seminars and workshops inviting distinguished experts from different walks of the society.

Students also offer their services as volunteers in several ways like Donating Blood through Blood Donation campaign.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements/activities which promote citizenship roles?

The college has constituted several committees and cells consisting of teachers and students. Through the activities of these committees the students participate in various social activities which imbibe the sense of responsibility which culminate into good citizenship qualities in the student community. College has also taken leading role in promoting anti-

smoking, and prohibition of sexual harassment through establishing women cell .Also the alumni cell of the college through personal contact also tries to keep the track of their students and role they are playing in their life after passing out from college. Teachers keep track of student's involvement in various activities organized by committees.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

All stakeholders are encouraged to voice their opinion and interactive approach is maintained. Governing Body Members, Principal, teaching staff, non-teaching staff, parents, alumni and students approach the institute for academic, financial and technical support. The same is achieved through:

- ➢ Experts on the IQAC are consulted to improve the quality and performance of the institute.
- ➢ Alumni association interactions
- ➢ Parent- teacher meetings
- ➢ Contacts via phone and letters to parents
- ➢ Training and motivational programs for teaching and non- teaching staff
- ➢ Student Council, a student's body to organize college events
- ➢ Teaching staff gives suggestions during Teacher's Council meetings

All these activities culminate in the improvement of the quality and performance of the institution.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The major extension and outreach programme organized during the last four years are as follows:

Name of the Cell	Year	Activities	Budget
NSS	Every year	• National Youth Day	Approx 40,000
NCC	Every Year	• Independence Day • Republic Day	Approx 3,000 Approx 3,000
Cultural Committee	Every year	• Participation in different colleges, universities with students	Depends on the Need Basis
Women Cell	13th March, 2015	• Inaugural ceremony	Approx 250000
Different Departments educational Tours	2013 -15	• Educational Tour	Approx 1,500 per department
Memorial Lectures and Observation days	Every Year	• Lecture by Renowned Speakers • Annual prize Distribution • Felicitation to Ex- Teachers, Principals and Staffs	Allocated and Decided Every Year in Finance Committee Meeting
Alumni Programme	2012	• Re Union	Approx 50,000

Participation of students in programs organized by various societies ensures their involvement in extension and outreach programmes.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

Creating awareness among the students by announcements on the college website and, through Principal's address during Inaugural day of First Year Students Meet, notices circulated in class rooms and displayed on notice board and concerned faculty inform the students. Faculty participate in committee's activities including training programs, workshops, seminars and field visits on related topics.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- The college always ensures waivering off tution fees and availing government schemes for the economically weaker section of the society.
- For girl students, Kanya shree Prakalpa has been provided to each and every girl students who are eligible to get through the efficiency of *Prof. Anamika Nandy, who have really been successful in allocating the money by following the rigorous process of the government and keeping the records.*
- *Also the college ensures promoting studies of Differently abled students. In last year there is a Visually challenged student who was provided a voice recorder as a gift from teacher's end, Audio lectures are being given to that student by the teachers.*
- *The NSS wing of the college also has adopted a slum besides the college and involves its children in different NSS programme of the college.*

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

Students are sensitized to social issues, students learn to take up responsibilities, and they inculcate good human values & sensitivity towards other human beings. Lending a helping hand to needy, cleanliness, importance of environmental protection, etc, all these values help in producing good citizens and leaders by providing them with a well rounded education.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- Students involve through NSS activities and also carry out social problem related projects specially students of JMC, Education and Commerce departments.
- Different proposals are also being sent   to concerned department for holding youth led out reach programmes within the college premises like a proposal was sent to Rajiv Gandhi National Institute of Youth development, Tamil Nadu for holding a youth led ououtreach programme titled '*SIGN YOUTH, SHINER INDIA". Also students participate under programmes held by Ministry of Parliamentary Affairs and Youth Development, West Bengal like Quiz/Debates/Youth Parliament Competition.*

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

No such relationship has been yet developed. However, the Alumni association of the college after getting its registration number (which is in process and expected to get within a month)plans to establish such linkages and networks and willing to undertake collaborative ventures with different segments of the society.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Not yet .

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships.

Already mentioned in 3.6.8.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries /Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The college does not have as such any official collaborations but the institute always act as a participant institute in several programmes organized by Ramkrishna Mission Institute, different universities and colleges, with professional institutes like ICWAI, ICFAI etc. The college also has organized several awareness programmes with Ministry of Consumer Affairs, Department of West Bengal. Some faculties of the college are also associated with some confidential work of the university.

These practices have led to the sharing of knowledge, peer learning, and global exposure and students are able to exchange ideas.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment/creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/library/new technology /placement services etc.

The Career Counseling and Placement and Entry into Services cell's activities plays a very dominant role in supporting and upgrading the academic facilities of the students. The details have been given in criteria no. 4.1.7.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The events has been categorized into three categories: Important observation days of College, Extension lectures and Seminars, Different Cells and Units Activities

Important days Observed where eminent Resource persons Visited the Campus

Name of the Events/Seminars/ Workshops/Conferences/Training programmes	Year	Eminent Scientists/Speakers	Organised By	Participants Details
National Youth Day	12th January of Every Year		NSS	Around 300 students with teaching and non-teaching staffs of the college
Inaugural day of the College First Year of Students and Inaugural day of DDEVU classes	Every Year	Maharaji of Ram Krishna Mission Institute		Around 300 students with teaching and non-teaching staffs of the college
Khudiram Bose Memorial Lecture	15th Dec of every year			Around 200 students with college staffs and invitee guests
	2012	Dr. Siddhartha Majumdar, CSC Chairman, West Bengal		
	2013	Dr. Bimal Sankar Nanda, Associate Prof. in Pol.Sc, Charuchandra College		
	2014	Dr. D.P. Duari, Director, Birla Museum, Kolkata		
	2015	Dr. Pabitra Gupta		
Munshi Prem Chand Divas	31st July of every year		Hindi Department	Students and Teachers and Non- Teaching Staffs of the college
	2012	Internal arrangement		
	2013	Dr. Subrata Lahiri, Formerly Head of the Department of Hindi,Presidency University		
	2014	Prof. Soma Bandopadhyay, Head, Hindi Department, C.U		
	2015	Uma Jhunjhunwala, Thespian		
Pachishe Baisakh and Baishe Shrabon	2012	Kanan Behari Goswami, Deptt. Of Bengali,RBU	Bengali Department	Students and Teachers and Non- Teaching Staffs of the college
	2013	Dr. Hemanta Addhya, Ex- Teacher,Deptt. Of Bengali, KBC College		
	2014	Internal arrangement		
	2015	Bidhan Nagar College, Department of Bengali		

Extension lectures and Workshops by the departments:

Name of the Event	Year	Eminent Person	Organised By	Participant details
Extension Lecture	2014	Dr. Sourav Gupta, Assistant prof, JMC, Koratput University, Odisha	Political Science and Journalsim Department	Approx 150 students – staffs of both the departments including other departments of the college
		Dr. Debiprasad Bhattacharya, Deptt. Of English, Kalyani University	Englsih Department	Approx75 students – staff of Englsih Department
State level seminar	2014	Main Speaker: Bhaskar Chakraborty, Head, Deptt. Of History, C.U	History Department in collaboration with History Department, Women's College Baghbazar .	Approx 130
State level Seminar	2012	Swami Pragyananda Maharaj, Belur Math, Howrah	College in collaboration with Udbodhan karyalay, Baghbazar	Approx 300

Cells / units Activities and Eminent Resource Persons:

Cells/Units/	Year	Eminent person	Organised By	Participants
Remedial Coaching Classes	Every Year	Decided by the Deaprtment	Remedial Coaching Cell	All Departments of the college
DDEVU Classes	Every Year	Renowned Faculties from different colleges, universities	Prof. Arup Bhattacharya, Co-ordinator	Department wise
Entry into Services	Every Year	Renowned Faculties from different colleges, universities, Institutes	Entry into Services Cell	200 students inside and outside the college
Career Counseling Cell	Every Year	Renowned Consultants like Sri Maab Majumdar , regional director, ICFAI University	Career Counseling Cell	250 Students
Placement Cell	Ever Year	Companies Visited: WIPRO, Shree Automotive Pvt. Ltd, Techmatrix, etc	Placement Cell	30-40 approx students registerd for interview in every times
Women Cell	March 2014	Late Prof. Rajasri Basu: Main Speaker, Director, Women Studies, RBU & Prof. Miratun Nahar. Educationist and social activist	Women Cell	110 approx
Awareness Campaigns Programme	Every Year	Consumer Rights and Acts: Sri. Sekhar Ranjan Bhowmick, Assistant Director, Consumer Affairs Department, W.B	Prof. Arup Bhattacharya, Deptt of Pol.Sc and Prof Arabinda Mridha, Deptt. Of Commerce	160 approx
Blood Donation Campaign	2015	Inaugural Ceremony:	Student's Council Body In collaboration with Medical College	More than 220

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

Not As such

3.7.6 Detail on the systematic efforts of the institution in planning establishing and implementing the initiatives of the linkages/collaborations.

In future, the college plans to link its website with Calcutta University website. Also the publication committee plans to collaborate with an online journal like IJHSSR. Related to this, a letter has been received by the college.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

The college has a good research culture. Students and faculty are encouraged to take up research projects. To imbibe good human values students participate in various extension activities. Year after year, through various activities strong ties have been formed with other institutes of repute and excellence.

Criterion 3   Research, Consultancy and Extension

Recommendations	Implementations
✓ Minor research project	Prof. Shilpa Nandy, Dept of Political Science has completed her Minor Research Project. Two other applications of Minor Research Projects have already been submitted to UGC.
✓ Teachers should be encouraged to participate in seminars	Many of our teachers participate in seminar as paper presenters. Some of our faculty also act as resource persons.

KBCC

SELF STUDY REPORT
FOR RE-ACCREDITATION
S E C O N D   C Y C L E

Criterion IV

Infrastructure and Learning Resources
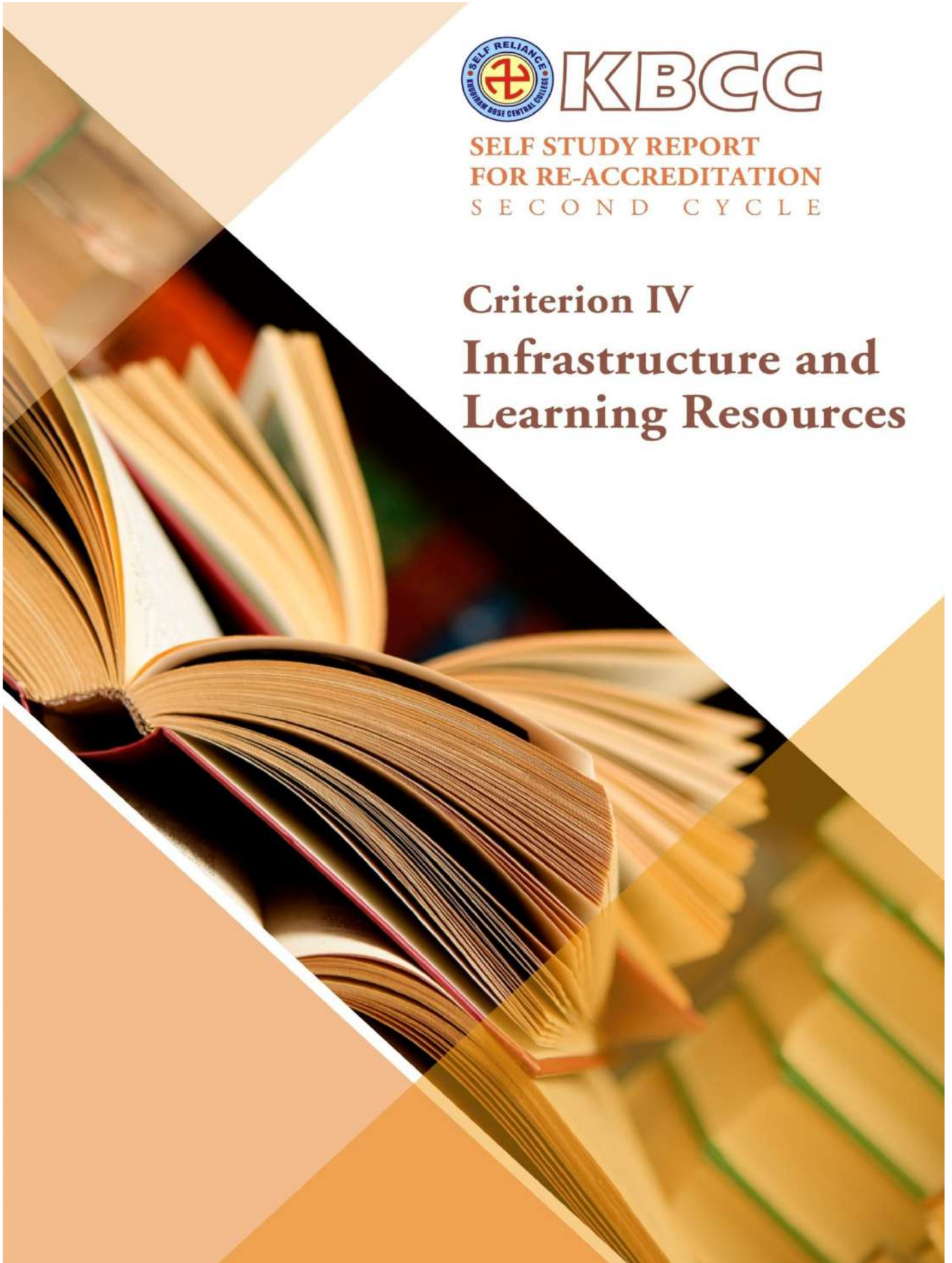
'A College Degree is not a Sign that one is a finished product but an indication a person is prepared for life'………...Reverend Edward A Malloy

4.1 Physical Facilities:

4.1.1 - What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The college management, that is the Governing Body, believes in academic and administrative expansion within the college. To achieve this there has to be continuous upgradation of infrastructure available to the students and also the teachers. Moreover the facilities provided by the college to the students need to be at par with the times. The institution supports the use of technology where effective learning is concerned and for this purpose, every year during preparation of college budget money is allocated for development of infrastructure.

The college suffers from acute shortage of space but within its limited geographical area sincere effort is made to give the best. To create new classrooms some rooms have been partitioned and construction is in process for creation of some additional space.

Support to the departments in the form of laptops, LCD projector, almirahs and internet connectivity have made some of the departments moderately self sufficient.

The policy as far as infrastructure is concerned is one of continuous development to facilitate teaching learning.

4.1.2 Detail the facilities available for :a) Curricular and co-curricular activities:

The infrastructural facilities available for conducting the curricular and co-curricular activities are as follows:

The college is not only keen about academic performance of a student but is also dedicated to ensure development of the humane qualities of a student. Service to society is not only enhanced but diligently and religiously practiced in this college.

(a) Facilities under Curricular activities:

+ **Classrooms** – at present there are 12 classrooms functional in the college. With the construction of another floor there will be at least four more class rooms available to the students.
+ **Technology enabled learning spaces –** the college does not have any space ear marked for this purpose. But whenever any department wants to use LCD projector there are arrangements to facilitate this.
+ **Laboratories –** the departments of Journalism and Mass Communication, Commerce and Geography have their own labs.
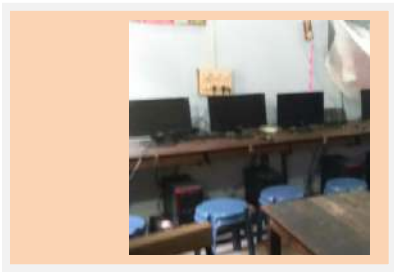
+ **Seminar hall** - improvised

✚   **Sports**: for the last three years the college is making an effort to seriously introduce sports within its internal curriculum. To achieve this college during the time of admission relaxes the minimum marks criteria decided by the college so that good sports people get interested. This norm has been made to help good sports persons pursue their undergraduate studies. Our students have won accolades at University level, state level and also national level.

✚   **Outdoor and Indoor Games**– the college does not have the facility of possessing its own playground. However for this purpose the college uses any one of the two playgrounds available near the locality. All outdoor sports activities are held there. Outdoor games include football and cricket tournaments and Annual Sports Meet. Indoor games comprises mainly carom and table tennis.

Student's Common Room

✚   **Gymnasium** – till now there is no provision of a gymnasium**.**

✚   **Auditorium –** an auditorium has been newly constructed

✚   *The NCC and NSS* units of this college cater to the development of a student's social responsibility. Students learn to shoulder responsibility through community service and this helps them to grow as members of the society.
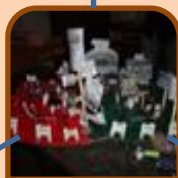
✚   **NSS** – the NSS provides ample scope to teachers and students to engage in extension activities like community and social service. Every year National Youth day is celebrated with much fanfare to remind the youths of their wider responsibilities as citizens of this country.

✚   **NCC –** the NCC wing of the college is under the 19th Bengal Battalion, Unit 2.

✚   **Cultural activities –** the college has a Cultural Committee to look after the multiple cultural activities in which the college engages itself. Students participate not only in the cultural activity hosted by the college like Annual College Social, but also take part in many competitions organized by other colleges.

Dance Performance on Reunion   **Drama on National Youth Day**

🔱   **Public speaking –** this facility is yet to be thought upon.

🔱   **Communication skill development –** the department of English took upon itself the responsibility of conducting spoken English classes for the students of this college. The department will once again start these classes from the academic session 2016-17.

🔱   **Health and Hygiene**- Khudiram Bose Central College is an institutional member of Students' Health Home. The college makes arrangement for the students to avail themselves of modern and free treatment facilities in the students' health home at heavily subsidized rate. *The nearest centre is S.A.Jaipuria College.* The students get medical advice in different fields ---- Eye, Dental, ENT, Skin, Orthopedics, Neurology, Cardiology, Psychiatry, Gynecology, Medicine and Surgery. *The health home is open from 4.00 p.m to 6.00 p.m. Monday to Friday and from 3.00 p.m to 5.00 p.m on Saturday.*

The college has made its campus 'no smoking zone' and students are prohibited from chewing and spitting any type of pan masalas. Anyone found committing this nuisance is seriously reprimanded. The Students' Union of the college arrange health camps and blood donation camps where free blood test, medical checkup are arranged. Besides, the college also arranges special awareness campaigns on health and hygiene.

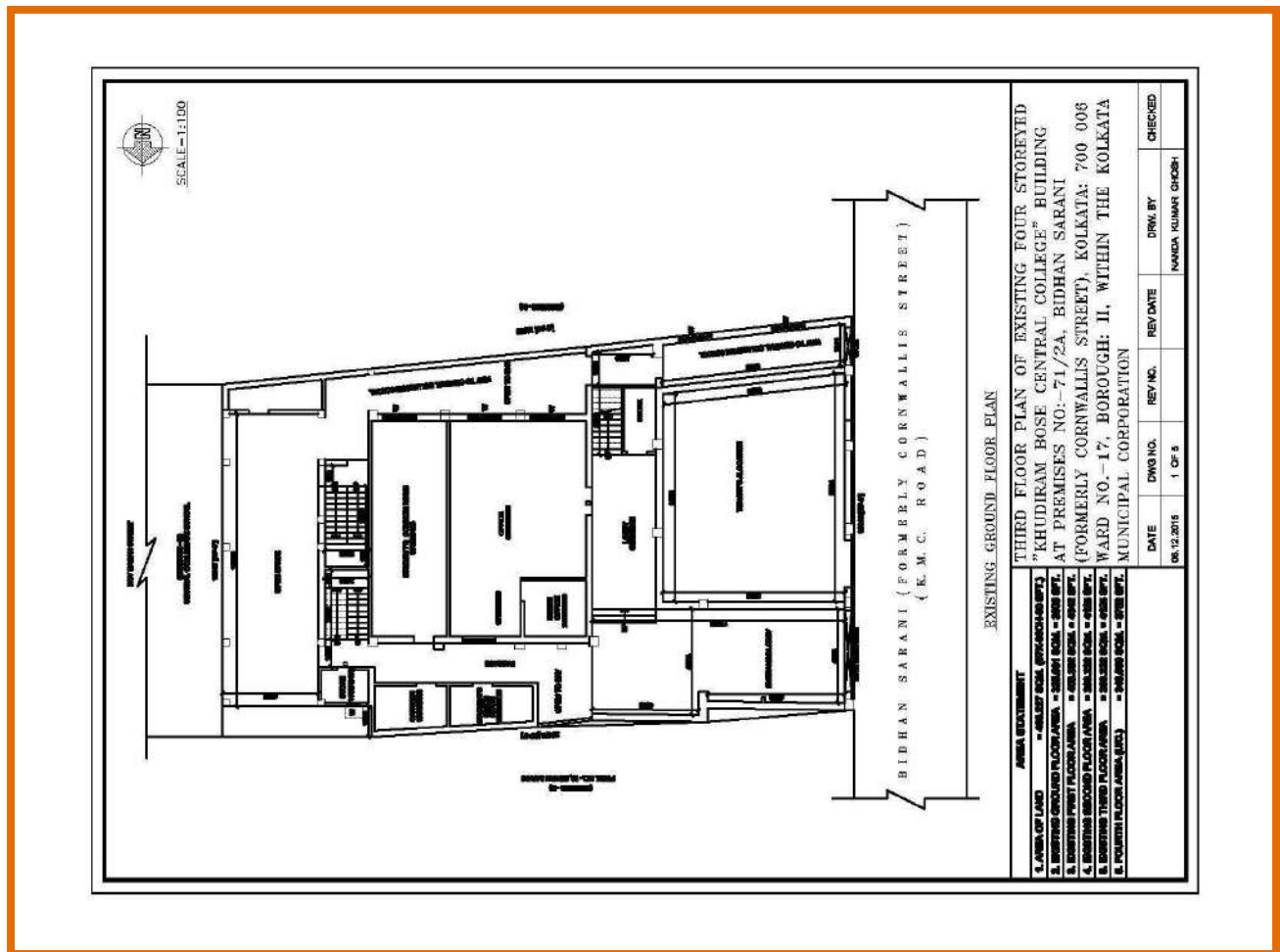**Principal's Address**   **Eye Check Up Counter**   **Student Donating Bloo**

4.1.3. How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized?

Give specific examples of the facilities developed/ augmented and the amount spent during the last four years. (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any.

As space is one serious constraint faced by the college there is optimal utilization of space available within the college campus. All infrastructural development made in the last few years have been done with the specific purpose of bringing about growth. Very recently two new labs have been constructed; one for Commerce and one for Geography, and non lab based departments have been provided with departmental laptops. Equipment have been purchased for Journalism and Mass Communication and Geography departments. A 'project room' has been prepared from existing space to facilitate project work. Almirahs have been purchased for the departments so that they can store books for the benefit of the students.

Master Plan of the College Floor wise

Ground Floor

FIRST FlOOR

EXISTING FIRST FLOOR PLAN

SCALE-1:100
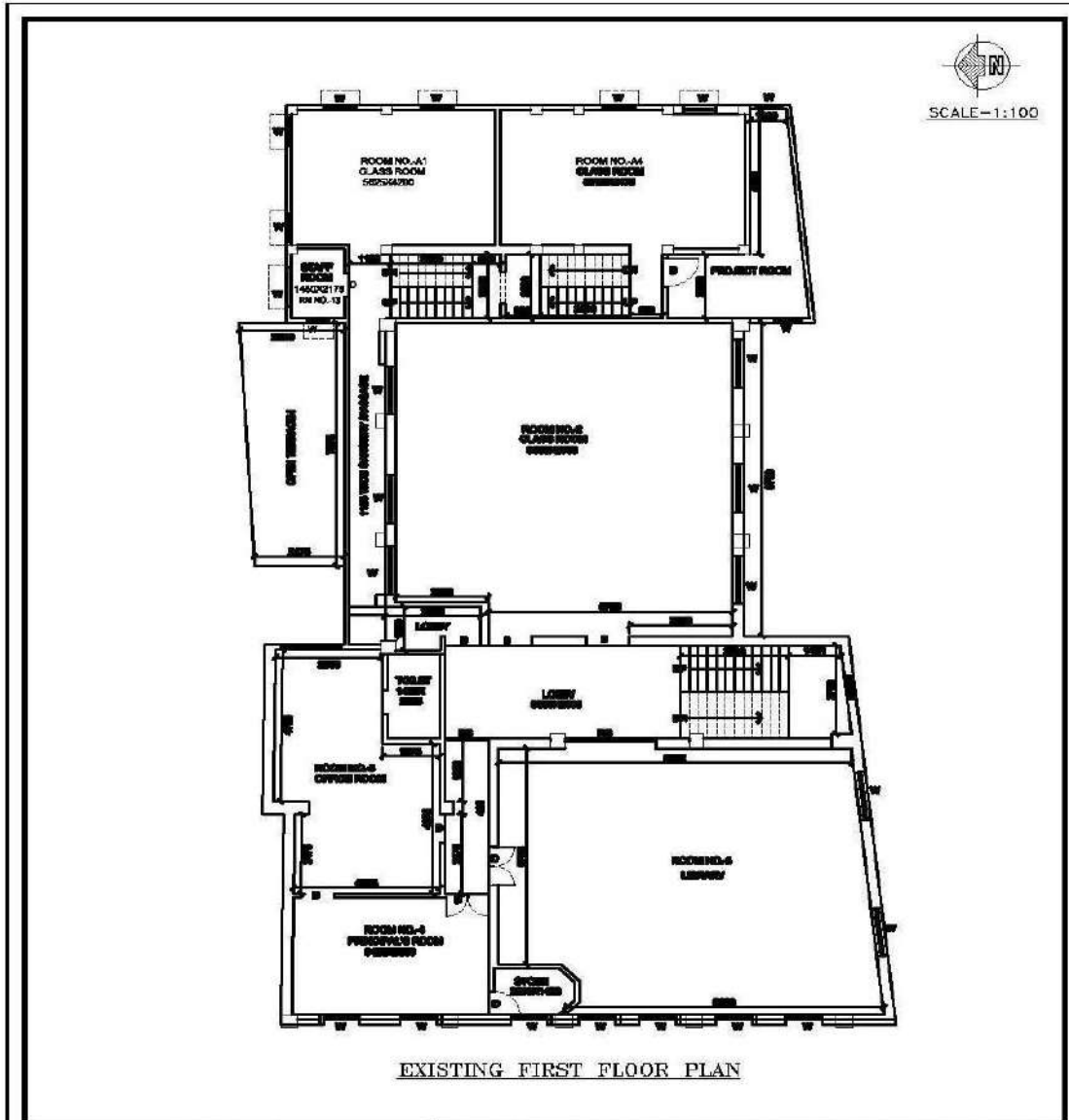
AREA STATEMENT	
1. AREA OF LAND	= 485.227 SQM. (5792SQM+00 SFT.)
2. EXISTING GROUND FLOOR AREA	= 325.991 SQM. = 3000 SFT.
3. EXISTING FIRST FLOOR AREA	= 403.252 SQM. = 4342 SFT.
4. EXISTING SECOND FLOOR AREA	= 385.532 SQM. = 4150 SFT.
5. EXISTING THIRD FLOOR AREA	= 385.532 SQM. = 4150 SFT.
6. FOURTH FLOOR AREA (U/C.)	= 345.539 SQM. = 3722 SFT.

FIRST FLOOR PLAN OF EXISTING FOUR STOREYED "KHUDIRAM BOSE CENTRAL COLLEGE" BUILDING AT PREMISES NO:-71/2A, BIDHAN SARANI (FORMERLY CORNWALLIS STREET), KOLKATA: 700 006 WARD NO.-17, BOROUGH: II, WITHIN THE KOLKATA MUNICIPAL CORPORATION

DATE	DWG NO.	REV NO.	REV DATE	DRW. BY	CHECKED
08.12.2015	2 OF 5			NANDA KUMAR GHOSH	

EXISTING SECOND FLOOR PLAN

SCALE—1:100

ROOM NO.-A2
CLASS ROOM

TOILET

ROOM NO.-5
CLASS ROOM

ROOM NO.-6
CLASS ROOM

ROOM NO.-7
CLASS ROOM

AREA STATEMENT	
1. AREA OF LAND	=465.527 SQM. (27X30CH48 SFT.)
2. EXISTING GROUND FLOOR AREA	=385.501 SQM. =3838 SFT.
3. EXISTING FIRST FLOOR AREA	=455.522 SQM. =4902 SFT.
4. EXISTING SECOND FLOOR AREA	=385.522 SQM. =4125 SFT.
5. EXISTING THIRD FLOOR AREA	=385.522 SQM. =4125 SFT.
6. FOURTH FLOOR AREA (ETC.)	=345.500 SQM. =3722 SFT.

SECOND FLOOR PLAN OF EXISTING FOUR STOREYED "KHUDIRAM BOSE CENTRAL COLLEGE" BUILDING AT PREMISES NO:-71/2A, BIDHAN SARANI (FORMERLY CORNWALLIS STREET), KOLKATA: 700 006 WARD NO.-17, BOROUGH: II, WITHIN THE KOLKATA MUNICIPAL CORPORATION

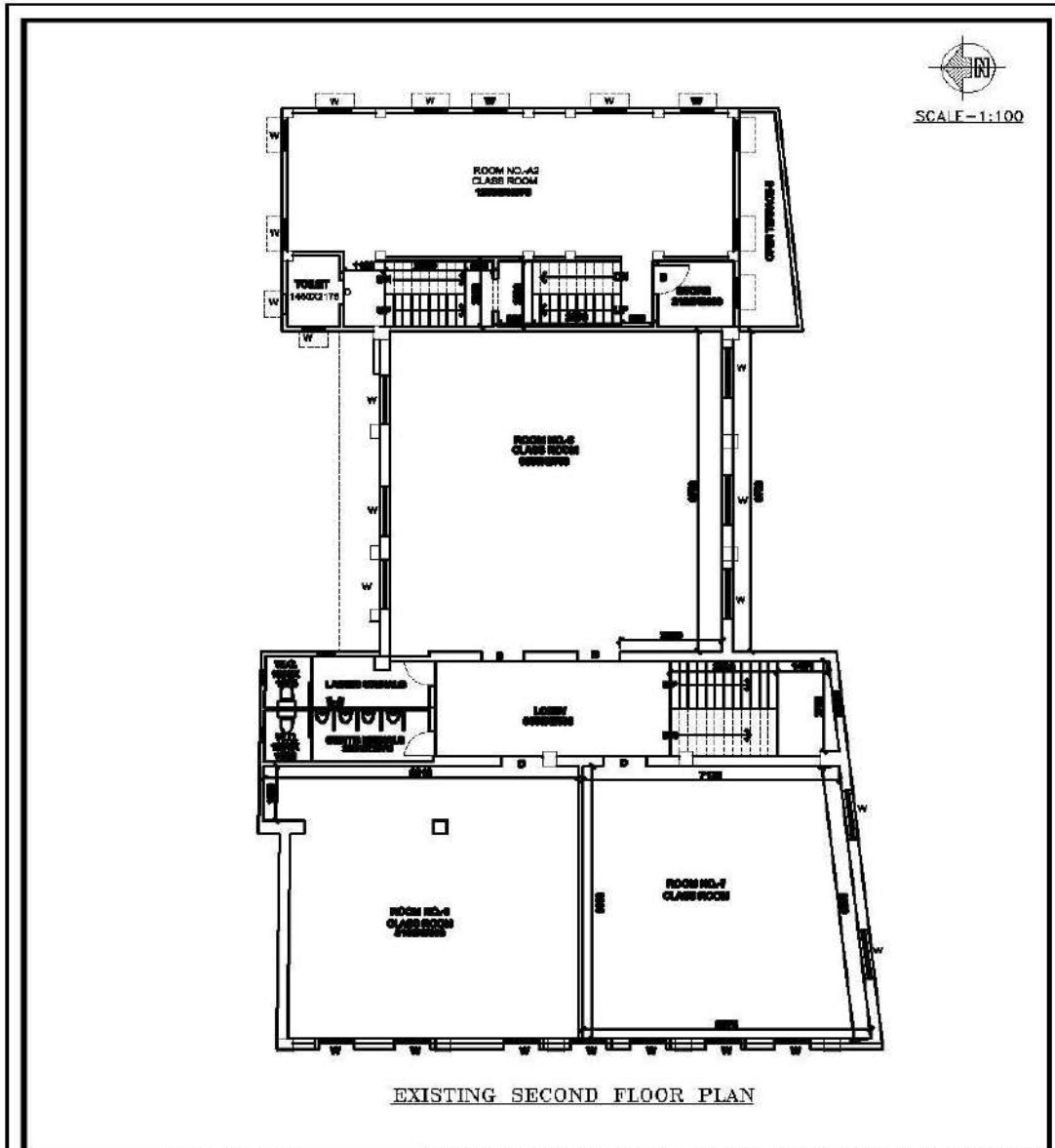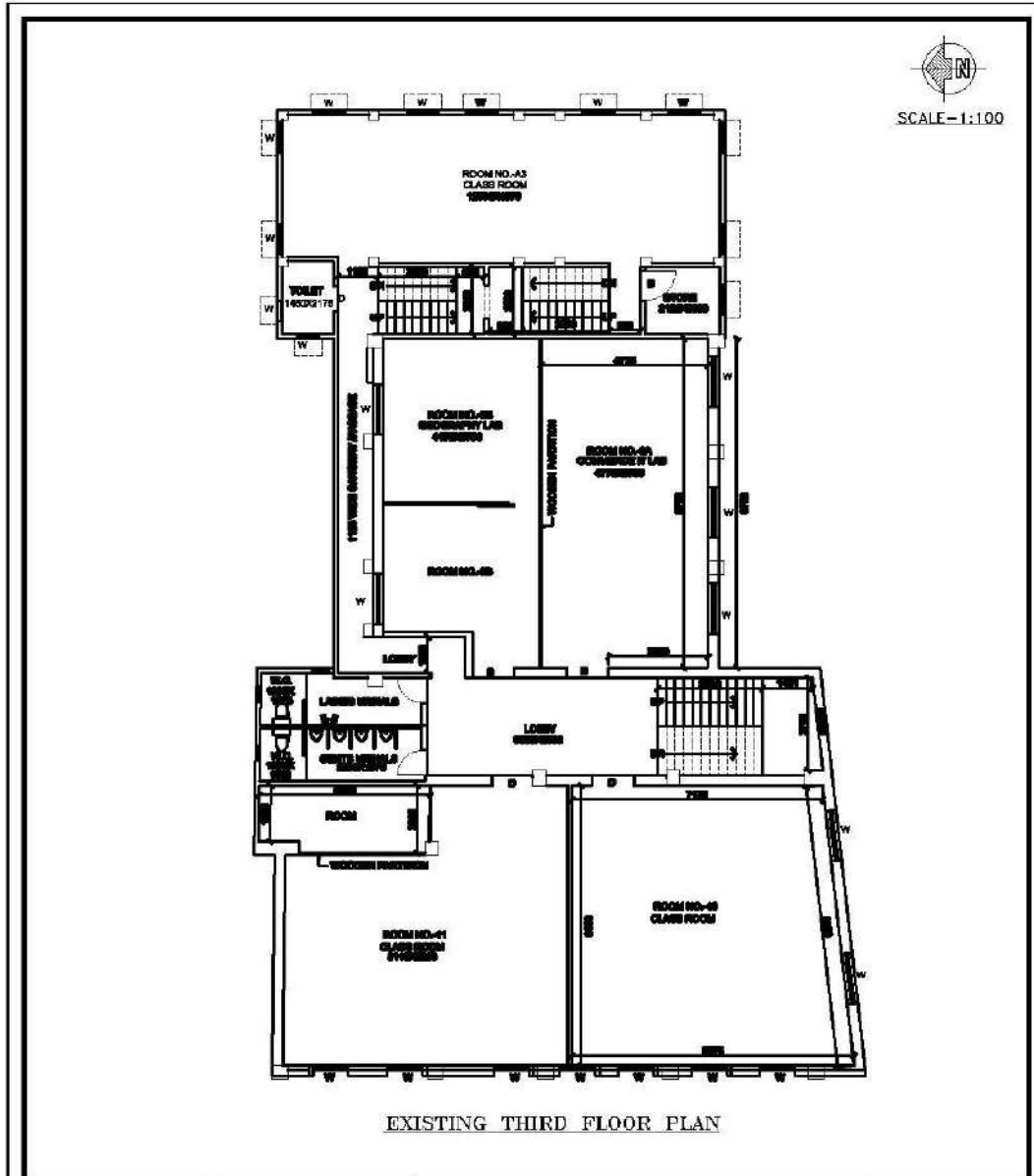| DATE	DWG NO.	REV NO.	REV DATE	DRAW. BY	CHECKED
08.12.2015	3 OF 5			NANDA KUMAR GHOSH	

EXISTING THIRD FLOOR PLAN

THIRD FLOOR PLAN OF EXISTING FOUR STOREYED "KHUDIRAM BOSE CENTRAL COLLEGE" BUILDING AT PREMISES NO:–71/2A, BIDHAN SARANI (FORMERLY CORNWALLIS STREET), KOLKATA: 700 006 WARD NO.–17, BOROUGH: II, WITHIN THE KOLKATA MUNICIPAL CORPORATION

The college plans to create new space for the purpose of creating more class rooms and an auditorium. The plan of the portion under construction is provided below.

UNDER CONSTRUCTION
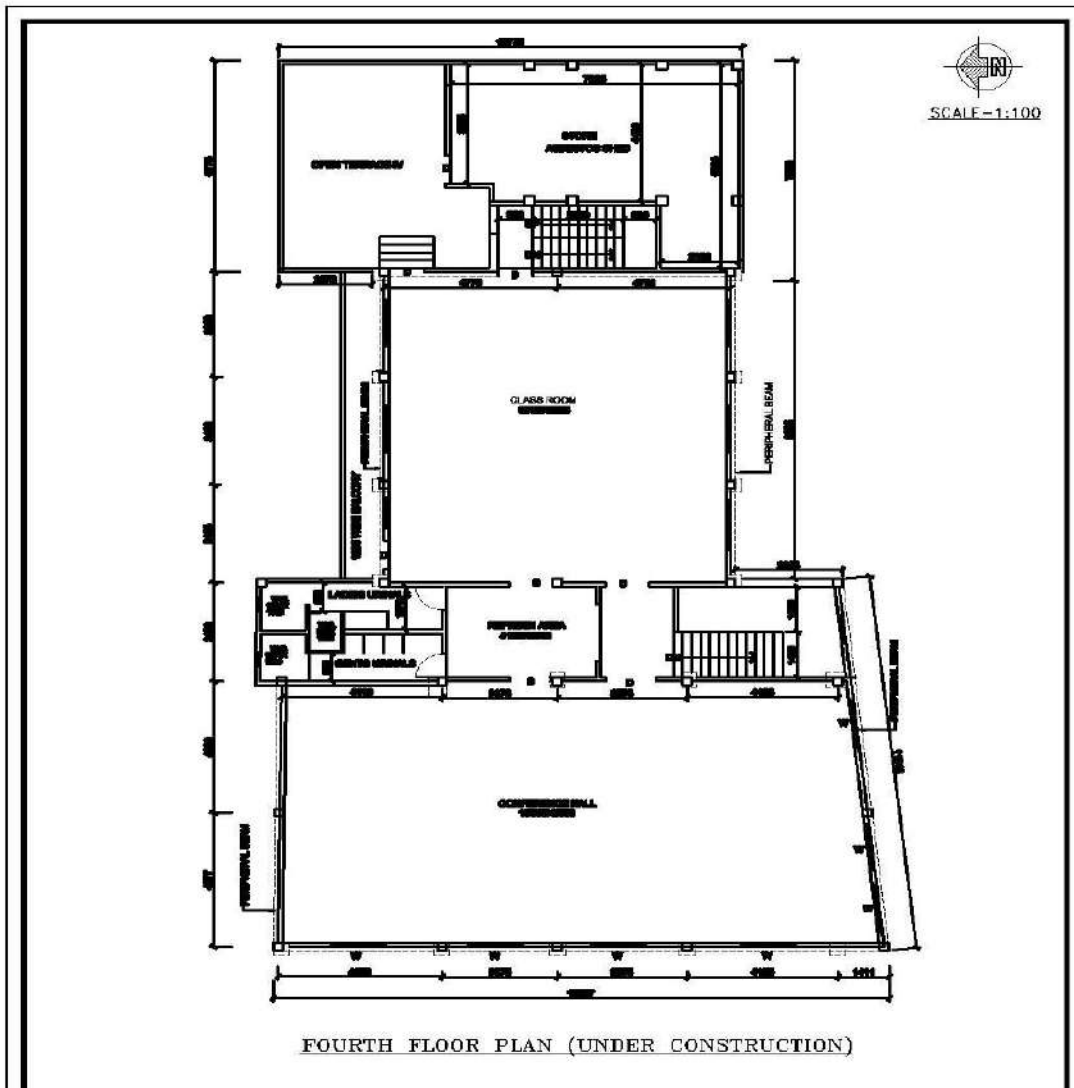
FOURTH FLOOR PLAN (UNDER CONSTRUCTION)

4.1.4. How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The college does not have physically challenged students require special facilities. But there is one student in the college who is visually challenged. The college provided her with voice recorder so that she can record all class lectures.

4.1.5. Give details on the residential facility and various provisions available within them

- Hostel Facility - N.A.

- Recreational facilities, gymnasium, yoga centre, etc.

- Computer facility including access to internet in hostel

- Facilities for medical emergencies

- Library facility in the hostels N.A.

- Internet and Wi-Fi facility   N.A.

- Recreational facility-common room with audio-visual equipment   N.A.

- Available residential facility for the staff and occupancy

- Constant supply of safe drinking water   Yes

- Security   Yes

The college provides internet facility to the teachers, non teaching staff and college library. Aqua guards with coolers provide safe drinking water. The college has a security guard posted at the main entrance. There are CCTV cameras placed at strategic locations to ensure security within the college campus. Two staffs of the college resides within the college premises.

4.1.6. What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

Students of this college are members of Health Home and our nearest health home is *SA Jaipuria College.* Health camp is organized for the students. Also the student's Council body and college arranges health check up and health awareness programme.

4.1.7.   Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal   unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- The college has special units like IQAC, Placement Cell, Career Counseling Cell, Women Cell, Students' Welfare Committee but no separate space is allotted for these cells. A detailed of the Cells is listed below:

Entry into services Cell

Name of the cell	Name of the Co-ordinator	Year of Establsihment	Activities
Entry into ServicesCell	Prof. Tapasi Ghosh, Deptt. Of JMC(Since 2010 -2012) Prof. Shilpa Nandy, Deptt. of Pol.Sc (2012 –2014) Prof. Sheuli Biswas Adhikary, Deptt. of Education (2014 – till date)	Since 2010	❖ This cell arranges free coaching classes for the Passed out or Part III appeared students of the college who are preparing for competitive exams of government like RAIL/BANK/PSC/SSC and helps the students to search good job and other employment oppurtunities. ❖ A six months course certificates are also provided ❖ In past academic sessions leading institutes faculties, WBCS (EXE), directors of institutes took the classes.

IQAC

Name of the cell	Name of the Co-ordinator	Year of Establsihment	Activities
Internal Quality Assurance Cell	Dr. Sriparna Dutta Deptt. Of English Since 2008	Since 2008	❖ Formed as per NAAC guidelines this Cell looks after holistic development of college. ❖ Conducts annual evaluation of college by students

Facilities like safe drinking water, water coolers, canteen, common room for students and adequate security are available to all within the college campus.

4.2 Library as a Learning Resource:

'A library is the delivery room for the birth of ideas, a place where history comes to life'. **Norman Cousins**

The college library tries to provide information to the students for developing their sphere of knowledge. The collection is in keeping with subjects of humanities, social science, commerce and geography.

The central library of the college is well equipped with large number of books and journals for the use of students. There is a big reading room where students can sit and study. Besides almost all departments of the college also have their own library wherefrom the students are also benefited.

Library subscribes five newspaper daily amongst which two are Bengali and three English daily distributed at the Faculty Staff Room, College corridor (In front of the college office), Library Reading room and the Principal's room. Library also subscribes two employment related news papers. Beside this college library also subscribes magazines and journals like Desh, Economic Political Weekly, Competition Success Review, and The Management Accountant for the use of teachers and students.

4.2.1. Does the Library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/ user friendly?

Yes.

Since the retirement of the College Librarian on 31.12.2010 and appointment of New Librarian from College Service Commission on 14.11.2014 there was a Committee headed by one teacher to look after the affairs of the library.

In September 2015, a new Library Advisory Committee was formed which comprises the following members -

i) The Principal as the Chairperson,
ii) The Librarian as the Convener,
iii)   Tapasi Ghosh as Secretary
iv)Teacher's Council Secretary
v) Teacher representative associated with UGC and NAAC work
vi)One senior office staff
vii)Library assistant
viii)General Secretary, Students Union

Full time teachers are allowed to issue ten books for their home issue while part time teachers and guest lecturers are allowed five and two books respectively for their home issue.

New books are purchased utilizing both UGC, Non UGC Grants keeping in mind the effectiveness of collection development. Library takes care of preservation and accession of the books.

Books are arranged maintaining classification order as well as an up to date card catalogue is maintained. DDC 22 edition is used for classifying library books.

Library Circulation is manually maintained and a process of Computerization of library resources is going on. Though the books are kept under closed door shelves, still students are always allowed to surf books in the book racks before issuance of the book. Students are always assisted by the library staffs.

Pest control is done in every winter vacation.

4.2.2. Provide details of the following:

+ Total area of the library (in 74.32Sq mts)
+ Total seating capacity: 18
+ Working hours (on working days, on holidays, before examination days, during examination days, during vacation) - **Monday to Saturday**: 9.30 a.m. to 4.30 p.m. / **During Examination**: as usual timing / **Vacation**: 11.00 a.m. to 4.00 p.m.
+ Layout of the library (individual reading carrels, lounge area for browsing and Relaxed reading, IT zone for accessing e-resources)

(Enclosed in the next page..)

4.2.3. How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Library Holdings	2011-12 01.04-2011-31.03.2012		2012-13 01.04-2012-31.03.2013		2013-14 01.04-2013-31.03.2014		2014-15 01.04-2014-31.03.2015	
Text Books	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
	1439	2,86,335/-	106	40,560/-	532	1,52,230/-	421	1,27,972/-
Reference Books								
Journals / Periodicals		4,398/-		3,661/-		3,856/-		4889/-
e-resources								
Any other (Specify)								
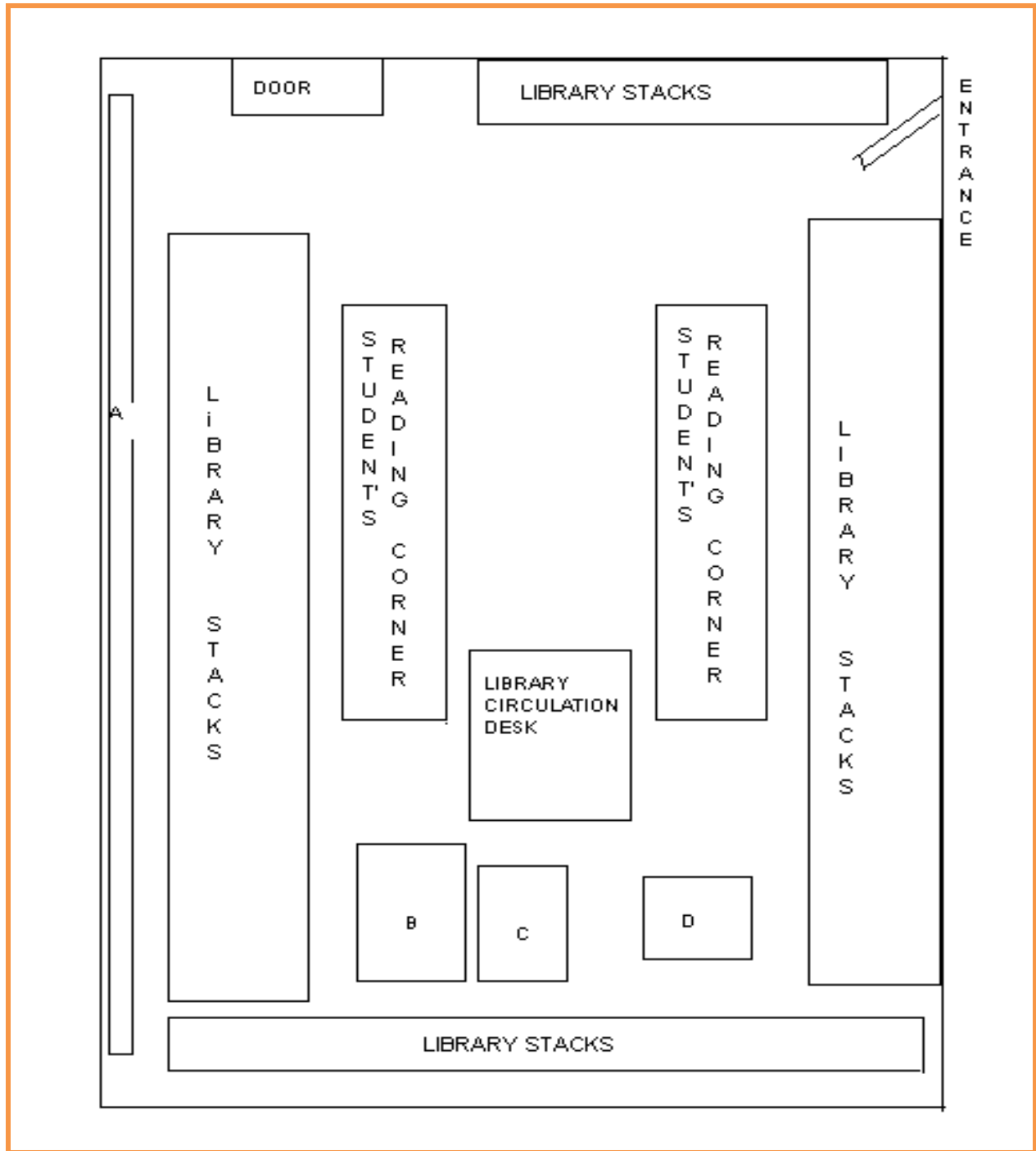
A. → LIBRARY STACK
B. → LIBRARIAN'S DESK
C. → TEACHERS CORNER
D. →LIBRARY CLERK'S DESK

[Pic1 : Layout of the library]

4..2.3 Provide the details on the ICT and other tools deployed to provide maximum access to the library collection?

Digitization of library is under process.

4.2.4. Provide the details on the following items:

- Average no of walk-ins: 20+
- Average no. of books issued/returned: 30+
- Ratio of library books to students enrolled: 5: 1
- Average no. of books added during last three years: 353 +
- Average no. of log in to OPAC : shall commence soon.
- Average no. of log in to e-resource : No
- Average no. of e-resource download/printed : No
- Number of information literacy training organized : No
- Details of 'weeding' out of books and other materials: Maintained in the Register

4.2.6. Details of specialized services:

- Manuscripts: NIL
- Reference: Yes
- Reprography: No
- ILL (Inter Library Loan) : No
- Information deployment and notification – Library subscribes "Employment News" and "Kamakhetra" and students are encouraged to follow those job related instruction.
- Download – No
- Printing – No
- Reading list and Bibliography compilation
- In-house / remote access to e resources – Yes, if requested by students
- User orientation and awareness: Not yet done
- Assistance in searching databases: yes
- INFLIBNET / IUC facilities: Yes, N-List

4.2.7. Enumerate the support provided by the library staff to the students and teachers of the college

Support provided by the library staff to students and teachers - The College library intends to cater to its user with different types of services. Right now it renders the following -Lending and Reference. For home issue, students in general courses are allowed to borrow three (3) books at a time and retain it for a fortnight. Honours students

are permitted to borrow five (5) books at a time. Students failing to return books within the stipulated period are fined for each day's delay.

Books and magazines are allowed for reference only for use in the Reading Room. Physical damage caused by the students or books lost or damaged are supposed to be replaced by the borrower. They are allowed to issue books for their classroom teaching and reference use.

4.2.8 What are the special facilities offered by the library to the visually / physically challenged persons, give detail

Yes, one voice recorder was gifted to one visually challenged student from teachers' end.

From library always special care has been given to search library books and borrow the books for home issue.

4.2.9   Does the library get the feed back from its users? If yes, how is it analysed and used for improving the library services

Feedback box is kept in the library as well as there is "Suggestion Box" of the college where students can drop complaints for any of their grievances. Beside this suggestion comes from the students end for any library related issues or new book addition which are noted and taken care of. The evaluation conducted by the IQAC of the college covers the library and library services also. After analysis of this report by IQAC grievances of the students are addressed in Library Committee meetings.

4.3.   IT Infrastructure:

4.3.1.   Details of the computing facilities available (hardware and software) at the institution:

- Number of computers with configuration (actual number with exact configuration of each available system):
- Number of computers
- Computer-student ratio:
- Stand alone facility:
- LAN facility: Yes
- Wifi facility:
- Licensed software: 2 (COSA, College Administration software (Modules are --
- Number of nodes/ computers with internet facility: 4
- Any other: the college has an internet dongle and it is used by teachers and non teaching staff as and when required.

Detail report on Hardware and Software configuration:

Depts.	Total No. of Comp.	Computer assigned for	Assembled / Branded	Hardware details					Software details	
				CPU	RAM	Monitor	UPS	Printer	OS	Pur*
Office	6	Head Clerk	Assembled			Philips	Intex	HP laserjet		
		Cashier	Assembled			Lenovo	APC	MSP Star		
		SG	Assembled			Compaq	APC	HP Laserjet		
		Accountant	Assembled			Foxin	Microtec			
		COSA	Branded							
		VR								
Library	2	Librarian	Assembled	Intel pentium 2.5 GHz	1GB	Foxin	Intex		Windows XP SP2	Library Management Software
		Library use for students	Assembled	Intel Pentium	1GB	Foxin	APC			
Principal's Room	1	Principal	Assembled			AOC	Intex	HP		
Teacher's Room	1	Teacher	Assembled			Lenovo	Microtec	HP laserjet		
JMC	8	JMC Dept.	Assembled			Philips	Intex			
Geog	5	Geog. Dept.	Assembled			HCL				
Commerce	8	Com. Dept.	Branded			HP Dell				

*purchased / SG – Sanjay Ganguly (Electrician cum caretaker) / VR – Vidyasagar Room

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off campus:

At present the college office, staff room, library and Principal's room have computer facility.

All work in the college office and maintenance of data is done through computers. The college library is already in the process of digitization.

The distribution internet facility in labs and other are as follows:

Sl No.	Department/Location	Desktop	Laptop	Internet facility	Used by students
1.	Principal's Chamber	1	1	✓	
2.	Bengali	----	1		
3.	English	----	1		
4.	History	----	1		
5.	Political Science	----	1		
6.	Geography	5	1		✓
7.	Commerce	8	----		✓
8.	Journalism and Mass Communication	8	1		✓
9.	Library	2	----	✓	✓
10.	Office	6	-----	✓	
11.	Staff Room	1	----	✓	

The college has internet accessories like dongle and as and when required it is used by the teachers. There are also scanners, printers for the use of both teaching and non teaching staff of the college.

4.3.3   Institutional Plans and Strategies for Deploying and Upgrading IT Infrastructure and Associated Facilities:

+ It is essential to have one Server room in the College with Manage official day to day records.
+ Antivirus - Need to install a Firewall to protect network from external assaults like hacking.
+ Asset maintaining process
+ Required, one Broad Band connection for students use at the library..
+ Need to more facilitate teaching with the help of ICT mode

4.3.4. Details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of computers and accessories in the institution (last four years):

Budgetary provisions maintenance

Items	2011-12	2012-13	2013-14	2014-15
Computers	30000	150000	80000	270000

4.3.5: Extensive use of ICT resources including development and use of computer –aided teaching/learning process:

The college has started taking steps towards use of ICT for not only teaching learning process but also for running the general administration of the college.

As far as teaching learning is concerned technology has impacted the total process. The college has been able to provide all necessary equipment to the lab based subjects and there are three separate labs for Commerce, Geography and Journalism and Mass Communication. There are plans to equip these labs with many more desktops from the financial grant to be received from UGC. Geography and Journalism and Mass Communication departments also have their own laptops. Apart from these lab based subjects the language departments and some social science departments have been provided with laptops to facilitate teachers in classroom teaching. There is also one LCD projector available to all departments whenever the need arises.

The college office is also pro technology. Admission work and all accounting work are done with the help of computers.

The college website is also revised from time to time and all necessary information is put on the college website.

The college library is in process of being digitized.

The college has been placed under CCTV surveillance to ensure security within college campus.

4.3.6 Examples on learning activities and technologies deployed that place the student at the centre of teaching-learning process:

The transition from the traditional chalk and board system of class lecture is gradually getting replaced by technology aided learning. The comfort level of the traditional system is being challenged by the dynamics of technology and the robustness it offers. The volume of information at finger tips helps not only the teachers but also the students.

The honours students of Journalism and Mass Communication department have 250 marks as their practical paper. They are taught photoshop, editing, page make up, photo editing, web page designing of a newspaper, preparing documentary and preparing advertisement. The general students of this department have 75 marks practical paper and they are taught almost the same things but in concise manner.

The students of Commerce department, honours and general, have Information Technology paper of 100 marks. The honours students have to prepare a project of 100 marks in their third year. in their practical exam they have to make presentation of their paper using computer.

Apart from the use of computers in these labs based subjects the other departments also use technology for effective teaching. The English department has materials of different topics stored in the machine and uses them to teach. Moreover with the help of laptop and pen drive the teacher is able to show students film versions of their texts. Students find this very helpful as this helps them to grab the meaning of the text better. In addition whenever there is need for quick reference the teacher is able to log in to the net and procure it for the students.

The students of History department were shown the televised version of Jawaharlal Nehru's *Discovery of India* titled '**Bharat Ek Khoj**'. The department teacher also downloaded rare maps of 14th and 15th Europe from net. The students also were able to form some idea on Renaissance paintings.

Political Science department showed the students the televised series of Rajya TV's '**Samvidhan –the Making of the Constitution**'. Materials are downloaded from the net and given to the students for reference work.

Power point presentations are given to the by the departments of Political Science, Geography, History, Journalism and Mass Communication.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college does not avail any such facility

4.4: Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

Every year during preparation of annual budget the college allocates funds for maintenance and upkeep of the following facilities.

Budget allocation for the following in the last four years -

Sl No	Head of Account	Budget Allocated 2011-12	Budget Allocated 2012-13	Budget Allocated 2013-14	Budget Allocated 2014-15
a.	**Building construction**	100000	200000	1106000	300000
b.	**Furniture**	150000	50000	100000	50000
c.	**Equipment (State Govt.)**				
	Equipment (UGC)	337874	699850	522774	237276
	Equipment (Addl Grant)				
d.	**Computers**	30000	500000	80000	270000
If any other (pls. specify					

4.4..2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

Every infrastructural item has depreciation. During preparation of budget fund is allocated in such a manner that over all valuation is not depreciated.

We have contracts with reputed firms for annual maintenance of the infrastructure.

Stock register is maintained and Principal checks it from time to time

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

The college does not have any instrument that requires calibration. Hardware and software is updated as and when required.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The college has an electrician cum caretaker who is in charge of different electrical and electronic gadgets. He ensures that timely servicing of the generator and the three aqua guards take place. All complaints regarding service of computers are handled

Criterion 4 Infrastructure and Learning Resources

Recommendations	Implementations
✓ Partition of the large classrooms to create more classrooms	Large size classrooms have been partitioned to create smaller rooms. Rooms have also been created in the annex building.

**SELF STUDY REPORT
FOR RE-ACCREDITATION**
S E C O N D   C Y C L E

Criterion V
Student Support
and Progression
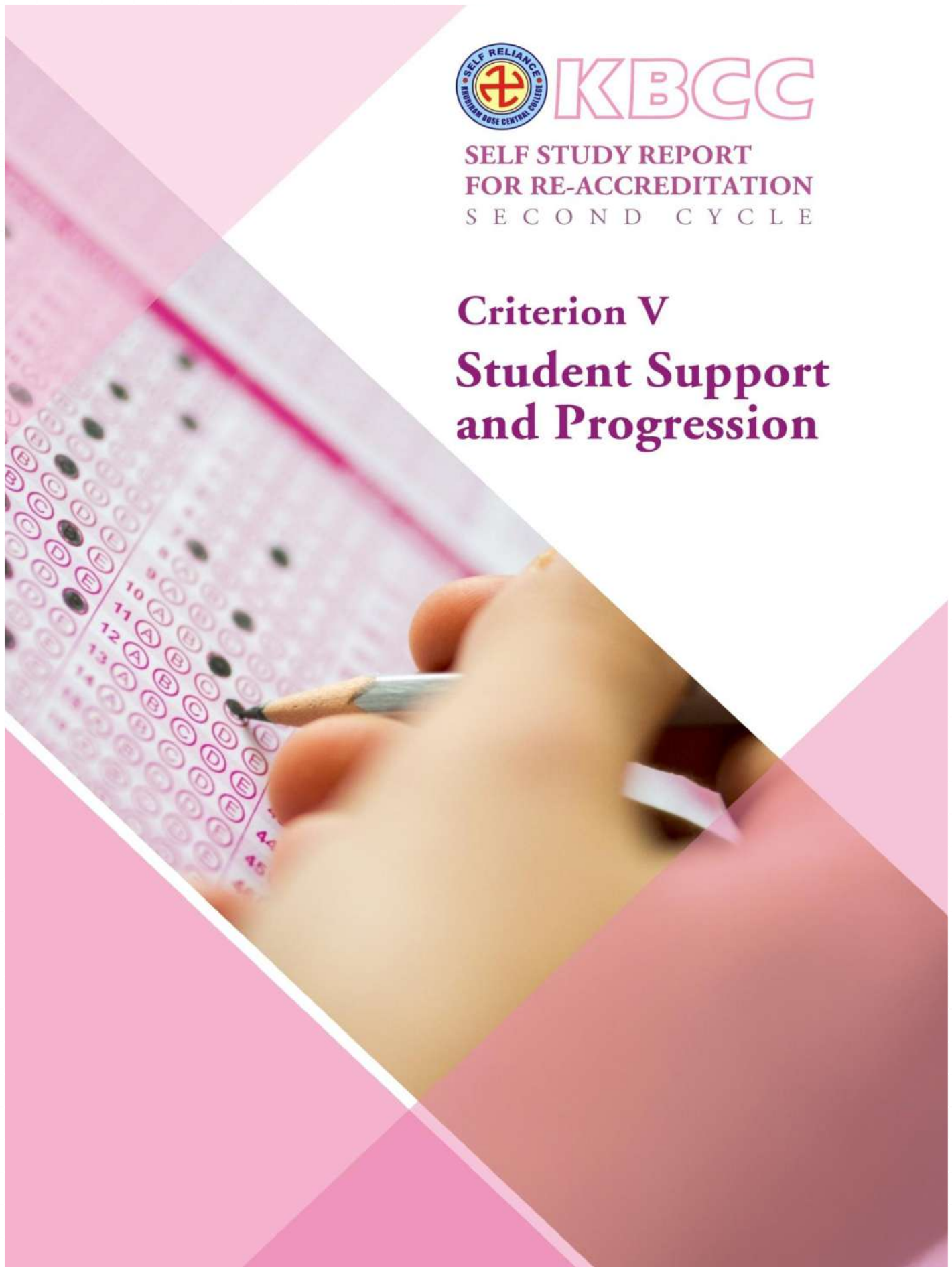
Educationists should build the capacities of the spirit of enquiry, creativity, entrepreneurial and moral leadership amongst students and become their role model… A.P.J. Abdul Kalam

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. The college publishes its updated prospectus at the start of every academic year. The prospectus provides the following information about the college:

a. Principal's address
b. About the Founder of the college
c. Highlights of the college
d. Map and Location of the college
e. About the college
f. Teaching Methodology
g. Infrastructural and other facilities
h. Different cells and its activities
i. Different wings of college
j. Important events and programmes of college
k. Seminars and workshops
l. Research: MRP
m. Publications
n. Post Graduate (Distance Education Learning Centre)
o. Courses Offered
p. Pattern of Examination and Evaluation system
q. Admission Procedure
r. Subject Combination with Fees Structure
s. Rules & Regulations
t. Governing Body Members, Teaching and Non-Teaching Staff Details
u. List of holidays
v. List of Pictures of different activities.
w. Back Cover Page: Centennial and Post Centennial Tribute
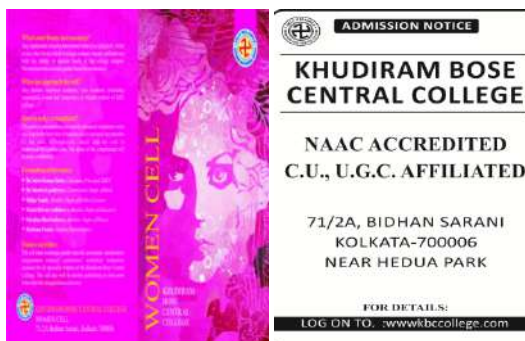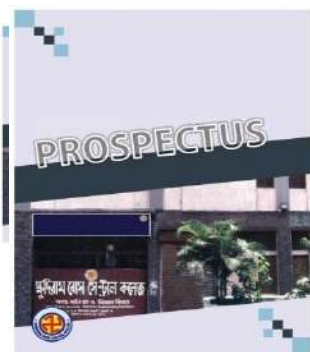
The materials above: prospectus, women cell brochure, pamphlet and newsletter of college are provided to all the students at the time of admission

The college reviews the information given in the Prospectus prior to its publication every year through *Admission Committee consisting of faculty members and in consultations with President Governing Body, Principal and student representative.* Any mistake found/reported by anyone is rectified before its publication. The Prospectus is revised every year incorporating the changes within the institution with regard to teachers/staff, and also the additions/alterations in the admission rules and in scholarships.

Note: i) The College has a UGC sponsored Women Cell which publishes its own brochure which is given to both to the boys and girls students at the time of admission to make them aware of the functions of the cell .The college has zero tolerance with respect to any ill treatment meted to any of the female students/staff of the college.

ii) A Pamphlet providing details of Free Coaching Classes for Entry into Services for college and outside students sponsored by UGC are also provided to the students at the time of admission.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The institute grants concessions including free and half free studentship and these scholarships are always considered on the basis of merit. The college also timely provides railway/bus/tram concessions which are always arranged in eligible cases.

Note: The college has started a scheme "zero balance account" tied up with SBI, Beadon Street Branch, Kolkata-6 for all the students of the college. With this scheme, the student gets the opportunity to have their own bank account where minimal deposit amount is 'zero'

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

Type of Government	2011 -12 %	2012 -13 %	2013 -14 %	2014 -15 %
a)State Government : **West Bengal Minorities Development and Finance Corporation**				
1. **Post-Metric Scholarship**				
(a) SC	—	---		----
(b) ST	—	---		
(c) OBC & Minorities Scholarships		15	22	-----
d) **West Bengal Govt. Merit- cum- Means Scholarship**	21			
e) **West Bengal Talent Support**		06	---	20

Program	02			
2. Kanyashree Prakalpa, State Government	----	----	30	17
3. Central Government	----	----	-----	---

5.1.4 What are the specific support services/facilities available for Students from

> **SC/ST, OBC and economically weaker sections:**

Other than scholarships, Remedial Coaching Classes and Free Coaching Classes for Competitive Exams under Entry into Services Schemes sponsored by UGC under XIth and XIIth Plans are made available for SC/ST students . Under Entry into Services schemes the students were provided study materials and books for reading at free of cost for the students of these categories. Reservation Quotas as per government rules are available in admission of every academic year as SC – 30%/ST - /OBC – category (a) and (b) students.

> **Students with physical disabilities**
> 3 % Reservation quota of every quota is available for students of these categories as per government rules. Besides the college also provides every possible assistance like audio record of class lectures provided by faculties, extra classes only with the students of these categories within the college.

> **Overseas Students**
> N.A

> **Students to participate in various competitions/National and International**
> A special relaxation of norms in marks criteria has been available in admission to students who participate at minimum District/State/National and International Sports Competition. Also relaxation of norms in attendance and internal exam appearance has been available to these category of students. There is a committee who reviews and considers these issues.

> **Medical assistance to students: health centre, health insurance etc.**
> Khudiram Bose Central College is an institutional member of Students' Health Home. The college makes arrangement for the students to avail themselves of modern and free treatment facilities in the students' health home at heavily subsidized rate. The nearest centre is S.A. Jaipuria College. The students get medical advice in different fields --- Eye, dental, ENT, Skin, Orthopaedics, Neurology, Cardiology, Psychiatry, Gynaecology, Medicine and Surgery. The Health Home is open from 4.00 p.m. to 6.00 p.m. Monday to Friday and from 3.00 p.m. to 5.00 p.m. on Saturday. The college along with students' union body on 01.12.15 arranged a health check up, blood donation camps and health awareness programmes for the students and staffs of the college.

Prof. Sheuli Biswas, Education Deptt. and students Participating in Blood Donation campaign on 01.12.14 organised by Student's Body.

➢ **Organizing coaching classes for competitive exams**

The college has received grants from UGC under XIth and XIIth Plan under Entry into Services Scheme and Career Counseling Scheme for organizing free coaching classes for different competitive exams. The college successfully arranges six month certificate courses for the students under this scheme preparing for different competitive exams organized by the Entry into Services Cell like Rail/Bank/PSC/SSC/Combined Services like. The cell arranged classes thrice a week and classes were held for two hours and were taken by renowned resource persons like directors, faculties of different career guiding academic institutes within the state, WBCS (Exe), and like. At the end, the students were provided with certificates. **Around two hundred students were enrolled for these classes. Amongst them, around fifteen students were participants of outside colleges and universities**. Similarly, the Career Counseling Cell of the college arranges counseling sessions with experts, resource persons and arranges workshops for the students. To exemplify, Five Days workshop were arranged by this Career Cell of the college on CDS-NDA Exam, (defence oriented) **where around twenty students participated,** Interview Skills, Communication and Grooming workshop was conducted by ICFAI University etc where almost **one hundred and seventy students participated.**. For Commerce students of the college, a session was organized with ICWAI.

Programmes organized by Career Counseling and Entry into Services Cell

Campus Interview, Shree Automotive Pvt.Ltd   Campus Interview, WIPRO
Programmes Organised By Placement Cell

➢ **Skill development (Spoken English, computer literacy, etc.,)**

Till 2012, Both Spoken English and Basic Computer Classes were held for the students. At present, these classes are not being held. However, a proposal has set up to begin these classes from next academic session.

➢ **Support for "slow learners"**

From the teachers' end extra periods by each department as when required are engaged for slow learners in addition to the prescribed periods in the routine. Guidance is also given to the students facing problems in grasping the lessons.

➢ **Exposures of students to other institution of higher learning/corporate/business house etc.**

i)   In general, the students participate in different seminars, workshops, competition quiz, cultural organized by Ramkrishna Mission, Vivekananda University, Belur, other colleges and universities.

ii)   The students of Journalsim and Mass communication visit different media houses, corporate to take interviews and for project works.

iii)   The students of Education, Commerce and Environment also visits different higher learning institutes, corporate and business houses for their academic pursuits

iv)   Also the other departments like Political Science, History, Hindi, Englsih visit different museum, Bidhan Sabha for enriching their knowledge beyond the scope of their syllabus.

➢ **Publication of student magazines**

Student participation is ensured in the College magazine *"The Light"*. Besides, the English department publishes its departmental magazine *"Chokher Aloy – Vision Beyond"* where student contribution is ensured.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The institution very actively under the Career Counseling, Placement and Entry into Services of the college have highly and actively arranged and hosted a number of programmes since 2010 till date to facilitate entrepreneurial skills among its students. ***The details have already been provided in criterion no. 2.3.7.***

Efforts and its Impact: shown below in the following chart:
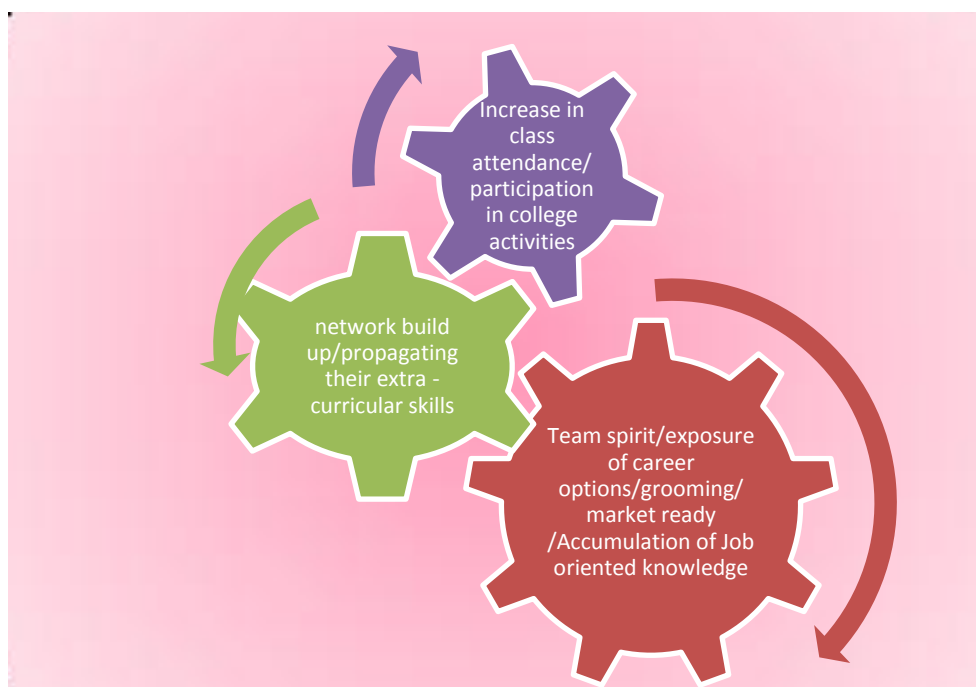
5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc. additional academic support, flexibility in examinations

i)   For those who participate in Sports and Games and Cultural and Literary activities at the university level and above, attendance is taken care of at the college level. As far as flexibility in examinations is concerned, the university takes care that these dates do not clash with the competitions. In special cases college arranges separate examinations for students who attend District/State/national level sports events during examinations. At the college level flexibility is provided to such students as well as the students in NCC/NSS camps in the internal examinations.

ii) Special dietary requirements, sports uniform and materials are provided.

iii) Sports and Games Kits and uniforms and shoes are provided to players who play at the District level or above. TA/DA is also paid to the participating students.

iv) The physical instructor guides the students about essential intake of nutrients that will keep them fit and strong.

v)   **For those who participate in the sports and games competitions at the university level and above, they are also felicitated with medals, certificates and prizes in the Annual Social Gathering of the college organized by Students Union.**

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

➤ Already explained in Section 5.1.4 heading (**Organizing coaching classes for competitive exams)**

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

For the better guidance to the students we counsel the students during their course of study as well as after the course of study through the follow up process we adopt. We keep record of the students. At the very initial stages we give the students suggestion in choosing their subject for having a better combination so that they can reach at the door point of a job for competition. Some time we counsel the students who are irregular with the presence of their guardians to make them regular. We thus stop the drop out tendency among the students. We arrange different placement opportunity for the students by bringing and collaborating with different companies and we inform our present incumbents to motivate. *For details, Please see criteria 2.3.7.*

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the institution has a grievance cell and there is a committee to look into this matter. Besides, The College has a UGC sponsored Women cell since 2013 and there is a four members committee and so far one case has been registered under this cell.

Principal with Distinguished Speakers

5.1.11. What are the institutional provisions for resolving issues pertaining to sexual harassment?

There is a Committee for dealing with issues related to sexual harassment of women (both staff and students). The College has a UGC sponsored Women cell since 2013 and there is a four members committee and so far one case has been registered under this cell.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

There is no such committee in this college yet.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

i)   Waivering Off Tution Fees to Needy and Meritorious Students
ii)   Opening of Zero Balance Account With State Bank Of India, Beadon Street Branch, Kolkata for students who are interested
iii)   Transport Concession to Students
iv)   Kanyashree Parakalpa for girls students provided by state government
v)   Minority Scholarships to students provided by state government
vi)   Students Welfare Committee has been ensured in the college
 (Point iv and v have been already referred in section 5.1.3)

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

It is being said that alumni are the strongest pillar of any educational institution. Khudiram Bose Central College has a legacy of 121 years and itself holds many more illuminating star alumnis under its umbrella like Freedom Fighter and Martyr *Bagha Jatin, Advocate Dwarikanath Bandyopadhyay, Outstanding Teacher of Englsih at Presidency College Taraknath Sen* and many more. It was 9th April 2012, the college first took the initiative and formed an internal alumni association named ---' *Punarnava'* under the supervision of a committee and organized its first re-union programme under the co-ordinatorship of Prof. Shilpa Nandy, Assistant Prof. in Political Science**. In** this programme, all our ex- principals, teachers, staffs and students of the college were invited. Our college first *Newsletter --- 'KBCC Newsletter'* was also published an d the programme was also attended by *Hon'ble Consumer Affairs Minister, Govt. of West Bengal, Sri Sadhan Pandey and other distinguished delegates of the state.* **Moreover, the Alumni Committee of the college decided to get this body registered under Societies Registration Act, 1961. With this aim, the college has already completed its registration process and is soon expecting to gets its registration number.**

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed

Towards Higher Education:

Name of the Department	Students Progression in (%)			
	UG TO P.G	P.G TO M.PHIL	M.PHIL – PH.D	OTHERS
ACCOUNTANCY	20	----	----	PROFESSIONAL COURSES LIKE ICWAI, M.B.A, BUSINESS ETC
BENGALI	50-60	----	-----	B.ED/COMPETITIVE EXAMS
EDUCATION	3	----	-----	B.ED/COMPETITIVE EXAMS
ENGLISH	30-35	---	----	B.ED/COMPETITIVE EXAMS
GEOGRAPHY	23	---	----	B.ED/COMPETITIVE EXAMS/NET/SLET
HISTORY	N.A	---	---	B.ED/COMPETITIVE EXAMS
HINDI	N.A	---	----	B.ED/COMPETITIVE EXAMS
JOURNALISM & MASS COMMUNICATION	60	----	---	MEDIA COURSES/NET/SLET/B.ED
POLITICAL SCIENCE	70-75	--	----	NET/SLET/ B.ED/ S.SC COURSES/COMPETITIVE EXAMS

Towards Employment:

Employed	In (%)
Campus	10-15
Off Campus	Data not Available.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Student Result (Third Year Only)

Year	2011-12		2012-13		2013-14		2014-15	
Subject	Appeared	Passed	Appeared	Passed	Appeared	Passed	Appeared	Passed
Commerce	92	55	132	61	148	37	41	12
Geography	6	1	5	3	10	10	7	7
Bengali	21	14	20	17	11	10	12	10
Hindi	3	nil	2	2	3	1	5	3
English	23	17	20	17	21	18	13	10
Education	26	16	23	18	3	3	8	6
History	18	11	18	12	2	2	5	3
Political Science	----	-----	6	6	6	6	2	2
JMC	10	8	19	16	13	9	16	11

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The college facilitates student progression to higher level of education and towards employment through regular motivation and counseling by faculty members of the departments and other senior members of the college. The college authority is also keen in ensuring that all the information are being uploaded in the college website. In addition the Career Counseling Cell, Placement Cell and Entry into Services Cell of the college in every academic year actively and regularly organizes

- Interactive session and lectures
- Training programmes and workshops
- Grooming Session
- Career fair with the help of academic experts from both in and out of the institution.
- Campus interviews with reputed companies
- Awareness Programmes
- Free coaching classes for competitive exams for both in and out students of the college
- Motivates participation in inter and intra cultural, literary and youth level competition in and outside of the college

- Encourages field visit study for the students apart from making classroom teaching for their better performance
- Adopted different modes of modern and interesting methods of teaching (elaborately explained in the prospectus of the college): Audio – visual presentation, dramatized way of teaching, film screening, and like.
- Few departments of the college has started student seminar presentation on a topic related to their syllabus. The first initiative was taken by Department of History.
- College also always trying to build network, collaboration with institutes of repute for students progression like Ramkrishna Mission, Different Universities, Reputed Academic Career Guiding institutes, Companies etc.
- The Career Counseling and Placement Cell also published a career report where all the activities of this cell have been recorded.

A proposal has been set up by the college to start its PG courses in two departments of the college, namely, Journalism and Mass Communication and Geography.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The Governing Body of the college specially is very strict in matter of student's attendance and also concerned with the overall performance of the students. For this, the college authority has already prescribed the following recommendations to all the departments in every academic year:

- **Vigilance:** The faculty within each department is highly involved and vigilant. They regularly monitor performance and when a student's performance is not up to the mark, the student is provided with extra guidance.

- **Academic Council Meeting:** The college has an academic council body which meets with all the departmental heads and other faculties in order to take the reports regarding attendance record, class tests and overall performance of the students of the departments and takes decisions regarding the dropouts and students who are at risk of failure. *The Principal of the college is the chairman of this body.*

- **PTA:** Parent Teachers - Principal Annual meetings are conducted by most departments to inform the parents about their wards progress so that they maintain the standard and refrain from dropping out of the education system.

- **Special Guidance and Classes:** For the slow learners or students who are at risk of failure, the department teachers as and when required takes special classes and exams and suggest every possible way of improvement by counseling and meeting with their parents

- **Remedial Coaching Classes:** Remedial Coaching Classes are also being conducted by all the departments which are sponsored by UGC.

- **Attendance Record:** All the departments also publish students' attendance record before major exams and monthly the faculty of each department also alerts the students who are having poor attendance and in spite of all these measures adopted, if any students fails to attend the classes as per university norms, that student is debarred from appearing university exams.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Sports& Games

Different Sports Meet   **Winner of Water Polo**

Cultural and Other Extra Curricular Activities:

One of the significant roles played by this institution is that the college always tries to promote cultural potentials not only among its students but also among the staffs of the college. With this purpose there has been a cultural committee which looks into the matter of arranging and celebrating some of the important days and dates. The tentative program calendar has been given below:

Sl.No	Name of the Occasion	Date of the occasion	Organised By
1	12 January	National Youth Day	NSS Wing
2	23 January	Netaji's BirthDay	NCC Wing
3	26th January	Republic Day	NCC &NSS Wing
4	21 she February	Bhasa Divas	Bengali Department
5	Saraswati Puja	As per Calender date (Jan/Feb)	Students's Union Body
5	9th May	Rabindra Jayanti	Bengali department
6	31st July	Munshi Premchand Divas	Hindi Department
7	Probably in Aug	Inauguration Day of First Year	College as a whole
8	5th September	Teacher's day	Students's Union
9	Fresher's Welcome/ Annual Social Fest	Sept	Student's Union
10	Hindi Divas	14th September	Hindi Department
11	Bijaya sammelani	After Puja Vacation	Teacher's Council Body
12	15 December	Khudiram Bose Memorial Lecture & Annual prize distribution day	College
13	Annual Parent- Teachers – Principal meet	Any Saturday of December	College
15	Annual Sports	Any Saturday of December	Sports Committee & Students Union Body
16	Annual Picnic of Staff & students	After X-mas vacation	Student's Union
17	Staff recreational Picnic	Jan/Feb	Teachers and Non-Teaching staffs

Besides, the college also organizes seminars, lectures, talks, Dramas and Debates, Quiz,Poster and Model Competition as and when required and grants received from UGC and other organizations. The students also participate in different workshops, fairs and exhibition conducted by college or outside the college. Some of the event's pictures are given below

Organised By College:

9 May: Rabindra Jayanti

12 Jan: National Youth Day Memorial Lecture

15 Dec: Khudiram Bose Jayanti

31 July: Munshi Premchand

Model competition

Poster Competition

Quiz & Debate

Drama

Participation Outside/Inter College Competition:

Science Exhibition at Vidyasagar College Cultural Competition at Manindra College Belur Math Competition

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5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State /Zonal / National / International, etc. for the previous four years.

Sports

- ➤ different colleges of West Bengal. The students received the trophy from the Commissioner of Police, Kolkata.
- ➤ Runa Das and Shilpi Mahato secured bronze medals at Calcutta University Athletics Meet 2013.
- ➤ In CU Athletics event held on 11.11.14 and 12.11.14, Bronze medal won by Ramashis Rabi Das. College secured fourth position in 400mtr and fourth position in Relay Race.
- ➤ Runa Das and Dibakar Sarkar, students of the college participated in Cycle rally event held on the occasion of World Aids Day on 1.12.14.
- ➤ Inter -college Cricket tournament held on 13.12.14.
- ➤ Prakriti Adhikari secured second position in Senior National Aquatic Championship in Water Polo, 2014.
- ➤ Aheerita Mukherjee won gold medal in Javelin Throw and bronze medal in Long Jump in Calcutta University Athletics Meet 2014.
- ➤ In Inter – University East Zonal Cricket Tournament, 2014 Aheerita Mukherjee got the best batswoman Award and her team secured runners' up position.
- ➤ In Non – government Athlete Meet the college won
    - ▪ One gold medal in Javelin Throw (Women)
    - ▪ One silver medals in 400mtr Run (Women)
    - ▪ One silver medal in Discus Throw (Women)
    - ▪ One bronze medal in 500mtr Run (Men)
    - ▪ One bronze medal in Javelin Throw (Men)
- ➤ The college participated Inter – collegiate Cricket Tournament (Men) held on 18.2.15.
- ➤ Pritam Goswami has been selected for Calcutta University Gymnastics Competition 2015.
- ➤ Aheerita Mukherjee and Shilpi Mahato got runners' up position in Badminton Tournament 2015 organized by Calcutta University.

- Aheerita Mukherjee represented Bengal in Cricket in Women's Under 19 at inter – state and National levels.
- In Inter – University East Zonal Cricket Tournament, 2014 Aheerita Mukherjee got the Best Batswoman Award and her team secured runners' up position.
- Afruja Khatun participated in under 19 Gymnastics Competition in 2009, 2011 and 2015.
- In 2015 she participated in All India Gymnastics Competition and secured first position and is a member of All India Gymnastic Society.
- Afruja Khatun got gold medal in Shot Put in Calcutta University Athletics Competition 2015.
- Saswati Ghosh got selected for Table tennis to play Inter University Table Tennis Tournament, 2015.
- Rahul Roy got gold medal in 200mtr run in Calcutta University Athletics Competition 2015.

Saptarshi Mallick and Prakriti Adhikari got selected in B.P.Ed (Bachelor of physical Education) course in Calcutta University

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college authority is very much keen in adopting several measures for improving the performance and quality of its institution. With this purpose for the last two years a feedback form has been prepared which is provided to the final years students at the time of their final day test exam. This form is prepared on a five point scale rating and it contains the following aspects like:

i)   Infrastructural Facilities
ii)   College Environment
iii)   Teachers including Principal Feedback
iv)   Non –Teaching and Menial Staffs Feedback
v)   Courses Offered
vi)   Office
vii)   Evaluation System
viii)   Different Cells and Wings
ix)   Extracurricular Activities
x)   Library
xi)   Canteen
xii)   Toilet
xiii)   Laboratory
xiv)   Suggestions

Later the Principal appoints a committee who evaluates the feedback of the students and finally submit its report.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

- The students are encouraged to write articles for the college magazine and departmental publications. The college has an annual magazine -- "The Light" .Besides the college also publishes its own Newsletter – *KBCC Newsletter* which contains among other things information about the activities of various departments and cells and the achievements of students and faculty. Some departments publish their own magazine annually. The department of English publishes its magazine --- *"Chokher Aloy – Vision Beyond" every year* which contains students' articles, poems, pictures, sketches. Apart from these, the college has a publication committee which publishes *Academic Journal – Pragya with ISSN No.* The committee also sets up a proposal to publish the student's magazine with ISSN NO in next academic session.

- Most of the departments have their own departmental wall magazines and they are published every year. The department students actively participate in creative writings, selecting themes and designing their wall magazine. The college has provided every department a glass board to publish their wall magazines. Special recognition should be given to the department of Journalism and Mass Communication who not only started first this process of publishing wall magazine but also are noteworthy for their excellent creation and presentation. The different departments have also name of their wall magazines which are as follows:

    Bengali --- *Bangla Bibhagio Patrika*
    Commerce -- *Saptaparni*
    Education -- *Educatum*
    English – *Chokher Aloy – Beyond Vision (Departmental Magazine)*
    Hindi -- Abhivyakti (published on occasion of Munshi Premchand Divas and Hindi Divas, observed on 31st July, 14th September respectively).
    History – *Uttaran*
    Journalism and Mass Communication – *Diganta*
    Political Science – *Agradut*

<p style="color:red">Diganta : JMC Department   Uttaran: History Department   Abhivyakti: Hindi Department</p>

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Selection	Constitution	Activities	Funding
The College has a very active student's council set up according to the University guidelines. The student members democratically elect from among themselves, a general secretary for a period of one year. This secretary represents the college at the University. The Student's Council is headed by a Senior Faculty of the college.	The College has constituted an election committee for conducting student's election smoothly and fairly. This committee comprises of Teaching, Non-teaching. The Principal, however, acts as the chairman of this committee.	The student council is actively involved in all the co-curricular and extra-curricular activities of the college. They take up social issues and help create awareness under NSS and NCC wing. They also actively participate in different cultural, academic programmes, seminars of the college and also organize Teacher's Day, Fresher's Welcome, Annual Social, Annual Sports, Picnic, Saraswati Puja. They also assist in admission work and are always ready to help faculties, office as and when required. The members meet the Principal and	The college authority has special budget for every occasion organized by Student's Council. There is no external funding for the council and the college provides them with the same on need basis. The student's council meets as and when required. However the General Secretary of the student's Council body provide feedback to the President of the Council regularly.

Annual Fest

Saraswati Puja

Students with performer
Anwesha DattaGupta

Blood Donation
Camps

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

Students are part of every academic body as student secretaries .Normally the Student's Council General Secretary represents the students in different committees constituted by college. They are as follows:

- They are part of IQAC as laid down by NAAC guidelines.
- Governing Body Member --- Highest Platform of Representation in the college
- Sports Committee
- Academic Council
- Women Cell
- Cultural Committee
- Student volunteers also assist the college in the admission work and are part of different college programmes and workshops organized within the college

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution

The Alumni Committee of the college is in the process of getting the registration number under the West Bengal Societies Act, 1961. It was 9th April 2012, the college first took the initiative and formed an internal alumni association named ---' *Punarnava'* under the supervision of a committee and organized its first re-union programme under the co-ordinatorship of Prof. Shilpa Nandy, Assistant Prof. in Political Science**. In** this programme, all our ex- principals, teachers, staffs and students of the college were invited. Our college first *Newsletter --- 'KBCC Newsletter'* was also published an d the programme was also attended by *Hon'ble Consumer Affairs Minister, Govt. of West Bengal, Sri Sadhan Pandey and other distinguished delegates of the state.* In this programme ideas are exchanged and many new endeavours are undertaken keeping in with global competencies. Besides the institution also networks with the alumni in the following ways:

- Some senior faculty members are given positions of prominence after they have superannuated. A Senior faculty member's name has been enclosed in the Executive members of the Alumni Body which has been sent for the Registration under Registration Societies Act, 1961.
- Alumni are also invited to different cultural programmes, events, seminars, workshops organized by college. Sometimes they are also asked to give a lecture on some occasion.
- Our Ex- Principals, Staffs and Teachers are also given felicitation for their service rendered towards college and society on occasion of *Khudiram Bose Memorial Lecture and Annual Prize distribution Day, held on 16th December,2013.*
- The college Publication Committee also contemplating to publish a journal under the Alumni Association after getting registration number with ISSN No.
- Our institution is like a family. So every member of this family tries to maintain a good relation with the present working members as well as who have worked with this college. It has been found that whenever in need, the present staff of the college requires any information about the past of the institution; they are always given and guided by our alumni. This spirit among the staffs of the college is very noteworthy.

Any other relevant information regarding Student Support and Progression which the college would like to include

- Students are counseled at the time of admission about the choice of core options. In the Arts stream, flexibility is given to the students by allowing them to attend lectures of the various optional subjects for a few days and is then permitted to make their choices.

- There is a very active career counseling, placement cell and entry into services cell along with dynamic NSS and NCC wings which promotes youth culture and make them aware about their role towards society.

- The College has a much higher pass percentage in various subjects and there are many students on the university merit list in various subjects.

- Students are given plenty of opportunities to showcase their talent whether it is in performing or fine arts and for participating in sports activities through the various societies / cells / for a and there are many achievers in these fields not only at state but also at national level.

- Most departments take their students on educational visits. Not all students can afford to pay for the same, but no student is deprived of this and the college supports them.

- The institution takes special care and arranges every possible help towards students who are differently able.

The institution strongly believes in promoting students' progress in every respect and aspect --- academic, social, cultural, mental and economical. It is after all that any institution strongest pillar is its students. It is a fact that a student progress reflects its institution's image in the society. *"One can run an institution with power, but one cannot run any institution without its vital resource, i.e, students".*

Criterion 5   Student Support and Progression

Recommendations	Implementations
✓ Placement, Career guidance and Counseling cells could be started	The college has Placement Cell, Career Counseling Cell, Entry into Service Cell
✓ College should organize more cultural programmes	The college organizes cultural programmes within the college campus as well as in other colleges.
✓ Developing the Alumni Association	The college Alumni 'Punarnawa' is in the process of being registered under West Bengal Societies Act 1961
✓ Offering Spoken English courses and Computer training to the students	The department of English conducted Spoken English classes for the students. The same will again be started from session 2016-17

KBCC

**SELF STUDY REPORT
FOR RE-ACCREDITATION**
S E C O N D   C Y C L E

Criterion VI
**Governance,
Leadership and
Management**

'Leadership is the capacity to translate vision into reality.' Bob Marley

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision of the college

- The college wants to infuse into the students the value of self reliance, thereby building a self reliant society.

Mission of the college

- Self reliance at two levels – making college self reliant and making students self reliant.
Objectives

Making college self reliant –

- ✓ Without financial independence an institution cannot achieve its target. This college seeks to attain financial stability so that it can provide better service to the students.
- ✓ The college is dependent on West Bengal College Service Commission for appointment of teachers. This is a long drawn process and there is a big time gap in between the application made by college to WBCSC to fill up its vacant post and the actual appointment of teachers. Management ensures that students do not suffer from non availability of teachers. Guest teachers are appointed by the college and paid by the college on the basis of classes taken by them.
- ✓ The vision of self reliance engulfs many aspects – responsibility, innovations, devotion, dedication, leadership. In all the Management believes in promoting a healthy work culture encapsulating all these qualities.

Making students self reliant

- ✓ The college aims at making the students self reliant. This comes with making the students responsible. A student can be made responsible primarily in three aspects – financial, social and moral.
- ✓ Financial responsibility comes with good education. A student is made aware that if s/he can get good marks then he can hope to have a good career. To give students the benefit of

facing the job market the college has *Career Counseling and Entry into Services Cell*. This Cell arranges different classes related to the job market. Along with this Cell the college runs a *Placement Cell* that organizes interviews for students with different companies. In the recent past companies like Wipro, Zed Ca, Shree Automotive Pvt. Ltd, Techmatrix. Merit Track and like.

✓ Students must be made socially responsible. Only then can they become good nation builders. The college has two wings the NCC and NSS that help students realize the importance of service to society. National Cadet Corps makes students realize service for country. The NSS, National Service scheme under the Ministry of Human Resources was started with the fundamental objective of community service.

The college management operates on two basic principles – collective leadership and participative management.

6.1.2. What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The college follows a policy of centralized planning and decentralized work. The top level of management, the Governing Body, of the college frames policies. These are then executed through the Principal of the college along with the faculty members and office staff. As the General Secretary of the Students' Union of the college is also part of college administration s/he is also a wing of this decentralized work.

In order to ensure that the Principal of the college can function effectively there are many Committees which are part of the Governing Body of the college. These Committees are

❖ Finance Committee
❖ Academic Committee

There are also some other Committees that do not come directly under the Governing Body but are significant to the administration of the college. These Committees are formed in the Teachers' Council Meetings as and when required. These committees are:
❖ Students' Welfare Committee
❖ Library Committee
❖ UGC Committee
❖ IQAC Committee
❖ Admission Committee (formed every year during admission)
❖ Exam Committee (internal and external exams conducted by college)
❖ Purchase Committee
❖ Building Committee
❖ Sports Committee
❖ Equipment Committee
❖ Alumni Committee
❖ Publication Committee
❖ Cultural Committee
❖ Routine Committee
❖ Prize Distribution Committee

There are also some Cells to carry out work related to students' welfare. These are
❖ Remedial Coaching for SC/ST and other minorities

❖ Entry Into Services Cell
❖ Career Counseling Cell
❖ Placement Cell
❖ Women Cell
❖ SC/ST Cell

Apart from these the college also has two wings --- NCC and NSS

6.1.3 What is the involvement of the leadership in ensuring:

- **the policy statements and action plans for fulfillment of the stated mission**

The college is committed to the vision of self reliance. This is manifested in the policies adopted by top level management in making the college and thereby the students self reliant. All policies framed in this regard are percolated to the different layers of administration in the college, namely Principal, faculty, non teaching staff and Students. This democratic leadership serves as an effective tool in our vision of self reliance.

- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

Certain plans and programmes are formulated right at the top level of management, Governing Body of the college. However Teachers' Council meetings are conducted at regular intervals and any resolutions related to academic or administrative issues are forwarded to the Governing Body for approval. Again problems discussed in departmental meetings are referred to Academic Committee and if necessary then to Governing Body. All strategic plans finally get Governing Body's approval and are executed through the various layers of administration.

- **Interaction with stakeholders**

Our students are our primary stakeholders. From 2013 onwards the IQAC started taking feedback from the students in the form of *Evaluation of college by Students*.
Principal of the college visits different departments from time to time and interacts with the students.
The college arranges Parents – Teachers' Meet every year.
The college Alumni started functioning 9th April 2012. The college is now in the process of registering this body under West Bengal Societies Act 1961

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The Principal visits the departments from time to time. He notes down their problems and these are taken up at departmental meetings.
Parents – teachers' Meet is arranged every year. These meets are very useful as *Principal* directly interacts with the parents and guardians and again their suggestions are noted down. These suggestions are discussed at different forums like Teachers' Council, Academic Committee and Governing Body. The ex – students of the college in the alumni programme, *Punarnava* offered suggestions in improving the college.

- **Reinforcing the culture of excellence**

    Reinforcing culture of excellence is part of sustained development. The focus on promoting excellence has always been of prime importance. In every aspect, be it academic or administrative the college always tries to ensure that development always takes place. In fact the college has always championed that holistic development is part of college curriculum. In all our new initiatives this reinforcing gets highlighted.

- **Champion organizational change**

    Any change that will lead to the growth and development of the college is always appreciated by the Governing Body of the college. In fact innovations in both academic and administrative spheres form a part of discussion in meetings of Governing Body.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The college follows a policy of democratic decentralization. While some policies are dictated from top level management there are also some policies which are referred to the management from the bottom level for final approval.

Majority of decisions concerning administration comes from Governing Body. This is circulated among the staff of the college through the Teacher Representatives in Governing Body, Non – teaching Representative in Governing Body and also Student' Representative in Governing Body.

Teachers' Council Meetings are periodically held where academic issues and issues related to teacher benefits are discussed. Resolutions adopted in these meetings are forwarded to the Governing Body or Academic Committee for their approval.

Departmental meetings with Principal are also useful to monitor and evaluate departmental growth. Problems encountered in functioning of departments are dealt with in these meetings. If there are problems that require top level involvement then they are included in Governing Body or Academic Committee meetings.

Not only does Principal organize departmental meetings he also sits with the office staff for resolving administrative issues. He holds discussions with Head Clerk, Accountant, Cashier, Electrician and also other administrative staff. Any problem related to Group D staff of the college is generally handled by the Head Clerk. These problems escalate to Principal only if the Head Clerk is unable to come to an acceptable conclusion.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Governing Body of the college is quite concerned about the holistic development of the faculty members. While the members of Governing Body believe that every faculty should aim at his / her academic betterment the members also hold strong the belief that teachers should also be an integral part of administration.

Teachers are encouraged to attend Refresher Courses, Orientation programmes, as framed by UGC, from time to time. They are also asked to organize seminars with financial grant from UGC or from any other organization, hold departmental seminars, extension lectures, educational tours etc.

Management welcomes innovative teaching techniques from the Teachers and is totally committed in providing infrastructural support to them.

The Governing Body expects academic leadership from the faculty members. It is expected that teachers will define strategies to run their respective departments. They are to make their academic calendars at the beginning of each academic year, prepare an evaluation calendar in consultation with other teachers, inform Principal about the functioning of department, have total involvement in the development of students of the department, initiate measures if any student does not conform to rules and ensure that syllabus gets completed as stated in academic calendar. The departmental heads perform additional functions. In case there is shortage of teaching staff in any department the HOD, in consultation with Principal, sees guest teachers are timely appointed. They see that junior teachers of their department are working towards their academic orientation.

6.1.6 How does the college groom leadership at various levels?

As college follows a pattern of participative management, teachers act as coordinators of different committees formed in the college. The following teachers are coordinators / in – charge of different Committees / Cells in the college for the session 2015-16:

Sl.No	Name of the Committee/Cell	Name of the Cell Incharge/ Co-ordinator	Name of the Other Members
1	UGC	Sriparna Dutta	Anamika Nandy(Bursar), Narayan Mukherjee
2	IQAC – NAAC	Sriparna Dutta	Dalia Pramanik, Arabinda Mridha, Tapasi Ghosh, Anamika Nandy, Sujit Deb, Gopal Mukherjee
3	Library	Jayeeta Mallik, Librarian	Tapasi Ghosh, Sujit Deb, TCS,Students Body Representative, Teacher Representative associated with NAAC &UGC work
4	Equipment	Raja Ghosh	Arabinda Mridha, Subrata Kumar Mallik, Tapasi Ghosh, Narayan Mukherjee
5	Purchase	Arabinda Mridha	Anamika Nandy(Bursar),Sriparna Dutta (as UGC co-ordinator), Raja Ghosh, Gopal Mukherjee
6	Sports	Sriparna Dutta	Subimal Deb, Chapal Pandey, Arabinda Mridha, Suresh Das
7	Career Counseling	Dalia Pramanik	Priyanka Sengupta
8	Placement	Arabinda Mridha	Arup Bhattacharya, Debalina Bhattacharya, Dalia Pramanik
9	Entry into Services	Sheuli Biswas (Adhikary)	Debalina Bhattacharya, Gorachand Banduri
10	Academic Council	Principal as chairman	Bimal Nanda (As GB Member), Shubhra Upadhyaya, Arabinda Mridha, Sriparna Dutta, Raja Ghosh, Anamika Nandy, Gorachand Banduri, General Secretary of Students' Union

11	Students' welfare	Shubhra Upadhyaya	Arabinda Mridha, Arup Bhattacharya, Sujit Deb
12	Publication (Magazine)	Shilpa Nandy	Prateek Singh(Hindi), Sharmistha Sinha (Bengali), Kakoli Sengupta(English)
13	Service Book	Sheuli Biswas (Adhikary)	Gopal Mukherjee (Non-teaching)
14	Building	Raja Ghosh	Subrata Kumar Mallik, Arup Bhattacharya, Sanjay Ganguly, Suresh Das
15	Routine & Internal College Exam	Dalia Pramanik & Arabinda Mridha (Routine) Tapasi Ghosh (Internal Exam)	Shubhra Upadhyaya will assist in internal exam
16	Alumni	Shilpa Nandy	Shubhra Upadhyaya, Gopal Mukherjee, Sujit Deb
17	KANYASHREE SCHEME	Anamika Nandy	Gopal Mukherjee
18	NSS wing	Raja Ghosh	
19	NCC wing	Subrata Kumar Mallik	
20	Women Cell	Shubhra Upadhyaya	Shilpa Nandy, Debalina Bhattacharya, Sheuli Biswas (Adhikary)
21	Photography & Videography	Tapasi Ghosh	Journalism Department
22	SC/ST CELL	Dalia Pramanik	Arabinda Mridha, Sheuli Biswas Adhikary, Subrata Kumar Mallik, Sovaram Murmu. This cell remain same as formed on 21.11.12. no change
23	Admission	Principal as chairman	Head of all Departments, Gorachand Banduri
24	Result	Principal as chairman	Head of all Departments, Gorachand Banduri

Teachers are not only coordinators / in – charge of different committees and cells but they are also members of other committees and cells. It has already been explained in 6.1.5 that teachers are expected to show leadership at their departmental levels.

Not only the teaching faculty but the non – teaching members of the college are also members of the above mentioned Committees and Cells. The office staffs are:

❖ Sri Gopal Mukherjee (Head Clerk)
❖ Sri Narayan Mukherjee (Cashier)
❖ Sri Gora Chand Banduri (Accountant)
❖ Sri Sanjoy Ganguly (Electrician Cum Caretaker)
❖ Sri Sujit Deb (Library Clerk)
❖ Sri Sital Patra (Peon)
❖ Sri Sovaram Murmu (Sweeper)
❖ Sri Jagannath Basak (Gate Keeper)

Not only is leadership expected from the teaching and non – teaching staff of the college, it is also expected from the students. The Students' Union of the college has representatives of each class, First year, Second year and third year B.A. B.Sc. and B.Com both Honours and

General. The students who get elected do exhibit leadership quality. These representatives serve the rest of the students in the college and are also included as members of different committees and cells. The General Secretary of the Students' Union is a member of the Governing Body and an invited member of Admission Committee. The Sports Secretary is a member of the Sports Committee. There is also a student representative in the Magazine Committee which is part of Publication Committee. Student representative is member of Women Cell. Moreover these representatives take upon themselves the responsibility of organizing annual picnic, annual social, Saraswati Puja, Independence Day and Republic Day. The Students' Union also arranges 'blood donation camps', health check up camps.

6.1.7 How does the college delegate authority, provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The faculty, office and students forms the different units of the college. A system of decentralization of work is prevalent in our college. The Governing Body gives authority to the Principal to execute all decisions made by it. At the same time the departments are given autonomy to ensure their effective functioning. The structure of governance followed in this college is in the shape of a pyramid. At the bottom level we have the Students' Union, Faculty members and the college office. These function at multiple levels through committees and cells and report to the principal. At the top we have the Governing Body. At times policies percolate to the bottom level and there are instances when issues are discussed at the third tier and are sent to the top level for approval. It is a two way process.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes the college does promote a culture of participative management. All the levels of the college - the students, the faculty, Principal and Governing Body take part in the management of the college.

The students have their representatives in the Students' Union. This Union conducts meetings and communicates their viewpoints to the principal. The General Secretary of the Students' Union is also a member of Governing Body and various committees.

The different departments have departmental meetings and again issues are either referred directly to the Governing Body or to the Academic Committee. Participative management is also felt in the functioning of the departments. Not only do the full time teachers occupy themselves with the welfare of their students but equal participation is encouraged from the Part Time Teachers and Guest Teachers.

The Statute of Calcutta University ensures that participative management forms the *modus operandi* of the Governing Body of all affiliated colleges in West Bengal. The composition of the Governing Body is reflects this. Apart from Principal, Teacher Representatives, Non–Teaching Representatives and Student Representative there are two University Nominees and two Government Nominees who are members of the Governing Body. The Councilor is another member of this body.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes the college has a formally stated quality policy. This quality policy is in keeping with our vision of self reliance. All our objectives are channelized to meet this vision. Our general objectives as well as academic objectives are clearly stated in the college prospectus given to the students during the time of admission. An inauguration ceremony takes place every year before the commencement of new academic session. Principal of the college in his inauguration speech presents in summarized version the fundamental objectives of the college. In our annual Parents – teachers' Meet once again these parameters of vision are stated for the benefit of parents / guardians. All our objectives concerned with teaching and general functioning of the college are reviewed in different meetings – departmental, teachers' council, Governing Body.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The college definitely has plans for development. These plans can be categorized as 'long term plans' and 'short term plans'.

🏵 Long term plans

➡ **Acquire college building** - this college was revived in 1956 by *Sri Kiran Coomar Bose, elder son of our founding father Principal Khudiram Bose.* A Trust was set up to look after the affairs of the college. However in 2008 members of his family, *Sri Santanu Bose and Sri Kausik Bose* gave a declaration that as they cannot look after the Trust they would like to hand over the building to the college for purpose of education. They also made an application to Government of West Bengal to transfer the building in the name of college. This is a long term process and the college is yet to acquire this building.

➡ **Academic expansion** – the college would like to introduce new subjects both in arts and science streams. Subjects like computer science, psychology, sociology are being considered. As there is shortage of space including these subjects in our curriculum remain our long term plan.

➡ **Gymnasium** – sports is an area of major concern for the college. Though the college is able to provide basic infrastructure support related to sports the college does not have a gymnasium to help the students.

🏵 Short term plans (next academic session)

➡ **College Auditorium** – the college is engaged in repair and renovation of the building. An auditorium has been newly constructed and decoration is going on.

➡ **Technology aided teaching** – the college has been able to provide equipment required by laboratory based subjects like Geography, Commerce and Journalism and Mass Communication. Some of the non – lab based subjects have also been provided with laptops to facilitate teaching. However not all the departments in the college have this opportunity. The financial support received from UGC helps in providing such support.

➡ **Departmental library** – some of the departments have their own departmental library like Political Science. The college would like to see such libraries in all the departments of the college. Each department has been provided with its own almirahs so that the departments can start their own departmental libraries.

6.2.3 Describe the internal organizational structure and decision making processes.

Internal Structure
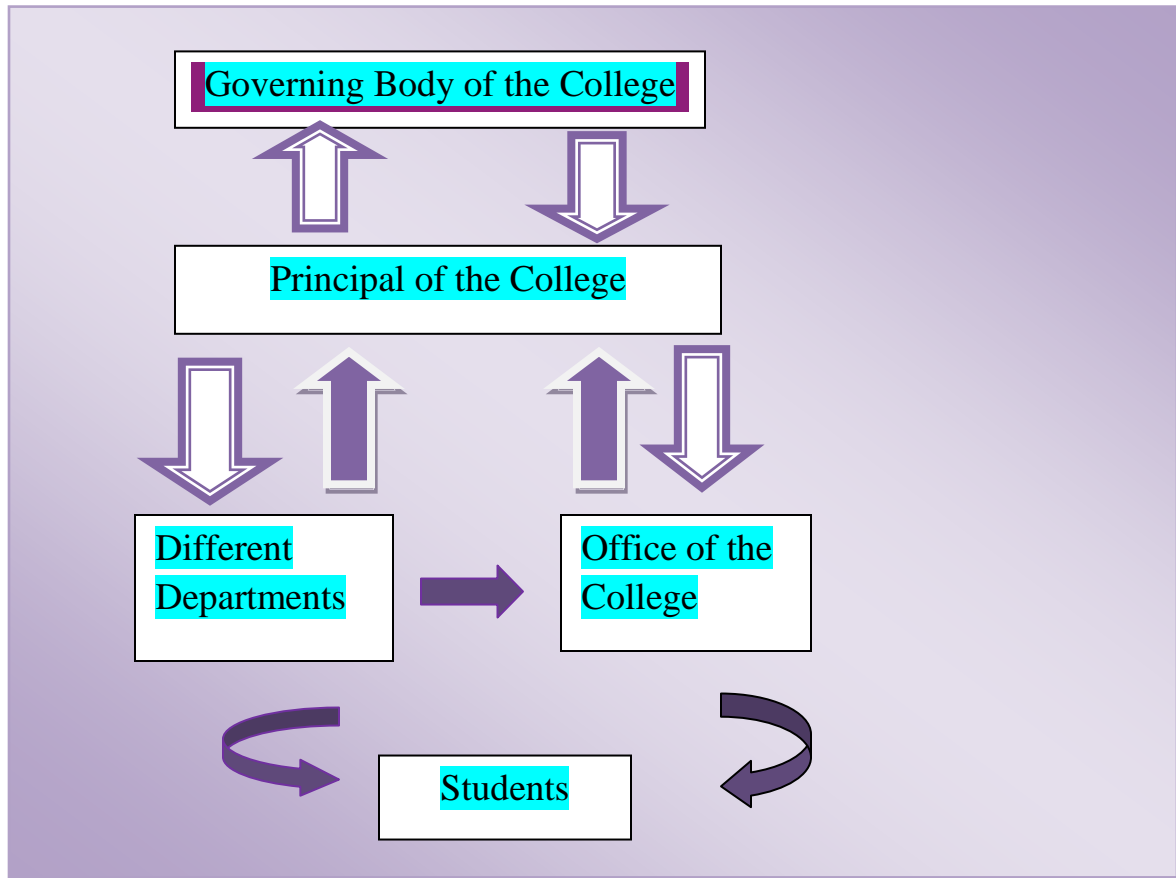
Policies at times percolate from top order to the bottom and at times decisions are sent from the bottom order to the top level for approval.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:

- **Teaching & Learning**

The atmosphere of the college is conducive for growth of teaching and learning. The Governing Body also encourages this growth. The departments of the college are given total freedom to explore initiatives and management makes sincere effort to support such initiatives.

To make teaching and learning purposeful the departments plan departmental seminars, extension lectures, project works. The English department conducted Spoken English classes for the students. Due to shortage of departmental teachers this class could not be conducted for last two sessions but there are plans to begin these classes from the next session.

- **Research & Development**

To develop the academic area of a teacher s/he is allowed to join *Refresher Courses and Orientation programmes, Short Term Courses* conducted by different Universities. Teachers are also given the scope to participate in seminars, workshops both as speakers and resource persons. Teachers also conduct seminars in their own departments either with financial help from UGC or from college.

Teachers are also encouraged to improve their academic qualification. Many of our teachers have completed their M.Phil or Ph.D courses after joining this college.

Name of the teacher	Completed M.Phil / Ph.D	Subject
Dr. Ashok Mukhopadhyay	Ph.D - 2008	Commerce
Sriparna Dutta	Ph.D - 2008	English
Dr. Shubhra Upadhyaya	Ph.D – 2009	Hindi
Sayantika Goswami	Ph.D – 2014	Environment
Arabinda Mridha	Ph.D - 2004	Commerce
Nilanjan Chaki	M.Phil - 2010	History
Pratik Singh	M.Phil - 2011	Hindi
Anuradha Banerjee	M.Phil - 2011	Economics
Debalina Bhattacharya	M.Phil – 2012	History
Kakoli Sengupta	M.Phil – 2014	English
Shilpa Nandy	M.Phil – 2007, Submitted Ph.D Thesis- 2015	Political Science
Rudraksha Pandey	Submitted Ph.D Thesis- 2015	Hindi
Kaju Kumari Shaw	Submitted Ph.D Thesis - 2015	Hindi
Ekta Gupta	B.Ed - 2015	

The following teachers are pursuing their Ph.D / M.Phil

Name of the teacher	Ph./ M.Phil	Subject	University
Nilanjan Chaki	Ph.D	History	Kalyani University
Debalina Bhattacharya	Ph.D	History	Calcutta University
Arup Bhattacharyya	Ph.D	Political Science	Jadavpur University
AnamikaNandy	Ph.D	History	Calcutta University
Jayeeta Mullick	Ph.D	Library Science	Calcutta University
Sheuli Biswas	Ph.D	Education	Calcutta University
Raja Ghosh	Ph.D	Geography	Calcutta University
Saikat Dutta	M.Phil	Commerce	Kalyani University

Minor Research project			
Name of the teacher	Subject	Funding Agency	Completed / Applied
Shilpa Nandy	Political Science	UGC	Completed - 2014
Raja Ghosh	Geography	UGC	Applied – 2015
Sheuli Biswas	Education	UGC	Applied – 2015

Major Research project			
Name of the teacher	Subject	Funding Agency	Completed / Applied
Shilpa Nandy	Political Science	ICSSR, New Delhi	Applied – 2014, under consideration, letter received

The following teachers, Part Time Teachers and guest Teachers qualified NET after joining college – **Debalina Bhattacharya, Prateek Singh, Nilanjan Chaki, Ekta Gupta.**

It needs to be added that not only are teachers encouraged to pursue higher studies even non – teaching staff are encouraged to do so. The Library clerk of the College, *Sri Sujit Deb completed his completed his B.Lib.Sc from Rabindra Bharati University in the year 2006 and M.Lib.Sc in the year 2014 from Netaji Open University.*

- **Community Engagement**

    The NSS wing of the college is engaged in doing community service. Apart from the work done by NSS the Students' Union organizes blood donation camps, health check up camps.

- **Human resource management**

    The college does not have a stated HR policy but follows the HR policy as mentioned in Calcutta University Statute and also policy declared by West Bengal Government.
    However human resource management is based more on tapping the expertise of teachers and non – teaching staff of the college for the benefit of the institution. Teachers not only perform in their academic area but they also have skills in other areas which the college tries to utilize.

- **Industry Interaction**

    The final year students honours students of the department of commerce is expected to submit a project for which they have to interact with industry. For the benefit of all the students of the college the Career Counseling Cell and Placement Cell arrange interviews with different

companies. Many organizations also give presentation of courses related to the job market. The college arranged Career Fair where different companies put up stalls in the college and interacted with the students. Students from other colleges were also invited.

6.2.5 How does the Head of the institution ensure that adequate information(from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The college collects feedback from the students of outgoing year. This evaluation form encapsulates all the areas of the college – teachers, non – teaching staff, library, infrastructure provided, support mechanism. This evaluation report is place in meeting of Governing Body.

Principal visits departments and collects feedback on teachers' performance in class. Not only does he enquire about the quality of teaching imparted he also makes it a point to ask whether students get timely help and support from their respective teachers. He makes a note of all the problems faced by the students and these are taken up in department's meeting with the Principal.

Teachers maintain their departmental academic record book. Each teacher keeps information on topics taught. This is a daily record book. Principal checks this record book and sees if parity is maintained between what is written in academic calendar and what is noted in academic record book.

Every year the college arranges Parents – teachers' Meet. In these meets direct interaction takes place between parents and Principal. Parents come up with certain suggestions and these are recorded and college tries to incorporate these suggestions if possible.

Meetings of Teachers' Council also are effective in the development of the college. Resolutions of all academic discussions are forwarded to the Governing Body for approval.

All these steps help Principal and management of the college to keep track of teaching learning that takes place in college.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

An institution can progress only if there is inter – dependence among management and staff. This college works on this principle. Teachers, non – teaching staff and students are not only part of administration by virtue of being members of Governing Body but these sections of the college are also involved in different committees and cells that exist in the college. Therefore a teacher or a non – teaching member is not only operational in his or her area of work for which s/he got appointment but is also an integral part of development of college.

As stated earlier the representatives of Students' Union also takes upon themselves the responsibility of development of the college.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Date of GB meeting	Agenda	Status of Implementation
04.08.2014	1. Filling up of the post of lady attendant and guard	Proposal under consideration of the government
	2. Utilization of XII Plan UGC Grant	Mostly utilized
	3. Recommendations of Finance sub committee	Implemented
	4. Re – accreditation by NAAC	In process
	5. Apparent anomalies in Merit List	Sorted out
	6. Lawyer's Notice Writ Petition 16658 (W)	
	7. Letter by non – teaching staff	Action taken there on
05.11.2014	1. Repair & renovation of college building	Work in progress
	2. Utilization of XII Plan UGC Grant	Mostly utilized
	3. Re – accreditation by NAAC	In process
	4. Filling up of the post of clerk	Proposal sent to government
	5. Audit report of 2011-12	Report approved
	6. Accounting work of 2013-14	Progress checked
	7. Appointment of Librarian	Recommendation of West Bengal College Service Commission approved
06.02.2015	1. Utilization of XII Plan UGC Grant	Mostly utilized
	2. Repair & renovation of college building	Expenditure approved
	3. Progress of Provident Fund	Steps taken for updating PF accounts
	4. Approval of Audit Report 2013-14	Report approved
	5. Approval of Audit Report of DDEVU - 2013-14	Report approved
	6. College accounts of current year 2014-15	Progress checked
	7. Joining of Librarian	Approved
	8. Maternity leave of Librarian	Granted
	9. Change of surname of Librarian	Forwarded to Government
	10. Filling up of the post of non – teaching staff	Principal is authorized to take steps as per rule
	11. CAS of teachers	Steps taken for expediting the matter

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

Yes. But we are yet to make such a proposal.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The college has Students' Welfare Committee and Women Cell to look after the grievances and complaints made by students.

The Parents – teachers' Meet also serve as an effective Redressal system.

The Students' Union body also looks after the welfare of the students and approach Principal whenever there is requirement for Redressal.

The Evaluation of College by Third Year Students also is very effective. Based on the feedback given by the students of college changes its strategies and this helps to promote better relationship between college and stakeholders.

6.2.10. During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No court case in college.

6.2.11. Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, the college has a mechanism for analyzing student feedback on institutional performance.

For the last three years the IQAC of the college is conducting Evaluation of College by Students. The final year,i.e. the third year students of the college make an evaluation of the college. They rate the infrastructure, office staff, library, their respective teachers, the facilities provided to them, college administration, Students'Union. This holistic evaluation gives the college an idea what we still need to do to serve our primary stakeholders better.

All the members of the college welcomed this evaluation and even accepted the ratings given to them. We became aware of the areas where we had to improve. Service is like an ever widening horizon and there is nothing called perfect service. Needs and requirements are always changing. So, all our efforts are routed in making continuous changes according to the needs of our students and ensuring development for the betterment of the college.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The college makes arrangements for teachers to go for Refresher Courses, Orientation Programmes, Summer Schools, to attend seminars and workshops, both as and paper presenters and resource persons.
Teachers who have attended RC / OP / Summer School in last five years

Teachers who attended RC /OP / Summer School in	2011	2012	2013	2014	2015
RC	3	3	1		
OP	2		1	1	2
Summer School					1

Three Teachers, Prof. Anamika Nandy of History Department, Prof. Shilpa Nandy of Political Science Short Term Course conducted by ASC, JNU in November 2012. Prof. Shubhra Upadhyay of Hindi Departement also attended similar courses

The college also sees that departmental seminars, extension lectures are arranged both for the benefit of the students and teachers.

Teachers not only participate in programmes related to their academic area but are also encouraged to attend seminars and workshops related to their extended activities. For example the teacher involved in NSS is asked to attend any training given in this respect. The teacher in charge of IQAC attends workshops on IQAC.

Not only are teachers encouraged to enhance their professional development the non – teaching staff of the also take trainings from time to time. In the recent past the following non – teaching staff undertook trainings -
- Sri Gora Chand Banduri attended a training given by Calcutta University.
- Sri Sanjoy Ganguly and Sri Gora Chand Banduri got trained by Cybersoftec.com in 2011 when the college computerized the admission process.
- Cybersoftec.com also trained the library staff when they installed a specially designed a library software.
- SB Creation gave the office staff, especially Sri Gopal Mukherjee and Sri Sanjoy Ganguly training on how to handle 'on line admission' in 2015.
- COSA (Computerization of Salary Account) training given to Sri Gora Chand Banduri

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The Governing Body of the college encourages teachers to participate in RC / OP /Seminars / Workshops and any other training beneficial for the well being of the college. However the management is very clear on the issue that whenever a teacher enrolls himself / herself in any such programme the respective teacher is to see that departmental classes are not hampered. Alternative arrangement needs to be made and information must go to the students.

Another strategy adopted by the management of this college is that training related to technical issues are not only given to the office staff but some of the teacher members are also involved in it. For example the training on COSA was also given to *Prof Anamika Nandy and to Prof. Sheuli Biswas (Adhikary).*

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Each department has its own Academic Record Book. Teachers maintain their academic performance in this book.

Principal visits the departments from time to time. He takes feedback from the students about the quality of teaching, syllabus completion, teacher's involvement in students' academic growth, etc. All these are discussed in departmental meetings.

Parents – teachers' Meet is another medium to get feedback from our stakeholders, parents / guardians. Suggestions received are recorded in detail and taken up at different levels of meetings.

The IQAC of the college conducts an evaluation of college done by third year students of the college. The report is placed in meetings of IQAC and Governing Body. An analysis is made on the basis of report prepared by IQAC. As this evaluation encompasses all sectors of the institution the college is able to get a total performance appraisal.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The outcome of such reviews is that the college is able to identify areas which need immediate focus. Strategies to improve are discussed at different levels – Governing Body, Teachers' Council, Departmental meetings, meetings between Principal and office staff. Any change initiated is communicated to the students through 'college notice board' and 'students' notice book.'

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The different Welfare Schemes in the college are –
- ✓ Provident Scheme - as per rule of Government of West Bengal every substantive employee has to make Provident Fund contribution. 100% of employees benefit from contribution to PF. If needed an employee can take loans from Provident Fund. In last five years 8 non – teaching staff have taken loan from PF and 4 teachers (including Principal) have taken loan from PF.
- ✓ Group Insurance – 100% of teaching and non – teaching staff benefit from this scheme during the time of their superannuation.
- ✓ Festival Advance – the college has a welfare scheme called 'festival advance'. Full time employees of the college and Government approved Part Time Teachers can avail this facility. Those who want to take festival advance submit a written application just before Durga Puja. As per resolution of Governing Body Rs. 12000/- is given as advance to the applicants. All the full time non – teaching staff take this advance and about 25% of teachers benefit from this.
- ✓ Staff Entertainment - there is a system of allocating a percentage of college funds for the purpose of staff entertainment. This system started in 2014. All the staff of the college enjoy an outing.

✓ Scheme for casual staff – at present the college has three casual staff – two in Group D category and one in Group C category. Every year just before Durga Puja the college gives festival bonus to these three casual staff.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

As the salary of the teaching staff is paid by Government there is no scope for giving financial incentive. However college supports academic expansion of the teachers and supports them in all their endeavours by providing both freedom to work and infrastructural support. The atmosphere of our college is conducive to academic growth.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The college has the following mechanism to efficiently use its financial resources –
- Preparation of annual budget
- Monitoring of income and expenditure through an Internal Audit System
- Regular check up of the same by Finance Committee of the college followed by placing of the same in meeting of Governing Body.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The college conducts both internal and external audit.
- Internal Audit – an internal auditor is appointed by the Governing Body of the college who, from time to time, submits his report to the Principal and the same is placed before the GB by him.
- External Auditor – an external auditor is appointed by the Government who submits his report annually. Last audit was done for the year 2013-14 and no major audit objections have been found.
- CAG Audit Report -   A team from The Comptroller and Auditor General of India visited college on 15-16th February 2012.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major sources of income of college are as follows –
- Students Fees
- State Government Grant
- Grants from UGC
- Miscellaneous Sources

We manage our income and expenditure in such a well balanced manner as there can be no deficit.

Audit Statement for last four years

2010-11

Items	Income	Items	Expenditure
Admission & other Fees	2350491.00	To Advertisement	76440.00
By Interest on FD	111196.00	To Book Binding expenses	3555.00
By Tuition Income	566396.00	To Audit fee	300.00
By Fine Received	1852.00	To Bank charges	1755.00
By Salary Grant	8898928.00	To Conveyance charges	18920.00
By Salary Arrear	309830.00	To Cost of Form (CU)	10700.00
By Bank Interest	33781.00	To Depreciation	376699.00
By Distance Education Fee	81500.00	To Electric charges	43710.00
By Vidyasagar University	881832.00	To Electric maintenance	5770.00
By ICFAI Exam	45462.00	To Fuel charges	745.00
		To Festival Advance	55000.00
		To General charges	23211.00
		To Geography Excursion expenses	37000.00
		Canteen Subsidy	8000.00
		To Career Counseling Cell	2366.00
		To Inter – college Athletic Meet	1100.00
		To Journals & periodicals	40001.00
		To Other examination Fees	60.00
		To Picnic expenses	13000.00
		To Repairing & maintenance	130731.00
		To Seminar expenses	126300.00
		To Sports & games	4800.00
		Refreshment expenses	4802.00
		To Remuneration	547092.00
		Postage	218.00
		Printing & stationery	55010.15
		To Software development charges	2000.00
		To salary	266300.00
		Salary, Casual staff	51625.00
		To salary (arrear)	1356756.00
		To Staff salary	8999238.00
		To website development expenses	5500.00
		To telephone charges	20236.00
		To Students' Union	110540.00
		To Calcutta University Fees	332870.00
		To Legal charges	37600.00
		By Excess of Income over expenditure	511318.60

2011 – 12

Items	Income	Items	Expenditure
Calcutta University Fees	814,379.00	Calcutta university Fees (Remittance)	598,501.00
Admission & other Fees	2,247,226.00	Arrear Salary	707,523.00
Income from conducting other exams	13,530.00	Salary to Staffs	9,732,525.00
Income from Vidyasagar University (Net)	136,213.50	Salary to Guest Lecturers	269,600.00
Salary Govt. Grants	9,663,836.00	Leave Salary	143,210.00
Arrear Salary Govt. Grants	850,735.00	Salary to NTS (casual)	67,600.00
Miscellaneous Receipts	1,321.50	Building Repair and Maintenance	52,860.00
Interest on Fixed Deposits	236,930.00	Conveyance	6,585.00
Interests on Saving Bank A/Cs	160,650.00	Printing & Stationery	105,430.00
UGC	950,874.06	Canteen Subsidy	9,600.00
		Career Counselling	43,210.00
		College Annual sports Meet	15,000.00
		College Examination expenses	9,194.00
		Electric repair & maintenance	15,345.00
		Furniture Repair & maintenance	24,168.00
		General expenses	61,983.50
		Geography Excursion expenses	172,280.00
		Legal charges	13,515.00
		Library audit fees	8,000.00
		Library Maintenance charges	14,054.00
		Machinery Repair & maintenance	7,610.00
		NSS	14,000.00
		Other expenses	43,445.50
		Remedial Class expenses	74,000.00
		Seminar expenses	49,881.00
		Travelling allowance	46,000.00
		Telephone expenses	21,397.00
		Electric charges	52,570.00
		Computer maintenance	36,875.00
		Annual social expenses	109,000.00
		Advertisement	69,699.00
		Bank charges & interests	30,809.00
		Accounting charges	11,000.00
		Depreciation	555,682.00
		Audit Fees	5,000.00
		Excess of Income over Expenditure transferred to Capital Fund	927,668.10

2012-13

Items	Income	Items	Expenditure
Calcutta University Fees	613,992.00	Calcutta university Fees (Remittance)	610,818.00
Admission & other Fees	3,016,843.00	Arrear Salary	1,298,723.00
Income from conducting other exams	687	Salary to Staffs	9,865,019.00
Income from Vidyasagar University (Net)	733,148.00	Salary to Guest Lecturers	470,410.00
		Salary to Contractual staffs	64,333.00
Salary Govt. Grants	10,669,073.00	Remuneration to Faculty	65,000.00
Arrear Salary Govt. Grants	344,816.00	Salary to NTS (casual)	78,000.00
Miscellaneous Receipts	56,985.00	Building Repair and Maintenance	59,200.00
		Salary to Staffs (VU)	27,800.00
Interest on Fixed Deposits	370,000.00	Conveyance	5,854.00
Interests on Saving Bank A/Cs	199,648.00	Printing & Stationery	143,457.00
Donation Received	59,750.00	Canteen Subsidy	9200.00
UGC	1243414.00	Career Counselling	5,500.00
		Games & sports Meet	15,097.00
		College Examination expenses	67,045.00
		Electric repair & maintenance	13,975.00
		Furniture Repair & maintenance	36,620.00
		General expenses	18,250.00
		Geography Excursion expenses	274,500.00
		Legal charges	9,860.00
		Ceremonial function expenses	51,373.00
		Library Maintenance charges	25,812.00
		Machinery Repair & maintenance	13,056.00
		Bonus	23,508.00
		Festival Ex Gratia	10,000.00
		C U JMC practical exam	6,015.00
		Physical Education Practical exam	150.00
		ICFAI University exam	13,900.00
		Seminar expenses	62,920.00
		Travelling allowance	
		Telephone expenses	13,429.00
		Electric charges	79,200.00
		Computer maintenance	38,705.00
		Annual social expenses	105,280.00
		Advertisement	33,226.00
		Bank charges & interests	31,680.56
		Accounting charges	11,000.00
		Interest on Income tax	1157.00
		Interest on Professional tax	3,320.00
		Group Insurance claim	10,485.00
		Oil & fuel expenses	520.00
		Refreshment expenses	14,493.00
		Students' Union expense	67,000.00
		Puja expenses	50,000.00
		Postage	444.00
		Training programme expenses	28,000.00
		Newspapers & periodicals	2,450.00
		Depreciation	542,535.00
		Audit Fees	5,000.00
		Excess of income over Expenditure transferred to Capital Fund	1,681,622.44

2013-14

Items	Income	Items	Expenditure
Calcutta University Fees	400,465.00	Calcutta university Fees (Remittance)	309,654.00
Admission & other Fees	2,649,254.00	Arrear Salary	1,491,955.00
Income from conducting other exams	6,900.00	Salary to Teaching Staffs	7,766,475.00
Income from Hall Rent	5,000.00	Salary to Guest Lecturers	545,005.00
	10,939,729.00	Salary to Contractual staffs	2,015,174.00
Salary Govt. Grants		Salary to NTS (casual)	2,143,984.00
Arrear Salary Govt. Grants	2,708,278.00	Remuneration to Faculty	173,750.00
Miscellaneous Receipts	143,405.00	Salary to Security Guard	4,212.00
		Printing & stationery	147,504.00
Interest on Fixed Deposits	516,404.00	Canteen subsidy	3,968.00
Interests on Saving Bank A/Cs	315,558.00	Building Repair & maintenance	208,493.00
Donation Received	18,500.00	All Bengal Principal Council	1,500.00
Leave Salary Allowance	630,528.00	Conyeyance	9,891.00
UGC	938,138.00	Project expenses	61,500.00
		College examination expenses	106,502.00
		Festival ex- gratia	16,600.00
		Furniture Repair & maintenance	6,110.00
		Games & sports expenses	20,240.00
		General expenses	43,434.00
		Geography excursion expenses	177,500.00
		Legal charges	5,101.00
		Ceremonial function expenses	335,105.00
		Library Maintenance charges	42,984.00
		Financial assistance to Handicapped TS	69,000.00
		Meeting expenses	1,204.00
		Group Insurance claim	89,231.00
		Oil & fuel expenses	1,922.00
		Refreshment expenses	16,843.00
		Seminar expenses	18,250.00
		TA / WA expenses	70,590.00
		Postage	1,158.00
		Telephone expenses	14,599.00
		Electric charges	159,454.00
		TB Seal Remittance	360.00
		Computer maintenence	52,541.00
		Newspapers & periodicals	5,624.00
		Advertisement expenses	98,655.00
		Bank charges & interests	27,317.37
		Accounting charges	11,000.00
		Depreciation	605,727.00
		Audit Fees	5,000.00
		Excess of Income over Expenditure transferred to Capita Fund	1,448,904.63

Reserve fund available with the college

Fixed Deposit No.	Amount
FD 10877216724 – Bank of Baroda	10,00,000.00
FD 31965295699	12,80,849.00
FD 32038272102 – ODA/C	10,00,000.00
FD 32038285338	6,40,254.00
FD 32038286115 – ODA/C	10,00,000.00
FD 32432068018 – VU	5,00,000.00
FD 33084852034	10,00,000.00
FD 33084998517 – VU	5,00,000
FD 340300012988	5,00,000.00

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The college has received grants from M.P. LAD. Grants received have been utilized for the purpose for which they were recieved.
- A grant of Rs 75000/- was received from Sri Md. Salim in the year 2005.
- A grant of Rs 5,00,000/- was received from Hon'ble Minister Sri Sudip Bandopadhyaya for the purpose of building development. This grant did not directly come to college. It was utilized through Calcutta Corporation.
- The college also tries to generate resources by providing space to conduct different exams on Sundays.
- The College also received grants from Ministry of Consumer Affairs, West Bengal MLA, Hon'Ble Minister Sri Sadhan Pandey to hold awareness campaigns related on consumer rights and acts.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The college has an Internal Quality assurance Cell. This Cell was formed after NAAC Peer Team visit in February 2007. In keeping with the vision and mission of the college the IQAC also tries to follow the objectives envisaged by the college.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

Since its formation in 2007 the Cell has tried to improve the quality of service to the stakeholders. For this purpose it took certain decisions like –

- Initiating a system of evaluation by the students of the institution
- Ensuring quality input of students during admission to get better result
- Opening of different committees or cells to facilitate academic and administrative work
- Computerization of college office and library
- Promotional benefit of teachers
- Shifting the Teachers'' Room to a bigger location.
- Providing infrastructure support to the departments like almirahs, laptops, books, projector.

The Cell communicated to the Principal about the decisions taken by the members at different meetings. Most of the above mentioned points have been implemented but as space remains our major constraint shifting the staff room to another location within the college campus has not been possible. Being too much strict about marks during admission still remains a distant possibility as the college still cannot compromise student intake.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

The IQAC has external members. They are members of our Governing Body and local Councillor. As they are very busy they cannot attend our meetings but they are very supportive of the work the Cell does.

d. How do students and alumni contribute to the effective functioning of the IQAC?

Our Alumni Committee is now in the process of getting registered under West Bengal Societies Act, 1963. After the process gets completed the alumni will play a more fundamental role in the development of the college. However, when they come for any programme they do enrich the college with their suggestions which the Cell keeps in mind in its meetings. The General Secretary of the college is member of Cell and attends meetings.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC of the college has as its members the principal of the college, teaching and non teaching staff, library staff, external Governing Body members and students' representative. The coordinator of the Cell communicates to the other members about meetings.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

The vision which the college upholds is clearly translated into both its academic and administrative areas. Quality is maintained both in the academic performance of the departments and also in the general administration of the college. As we are still in our developing phase the college is continuously revising its stated objectives in keeping with the requirements of the time.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Trainings to the staff of the college is twofold - academic trainings like Refresher Courses, Orientation Programmes, Summer Schools, seminars, workshops, extension lectures. Administrative trainings include participating in trainings required for running different committees and cells existing in the college.

It needs to be pointed out that the college follows a system of participative management. In this system the teaching faculties apart from their regular academic trainings are also given trainings related to administrative issues. Teachers took trainings on running the admission software, on line admission process, COSA.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The college has not undertaken Academic Audit in the recent past. However in 2003 an Academic Audit was done in college by Calcutta University.

However the college has its own internal academic audit practice. Every department maintains its own academic record book which is in compliance with the academic calendar distributed at the beginning of the academic year. The departmental heads ensure that the teaching faculties of their department keep a detailed record of the topics taught in the class. Principal checks this record book from time to time. Moreover the Principal visits the departments and gathers feedback about the quality of teaching, syllabus completion and service rendered by the faculties to their students.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The Internal Quality Assurance Cell was formed following the guidelines of NAAC. This Cell, in its functioning, adheres to the objectives stated by NAAC.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The following mechanisms are practiced by the college to ensure teaching learning outcome.

- Academic record book is maintained by each department and entries are regularly made in it by respective departmental teachers. Principal of the college checks this departmental record book.
- Departmental visit by Principal. He categorically lists grievances, if any, of the students and all these are discussed in departmental meetings.
- Annual parents – teachers' meet is also a system of checking the teaching learning process. Parents / guardians interact freely with Principal and their suggestions are incorporated.

- The Internal Quality Assurance Cell conducts an annual Evaluation of College by the students of third year. This evaluation covers all the core areas of the college – teaching learning, college office, college library, college administration, infrastructure, Students' Union, facilities, and extension activities in the college. The report prepared by this Cell is placed before the Governing Body of the college and actions are initiated on the basis of the report.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The quality assurance policies are communicated to the students in the following ways –
- The prospectus distributed to the students at the beginning of the academic session contains the objectives of the college.
- Principal's address in the inaugural session at the beginning of every academic session. In his address he once again reiterates the quality policies of the college.
- In our parents – teachers' meet the Principal interacts with the guardians and these meets are very fruitful.
- Relevant notices/circulars are displayed on the college notice boards, websites.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

Criterion 6 Governance, Leadership and Management	
Recommendations	Implementations
✓ Higher percentage of budget to be allocated for academic facilities	Departments have been provided with laptops and other equipment
✓ Generating more resources	The college is trying to generate fund by renting space on Sundays to different government and non government offices for conducting exams. Fund is also generated from DDEVU.
✓ Filling up vacant teaching posts	Already six teaching posts have been filled up in 2010. The college has sent an application to Education Directorate to create more teaching posts in different subjects.
✓ Shifting the evening Commerce section to the day shift	The evening shift commerce department has been merged with the day and now the college functions as day college.

KBCC

**SELF STUDY REPORT
FOR RE-ACCREDITATION**
SECOND CYCLE

Criterion VII
Innovations and
Best Practices
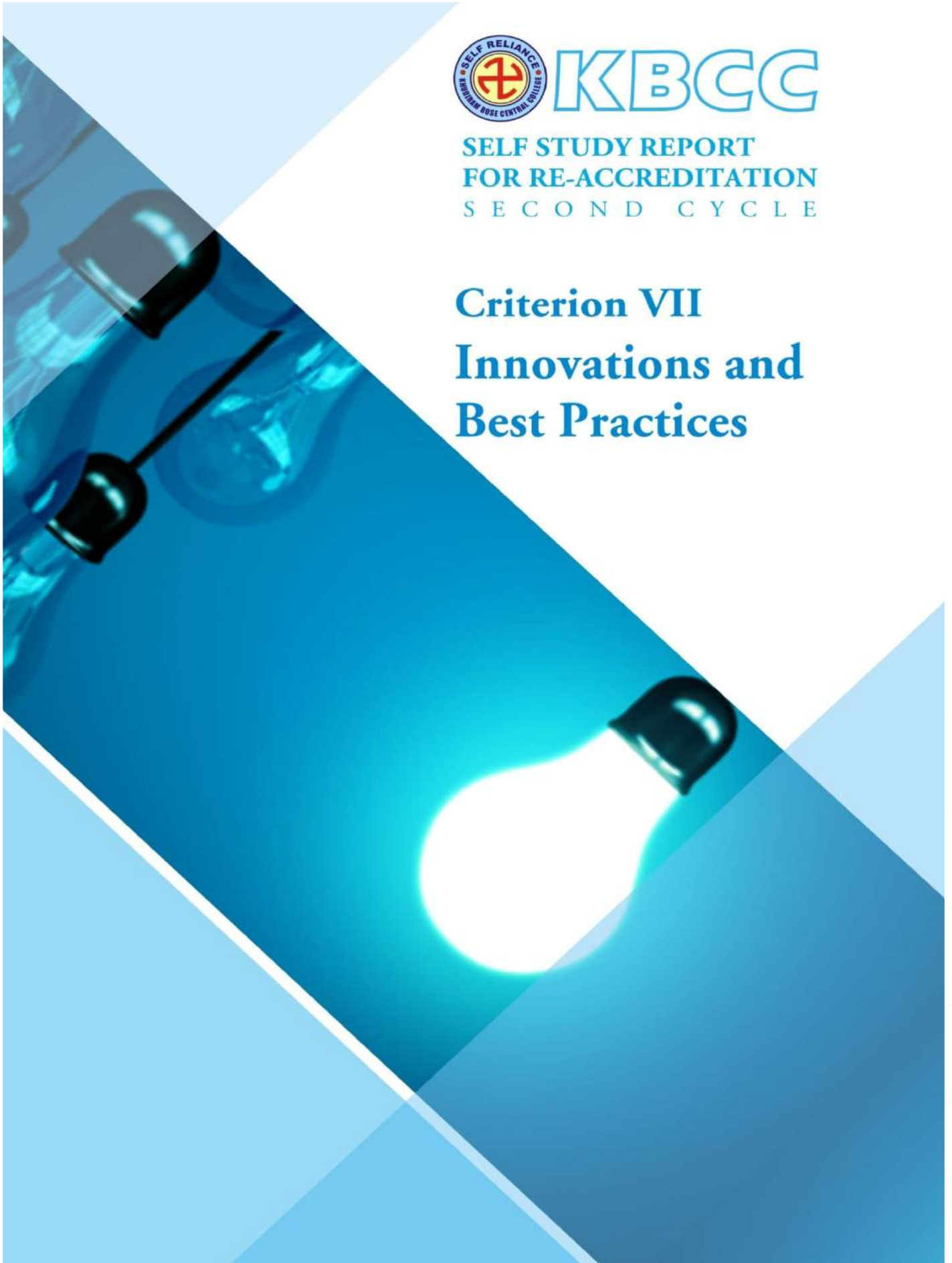
‘Changes call for innovation, and innovation leads to progress’ … **Li Keqiang**

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The college has not conducted a Green Audit formally but measures have been taken to make the college campus eco friendly.

7.1.2 What are the initiatives taken by the college to make the campus eco friendly?

Khudiram Bose Central College is located on Bidhan Sarani. This road happens to be an important connector to local railway station and metro station. The traffic on this road is always very dense. This serves both as an advantage and a disadvantage. As this road connects to railway stations students find it convenient to avail this mode of transport. Apart from railway there are multiple numbers of buses running on this street that connects different places of the city and even the suburbs. However due to this very reason this road remains congested all the time and pollution is a severe concern for us. The college campus at present cannot boast of a garden or open space as space remains our one nagging problem. In such a scenario the college is seriously confronted with the challenge of making this campus eco friendly. Some steps have been initiated in this regard.

- The college has been made no smoking zone
- Chewing and spitting of items like gutkha have been banned and if anyone is found doing so is reprimanded
- Spilling of garbage here and there is not allowed and for this purpose dustbins have been placed at strategic locations.

The college has plans to make the campus green. After the renovation and repair of the building there are plans to plant trees and the NSS wing of the college will work in this respect. In fact at present we can take some pride to say that a very small area has been acquired right in front of the college and trees have been planted there. It is well maintained. Besides adjacent to the staff room a small space has been identified and effort is been made to transform it into a terrace garden. There are serious considerations to include green within the college campus.

Though we do not have things like water harvesting, use of renewable energy, check dam construction, hazardous waste management, e-waste management, we do practice **waste paper management**. Old newspapers, old answer scripts and other papers not required are disposed off at regular intervals. Though it is too early to commit the college may plan solar energy as the rooftop is quite big.

Environment consciousness is now mandatory part of third year syllabus. The idea in making environment study a component of final year syllabus is to inculcate in the students awareness about their environment and the consequences of mishandling the environment.

Innovations
7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college is continuously trying to find methods to improve it. As self reliance is our motto we are always in search of techniques to imbibe into the students how to be self reliant. Self reliance is both academic as well as administrative. In the academic sphere certain steps have been implemented

- Each department has its own **academic calendar** distributed to the students at the beginning of their session

- Apart from specified Calcutta University exams each department frames its own **evaluation pattern**. The departments follow a system of continuous and comprehensive evaluation so that the teachers are able to monitor the progress of the student. Unit tests are conducted on a regular basis.

- The Career Counseling and Placement Cell arranges Career Fair -- *Udaan* for students to become acquainted with the best institutes they can avail after their undergraduate studies or while pursuing their unddergraduate studies.

- In the recent past some departments have started organizing **departmental extension lectures**. A subject expert is invited to give a talk on a topic from the syllabus to the departmental students. Such lectures took place in the departments of Political Science, Commerce, English, Bengali AND Journalism and Mass communication.

- Departments also organize **workshops** for their students. The department of Journalism and Mass Communication conducted two workshops titled "Edit the Piece" and "Reporting". The former was done by Sri Joyjeet Ghosh of The Telegraph and the latter was by Sri Soumen Dutta of Hindustan Times. This department also has its own video library. Students enjoy the luxury of watching reputed films and discussions are held after that. In fact this department is bestowed with the responsibility of video recording any event that takes place in college. It is needless to say that the students of this department do a very good job. This department has included in its academic calendar "**Departmental Day**". This is really unique in the sense that on this day the students of all the three years meet and the day in spent in fun and laughter. This gives the students strength to work. The junior students also take guidance from their seniors relating to preparation for exam. The Day is observed every year on the last day before puja vacation. On this day this department normally publishes its wall magazine. This rapport between the students of all the three years in noticed in the farewell arranged by the first and second year students for the outgoing third year students.

- Different departments arrange seminars where the students are asked to make **paper presentations**. This is done with the idea to motivate the students to do research work. Education, History, Hindi Departments have been successful in this regard.

- Every year on 31st July Hindi Department organizes **Munshi Premchand Jayanti**. An expert is invited to give a talk on any aspect of Premchand's writings. Last year Munshi Premchand's famous short stories, *Buri Kaki* and *Kafan* were enacted by the famous Thespian Uma Jhunjhunwala. This department also observes Hindi Divas on 14th September.

- The Department of Bengali is very conscious about observing **Bhasa Divas** on 21st February each year. This department also arranges programmes on Pacishe Baishak and Baishe Shrabon on occasion of Rabindra Jayanti (to celebrate the birthday of Rabindranath Tagore) and Death anniversary of the poet respectively.

- Most of the departments arrange **education tours** for their students. These tours take place either at places related to a student's academic area or any place which is not directly related to his/her academics but helps to enrich his/her knowledge. The department of English, Political Science, Journalism and Mass Communication took the students to Birla Science Museum. The students enjoyed the various science shows as it was something new to them. The departments of *Political Science, Journalism and Mass Communication. Education and Hindi visited Bidhan Sabha of the state. Also the department of Political Science and Education visited Belur Math. The students of History with their faculties visited Indian Museum. The department of Education visited Vivekananda's Ancestral Home located on Bidhan Sarani.*

- Each department maintains its own **academic record book**. Every day the teachers of the departments write down the classes taken by them and topics discussed. This record book is very useful as it serves as ready reference for the teachers of the department. At any point of time teachers can see what has been taught by the other teacher/s of that department.

- **Inter departmental classes** form a basic part of each department's routine. Teacher of one subject is asked to take one or two classes of another department, provided that the area to be taught is common to both the departments. Teachers from Hindi and Bengali departments are invited to take classes for third year English honours Students as there are English translations of poems by poets of Hindi and Bengali literatures. The department of Political Science and Journalism also plan to hold such inter departmental classes from the next session.

- English department arranges **cinematic rendition of the texts** which are part of the syllabus. Such visualization helps the students to understand their texts better. The department of Political Science also organizes film show for the students. However this is not just restricted to this department, students of other departments also are invited.

- The department of Hindi adopted a new method of teaching – **dramatized presentation of any piece** from novel or drama specified in the syllabus.

- From 2012 the college started a system of **awarding the meritorious students**. Awards are given under two heads – special awards sponsored by members of the college and general awards funded by college.

- Some of the departments have their own **wall magazines** –
  o Bengali --- *Bangla Bibhagio Patrika*
  o Commerce -- *Saptaparni*
  o Education -- *Educatum*
  o English – *Chokher Aloy – Beyond Vision (Departmental Magazine)*
  o Hindi – Abhivyakti(published on occasion of Munshi Premchand Divas and Hindi Divas, observed on 31st July, 14th September respectively).
  o History – *Uttaran*
  o Journalism and Mass Communication – *Diganta*
  o Political Science – *Agradut*

- The college has its own **ISSN NO. 2454 5279.** Academic journal called *'Pragya' has been published* with this number recently. Since the last two years the college stated publishing its annual Newsletter – *KBCC Newsletter.*

- The Career Counselling and Placement Cells of the college also publishes their report.
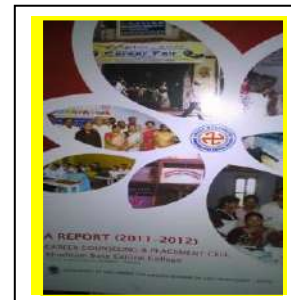
- The college also has published its activities in a form of photo album *Journey Through Lens*.

- The college organizes the annual Khudiram Bose Memorial Lecture to commemorate the death anniversary of our founder Principal Khudiram Bose. This lecture is held every year on 15th December. This lecture stated 2011 onwards. Till date the following lectures have taken place-

➤ 2010 – Lecture on '*Acharya Prafulla Chandra Roy*' by Dr. Aparajit Basu
➤ 2011 – '*Water in Crisis*' by Dr. Kalyan Rudra, scientist and water expert
➤ 2012 – Dr. Siddharta Majumder, Chairman of College Service Commission, West Bengal.
➤ 2013 – '*Parliamentary Democracy in India – the Challenges*', by Prof. Bimal Shankar Nanda, Associate Professor, Political Science, Charu Chandra College, Kolkata
➤ 2014 – '*The Cosmic World*' by Dr. D.P Duari, Director of Birla Planetarium, Kolkata

Administrative Innovations

Administration is an integral part of the college. Without proper administration academics cannot flourish. Administrative innovations can be categorized into – general administration and departmental administration.

Departmental Administration

❖ Every year 'teachers – parents meet' is held in December. Parents / Guardians are informed about the date well in advance. Generally this meet is arranged on a Saturday as most offices are closed on this day. This meet is very effective as parents / guardians get an opportunity to interact with the Principal of the college. Suggestions that come from parents / guardians are recorded and efforts are made to implement them, if possible. Teachers of each department inform parents / guardians about their ward's performance as well as attendance.

- ❖ The college is very serious about attendance of the students. The departments publish attendance chart on a regular basis. Calcutta University requires a student to have 75% attendance to appear in CU exam. However if a student has 60% attendance s/he can appear for CU exam after paying a fine. Departments try to ensure that a student has the required attendance.
- ❖ If a student continues to remain absent for a period of time without informing the college then a letter is sent to that student asking him / her to contact respective departmental in – charge within a certain time frame. If there is no response from that student then a letter is issued in that student's name informing him / her that his / her name has been struck off from the college register.
- ❖ Principal holds meetings with departments from time to time. In such meetings teachers inform him about their difficulties, if any, and Principal also gets an idea of how the department is functioning. He makes a note and it is forwarded to the Academic Council of the college for further deliberation.
- ❖ Principal also makes surprise visits to the different departments of the college. He interacts with the students and gets feedback from them about the department. Problems faced by the students are taken up during departmental meetings.
- ❖ Principal has asked the departmental teachers to make sure that the students wear their college identity cards round their necks when they are within college premises. This is done to arrest the entry of outsiders posing as students of the college.

General Administration

Just as the departments of the college function within a framework of rules to ensure maximum output in the same way measures are taken to see that the general administration of the runs smoothly.
- ❖ The college makes an effort to **generate revenue** by offering the college building as centers of different examinations. These exams, mostly related to jobs, are generally held on Sundays. The working of the college is not hampered.
- ❖ The salary of the staff of the college gets transferred to their respective account.
- ❖ In the best interest of its staff every year an **outing is arranged**. All the teaching and non teaching staff participates in this annual gathering. On that day the staff of the college forgets all tensions and is totally engrossed in fun and laughter. This gathering acts as a catalyst and gives us all renewed energy. It also serves as a means of bonding all the members of the college.
- ❖ A security guard is specially appointed for the purpose of **college safety**. He is posted at the main entry of the college and any outsider entering the college has to sign in. at present the guard at the college gate has been recruited from Zebra Security.
- ❖ As security is our prime concern **CCTVs** have been installed at strategic locations. The college has its own **fire safety device** and **water purifiers** have been installed at various locations to guarantee safe drinking water,
- ❖ Clean environment ensures healthy environment. Some students of this college have the bad habit of chewing guthkha and pan masala and spitting on the walls of the college. If any student is found doing this then s/he is fined. This has been effective as the rate of committing this nuisance has decreased.

❖ The Secretary of Teachers' Council, 2014-15, introduced certain innovations like –
  i)   Presented a Calendar containing pictures of different college activities on New Year to the members of the Council.
  ii) Letter box and E mail has been created which is placed in the Staff room
  iii) Separate e mail id: kbcc_tcs@gmail.com

7.3 Best Practices: (I)

Title of the Practice: Annual Awards

Goal

      Our motto of self reliance is a constant reminder of the commitment we have made to the society. In keeping with this broad vision we the teachers and non teaching members of the college sincerely want our students to utilize their three years of undergraduate learning in developing themselves. When a student performs to his satisfaction in an exam it gives him / her not only the motivation to sustain this performance but others also want to emulate that person. If, along with this there is some external motivation from the institution then the desire to achieve gets piqued. The system of award initiated in 2012 has been done with the core idea to motivate the students to make themselves better.

The Context:

      The matter was taken up by the Governing Body of the college. In a meeting of the Governing Body it was decided that award prizes to students of the college will be awarded on the basis of performance in Calcutta University exams as also on the basis of extra curricular activities if one wins laurels in university / Inter – college State level competitions.

      When it was decided that the college will felicitate students who have earned laurels at CU exam the decision encountered two challenges. First was what was to be the benchmark of such awards. Our students come from very humble backgrounds and there are some students who are still first generation learners. When Principal Khudiram Bose started this college in 1894 he wanted to serve the under privileged section of the society and dedicated his life in doing so. Though we have come a long way from that still some of our students just have the bare minimum marks criteria required for higher education. Our objective was to raise the standard of these students and to make them perform better. It was thought that if the award standard was set at a very low level then also students would not feel motivated enough to achieve success. Therefore such a standard had to be determined that would not frighten the students and at the same time would not seem an impossible target. The college Governing Body tried to come to a solution.

      The second challenge encountered was fund. The college Governing Body opined that for such a noble cause money would never be a barrier and asked Principal of the college to proceed with this plan. It was decided that a separate account, 'endowment fund' would be maintained for this purpose. A proposal was drawn up in this regard. The President of the Governing Body declared that he would donate a prize in memory of his mother.

The Governing Body of the college unanimously agreed that every year 15th December would be earmarked as Annual Prize Distribution Day. On that day Khudiram Bose Memorial Lecture is held in the college to commemorate the death anniversary of our founding father Principal Khudiram Bose.

The Practice and its Implementation:

As the general consensus was in favour of setting up a system of award for the benefit of the students the President of the Governing Body took upon himself the task of framing a structure within which this system was to operate. Certain rules and regulations were drawn up in a meeting held on 21.11.2012.

➢ Prizes will be awarded on the basis of results of Part III, Part II and Part I exam to Honours students securing highest marks in all the above examinations, provided the candidate has scored a minimum of 50% marks and cleared all the subjects.
➢ Similarly in the General category prizes will be awarded to candidates securing highest marks in Part III, Part II and Part I. The marks in the general category in Arts and Science will be calculated by adding the marks obtained by the candidate in three general subjects. In case of Commerce the marks obtained in all general subjects will be calculated. However candidate (s) will be eligible for such an award provided he / she has scored a minimum of 50%.
➢ Any candidate securing First Class in Honours will be awarded Gold medal. Any candidate securing with First Division will be awarded a special prize.
➢ The President of the Governing Body declared that the prize to which he is committed will be awarded to the "girl student securing highest marks" in Honours, among all subjects.
➢ The College Topper among honours students will be awarded Khudiram Bose Memorial Prize (Gold Medal).

FUNDING OF THE PRIZES

As per decision of the Governing Body an "endowment fund" will be launched by the College with Rs. 50,000.00 donated by the College as corpus fund.

An appeal will be made to the teachers, non – teacher staff, both past and present, and to the society at large for generous donation to this fund. Prizes will be awarded out of the interest earned on this fund.

APPROXIMATE COST OF PRIZES

Category	Part III	Part II	Part I
Honours	Rs. 500.00 each	Rs. 250.00 each	Rs. 250.00 each
General	Rs. 500.00 each	Rs. 250.00 each	Rs. 250.00 each
Khudiram Bose Memorial Prize	Rs. 1000.00 each	___	___

Many teachers of the college wanted to donate prizes in the memory of their family members. The distribution of prizes was categorized under two heads – general prizes funded by college and special prizes donated by individuals.

General prizes
- Highest scorer in the final year of each department, honours and general streams. Award includes prize + certificate + gold medal.
- Highest scorer in the second year of each department, honours and general streams. Award includes prize + certificate + silver medal.
- Highest scorer in the first year of each department, honours and general streams. Award includes prize + certificate + silver medal.
- Khudiram Bose Memorial Prize given to College Topper. Award includes prize + certificate + gold medal.

Special Prizes

Sl. No.	Name of award	Sponsored by	Awarded to
1.	Charubala Chaudhuri Memorial Prize	Sri Asok Chaudhuri, President of G.B	College Female Topper in Honours
2.	Nalinibala Dutta Memorial Prize	Dr. Subir Kumar Dutta, Principal	Highest marks in B.Com Honours
3.	Pandit Ramagya Prasad Dwivedi Memorial Prize	Dr. Shubhra Upadhyaya Dept. of Hindi	Female Topper in General stream
4.	Seema Nandy Memorial Prize	Prof. Shilpa Nandy Dept. of Pol.Science	Highest marks in Political Science Honours
5.	Deepak Krishna Bose Memorial Prize	Sriparna Dutta Dept. of English	Highest marks in English Honours
6.	Dilip Kumar Nandy Memorial Prize	Prof. Shilpa Nandy Dept. of Pol.Science	Highest marks in Political Science Hons. Part II
7.	Dr. Shrikant Upadhyaya Memorial Prize	Dr. Shubhra Upadhyaya Dept. of Hindi	Highest marks in Hindi Honours

Dr. Shubhra Upadhyaya is in charge of coordinating this programme.

Evidence of success

This idea of prize distribution triggered off with success. Student appreciated the college's effort to felicitate those who attained success at Calcutta University exam. This can be best seen from the charts provided.

TOTAL NO OF PRIZES (Session 2012 - 2013)

Category	Part III	Part II	Part I	Total
Honours	03	06	06	15
General	02	02	01	05
First Class	01	----	----	01
TOTAL				21

Students who received Awards 2012

Special Prize

Name of award	Awarded to	Student name and subject
Khudiram Bose Memorial Prize	College Topper	
Charubala Chaudhuri Memorial Prize	College Female Topper in Hons.	
Nalinibala Dutta Memorial Prize	Highest marks in B.Com Hons.	
Pandit Ramagya Prasad Dwivedi Memorial Prize	Female Topper in General stream	Sharmistha Dawn
Seema Nandy Memorial Prize	Highest marks in Political Science Hons.	
Dilip Kumar Nandy Memorial Prize	Highest marks in Political Science Hons. Part II	
Dr. Shrikant Upadhyaya Memorial Prize	Highest marks in Hindi Hons.	

General Prizes

Final year – Part III

Sl. No.	Name	Subject
1.	Tuhin Chakraborty	JMC Hons.
2.	Debojit Saha	B.Com. Hons.
3.	Sharmistha Das	Bengali Hons.
4.	Anil Kumar Shaw	B.Com. Gen.
5.	Sharmistha Dawn	B.A. Gen.

Part II

Sl. No.	Name	Subject
1.	Soham Das	Education Hons.
2.	Rikhi Gupta	English Hons.
3.	Sunanda Chatterjee	Geography Hons.
4.	Payel Bose	JMC Hons.
5.	Sandip Jana	Political Science Hons.
6.	Rohit Roy	B.Com. Hons.
7.	Nilotpal Dutta	B.Com. Gen.
8.	Susmita Kundu	B.A. Gen.

Sl. No.	Name	Subject
1.	Rakhi Dey	Bengali Hons.
2.	Santu Kar	Education Hons.
3.	Piyali Sengupta	English Hons.
4.	Rupam Deb	Geography Hons.
5.	Bratati Chakraborty	JMC Hons.
6.	Eti Saha	Political Science Hons.
7.	Sangita Biswas	B.Com. Hons.
8.	Rajluxmi Baruigupta	B.A. Gen

2013
TOTAL NO OF PRIZES (Session 2013 - 14)

Category	Part III	Part II	Part I	Total
Honours	6	7	7	20
General	3	3	----	6
First Class	1			1
TOTAL				27

Special Awards

Name of award	Awarded to	Student name and subject
Khudiram Bose Memorial Prize	College Topper	Rohit Roy, B.Com Hons
Charubala Chaudhuri Memorial Prize	College Female Topper in Hons.	Payel Bose, JMC Hons.
Nalinibala Dutta Memorial Prize	Highest marks in B.Com Hons.	Rohit Roy, B.Com Hons.
Pandit Ramagya Prasad Dwivedi Memorial Prize	Female Topper in General stream	Sushrita Majumder
Seema Nandy Memorial Prize	Highest marks in Political Science Hons.	Sandip Jana
Deepak Krishna Bose Memorial Prize	Highest marks in English Hons.	Rikhi Gupta
Dilip Kumar Nandy Memorial Prize	Highest marks in Political Science Hons. Part II	Eti Saha

Final Year – Part III

Sl. No.	Name	Subject
1.	Rikhi Gupta	English Hons.
2.	Samir Goswami	Education Hons.
3.	Konia Basu	Geography Hons.
4.	Payel Bose	JMC Hons.
5.	Sandip Jana	Political Science Hons.
6.	Rohit Roy	B.Com. Hons.
7.	Saptarshi Mallik	B.A. General
8.	Banani Chandra	B.Com. Gen.
9.	Avijit Pal	B.Sc. Gen.

Part II

Sl. No.	Name	Subject
1.	Piyali Sengupta	English Hons.
2.	Rupali Ghosh	Geography Hons.
3.	Bratati Chakraborty	JMC Hons.
4.	Eti Saha	Political Science Hons.
5.	Rakhi Dey	Bengali Hons.
6.	Juyel Ali	Education Hons.
7.	Rozit Prasad	B.Com. Hons.
8.	Pratap Kundu	B.Com. Gen.
9.	Prakriti Adhikari	B.A. Gen.
10.	Anirban Banerjee	B.Sc. Gen.

Part I

Sl. No.	Name	Subject
1.	Tumpa Das	Bengali Hons.
2.	Milan Ali Mondal	Education Hons.
3.	Soumita Dey	English Hons.
4.	Munmun Hensh	Geography Hons.
5.	Puja Shah	Hindi Hons.
6.	Sudipta Mondal	History Hons.
7.	Reema Bhaduri	JMC Hons.

2014
TOTAL NO OF PRIZES (Session 2014 - 15)

Category	Part III	Part II	Part I	Total
Honours	5	2	1	8
General	1	2	----	3
First Class	1			1
TOTAL				12

Special Awards

Name of award	Awarded to	Student name and subject
Khudiram Bose Memorial Prize	College Topper	Juyel Ali, Education Hons.
Charubala Chaudhuri Memorial Prize	College Female Topper in Hons.	Bratati Chakraborty, JMC Hons.
Nalinibala Dutta Memorial Prize	Highest marks in B.Com Hons.	Rozit Prasad
Pandit Ramagya Prasad Dwivedi Memorial Prize	Female Topper in General stream	Rajluxmi Baruigupta, B.A. Gen.
Seema Nandy Memorial Prize	Highest marks in Political Science Hons.	Eti Saha
Deepak Krishna Bose Memorial Prize	Highest marks in English Hons.	Piyali Sengupta
Dilip Kumar Nandy Memorial Prize	Highest marks in Political Science Hons. Part II	------
Dr. Shrikant Upadhyaya Memorial Prize	Highest marks in Hindi Hons.	-------

Final Year – Part III

Sl. No.	Name	Subject
1.	Piyali Sengupta	English Hons.
2.	Juyel Ali	Education Hons.
3.	Suparna Adhikary	Geography Hons.
4.	Bratati Chakraborty	JMC Hons.
5.	Rozit Prasad	B.Com. Hons.
6.	Rajluxmi Baruigupta	B.A. General
8.	------	B.Com. Gen.
9.	-------	B.Sc. Gen.

Part II

Sl. No.	Name	Subject
3.	Barsha Mahato	JMC Hons.
5.	Tumpa Das	Bengali Hons.
8.	Sanjukta Chatterjee	B.Com. Gen.
9.	Jhilik Ghosh	B.A. Gen.

Part I

Sl. No.	Name	Subject
1.	Payel Sinha	Bengali Hons.

There has been an amendment as far as marks criteria of prizes are concerned. This change was thought of with the purpose to elevate the standard of the college. From 2014 the change prizes will be distributed following these changes.

➢ Prizes will be given to First Year Honours students securing at least 60% marks in honours subject.
➢ Prizes will be given to Second Year Honours students securing at least 60% marks in honours subjects.
➢ Marks criterion for Third Year (Part III) honours students remain unchanged that are students will have to secure at least 55% marks in honours subjects.
➢ First year, Second Year and Third Year general category students will have to secure at least 55% marks to get prizes.

Problems Encountered and Resources Required

Calcutta University generally conducts Part III exam in April – May, Part II from end of May to June, Part I from end of July. The results get published either just before puja vacation or immediately after college opens after puja vacation. The general results get published at a much later date. For this reason it gets difficult to host the Prize distribution ceremony on 15th December. Coupled with late result publication is the fact that whenever there is an election Calcutta University exam gets impacted. The college has to award current year's prizes the next year and so on. Apart from this there is not really any significant problem the college encountered in awarding prizes to the students.

Contact Details
Name of the Principal: Dr. Subir Kumar Dutta
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Accredited Status: C+
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Website: www.kbccollege.in   E-mail – Khudiram.bose@gmail.com:
Mobile: 9830450459

Best Practices: (II)
TITLE: Sports

GOAL:

"*Mens sana in Corpore Sano*" - healthy mind in a healthy body.

Principal Khudiram Bose founded this college with the commitment of attaining a self reliant society. In order to do this he wanted to make our nation builders self reliant. The journey from the micro level to the macro can never be complete without sports. Physical strength compliments mental strength. To ameliorate the vision of our founder the college decided to make sports an integral part of the college curriculum.

"Sports serve society by providing vivid examples of excellence" said George F Will. In tune with this saying one of the primary objectives of the college is to see that more students participate in sports. Effective team work coupled with leadership ability helps in the long run. Not only these sports develops in a person discipline, punctuality and sense of responsibility. College was inspired by Vivekananda's saying This surged us to inculcate sports into our college curriculum.

The Context:

The college got affiliation from Calcutta University to introduce Physical Education as a general stream subject from the session 2010-11. As the college does not have a full time teacher in physical education one teacher was appointed for this purpose in 2009. At present he enjoys the status of Government appointed Part Time Teacher. There is also one guest teacher to facilitate the department. It is only after the appointment of a teacher in the physical education department that the College started contemplating sports as part of college curriculum.

To make this effective certain relaxations are made during the time of admission. If any candidate has played at district level and has potential as a sportsperson s/he can apply for relaxation of marks criteria during the time of admission. If the admission committee thinks that such an application has merit then that particular student gets admission if s/he has minimum marks criteria specified by Calcutta University.

Sports pertain to the whole college and is not limited to the department of physical education. Therefore two teachers of the department find it difficult to manage the total sports of the college. To facilitate the work of these two teachers the college formed a Sports Committee. The Sports Secretary of the Students' Union also puts in a lot of effort to develop this culture of sports in college. The college does not have its own ground. Neither can we offer the facility of a gymnasium. Students have to be mentored elsewhere before any event. This was and continues to be a serious problem for us.

The Practice and its Implementation

The college aims at helping students interested in sports become graduates. For this reason relaxation of norms is made for promising sports people. These students also enjoy relaxation in attendance. While it is mandatory that college students maintain 75% attendance, as per Calcutta University rules, students actively involved in sports are exempted from this rule.

Though the college lacks its own playground for the purpose of practice two grounds are available near the college locality. The physical instructor takes the students to either of these two grounds. The college authority ensures that students do not suffer from lack of any sports equipment. We have received financial help from UGC to buy sports equipment. The college also buys equipment from its own fund.

Students actively participate in different Calcutta University sports events. The level of participation is higher in cricket, athletics. However this year few students have taken part in gymnastics, badminton. Not only CU sports students also take part in Government sports events, sports organized by Kolkata Police.

Apart from these college also conducts certain in house events like football, cricket. Annual Sports Day is really a big event where not only students but also teachers and non teaching staff of the college take part. Prizes are given to all winners.

Some of our students also take part in national events. They win laurels and make the college proud.

In spite of all our constraints in providing infrastructural facilities to the students as far as sports is concerned for the last few years students have won accolades at different areas.

The college ensures that the common room of the students has indoor games facilities like table tennis board, carom board and chess board. From this academic session the Sports Committee of the college has prepared a 'sports calendar' to be followed by the college in organizing sports events. After classes begin names are invited from the students willing to participate in different sports events. This is done in a form of notice and is circulated among the students for at least seven days. A copy of the same is given to the Sports Secretary of Students' Union. The college organizes an inauguration ceremony at the beginning of each academic session. The Principal in his welcome speech to the students informs them about the sports facility in the college.

The Games Secretary of the college is a member of Sports Committee and actively helps in this sphere.

In spite of best efforts made by college to promote the culture of sports, not more than 30% of student population engage themselves in sports activities. The Sports Committee faces this huge challenge to include more of our students in this sphere.

Evidence of Success:

Khudiram Bose Central College hosted the X and XI Non - Government Inter College Athletics and Football Tournament of Kolkata District sponsored by Government of West Bengal.

Some of the achievements in this field won by the college are

➢ The college won Runners UP Friendship Trophy, 2013 organised by Kolkata Police for different colleges of West Bengal. The students received the trophy from the Commissioner of Police, Kolkata.

➢ Runa Das and Shilpi Mahato secured bronze medals at Calcutta University Athletics Meet 2013.
➢ In CU Athletics event held on 11.11.14 and 12.11.14, Bronze medal won by Ramashis Rabi Das. College secured fourth position in 400mtr and fourth position in Relay Race.
➢ Runa Das and Dibakar Sarkar, students of the college participated in Cycle rally event held on the occasion of World Aids Day on 1.12.14.
➢ Inter -college Cricket tournament held on 13.12.14.
➢ Prakriti Adhikari secured second position in Senior National Aquatic Championship in Water Polo, 2014.

- Aheerita Mukherjee won gold medal in Javelin Throw and bronze medal in Long Jump in Calcutta University Athletics Meet 2014.
- In Inter – University East Zonal Cricket Tournament, 2014 Aheerita Mukherjee got the best batswoman Award and her team secured runners' up position.
- In Non – government Athlete Meet the college won
  - One gold medal in Javelin Throw (Women)
  - One silver medals in 400mtr Run (Women)
  - One silver medal in Discus Throw (Women)
  - One bronze medal in 500mtr Run (Men)
  - One bronze medal in Javelin Throw (Men)
- The college participated Inter – collegiate Cricket Tournament (Men) held on 18.2.15.
- Pritam Goswami has been selected for Calcutta University Gymnastics Competition 2015.
- Aheerita Mukherjee and Shilpi Mahato got runners' up position in Badminton Tournament 2015 organized by Calcutta University.
- Aheerita Mukherjee represented Bengal in Cricket in Women's Under 19 at inter – state and National levels.
- In Inter – University East Zonal Cricket Tournament, 2014 Aheerita Mukherjee got the Best Batswoman Award and her team secured runners' up position.
- Afruja Khatun participated in under 19 Gymnastics Competition in 2009, 2011 and 2015.
- In 2015 she participated in All India Gymnastics Competition and secured first position and is a member of All India Gymnastic Society.
- Afruja Khatun got gold medal in Shot Put in Calcutta University Athletics Competition 2015.
- Saswati Ghosh got selected for Table tennis to play Inter University Table Tennis Tournament, 2015.
- Rahul Roy got gold medal in 200mtr run in Calcutta University Athletics Competition 2015.
- Saptarshi Mallick and Prakriti Adhikari got selected in B.P.Ed (Bachelor of physical Education) course in Calcutta University.

Problems Encountered and Resources Required

The department of Physical education started functioning from the academic session 2009 – 2010. The college started show casing sports an integral part of college education only from 2013 onwards. The basic problems faced were
- Lack of play ground
- Shortage of space inside college premises
- Lack of sports literacy among the students
- Financial constraints

The college is fully ware that without its own ground students cannot practice. But at present there is no provision for the college to secure its own play ground. In such a scenario the best that the college could do is to ensure that grounds available near the college can be used by the students. The college takes permission to use the grounds from the local Councilor.

Equipment facilities are available to the students.

To promote sports literacy among the students of the college arranged a lecture session by, Dr. Sudharshan Bhowmick, Sports Officer of Calcutta University. He gave the students a holistic idea of the benefits of sports. Students who do well in sports are eligible to get job in offices of state and central governments. He also talked about the benefits of sports in shaping an individual's personality.

The college got financial help from UGC for the purchase of equipment. Whenever there is any immediate need of any equipment the college provides from its own coffer. Students participating in cricket and football events get jersey.

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EVALUATIVE REPORTS OF
THE DEPARTMENTS

EVALUATIVE REPORT OF DEPARTMENT BENGALI

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department: BENGALI
2. Year of establishment: 2002-03
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc)
4. Names of Interdisciplinary courses and the departments / units involved: X
5. **Annual** ✓ / semester / Choice Based Credit System (programme wise):
6. Participation of the department in the courses offered by other departments: X
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc: X
8. Details of courses / programmes discontinued (if any) with reasons: X
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Assistant Professors	2	1
Part Time Teachers	2 (Govt. Approved)	2
Guest Lecturers		1

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Sl No.	Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
1	Dr. Subrata Kumar Mallik	M.A. ; Ph.D	Assistant Professors	Folklore	12	
2	Sharmistha Sinha	M.A.	Part Time Teacher	Modern Poetry	15	
3	Soma Paul	M.A.	Part Time Teacher	Drama	15	
4	Ramkrishna Ghosh	M.A.	Guest Lecturer	Drama	2	

11. List of senior visiting faculty: X

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty)

13. Student – Teacher ratio (programme wise) :   12 : 1

14. Number of academic support staff (technical) and administrative staff – sanctioned and filled

15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. ✓/ M.Phil. / PG✓ :

16. Number of faculty with ongoing projects from   a) National b) International funding agenciesand grants received: X

17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received: X

18. Research Centre/ facility recognized by the University: X

19. Publications

❖   Publication per faculty: 5+1

❖   Number of papers published in peer reviewed journals (national / international) by faculty and students: 5

❖   Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.)

❖   Monographs

❖   Chapter in books:

❖   Books Edited: 3

❖   Books with ISBN / ISSN numbers with details of publishers: 5

❖   Citation Index

❖   SJR

❖   Impact Factor

❖   h-index

20. Areas of consultancy and income generated:

21. Faculty as members in

        a)   National committees

        b)   International committees

        c)   Editorial Boards

22. Student projects

        a) Percentage of students who have done in – house projects including inter – departmental / programme

        b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies

23. Awards / Recognitions received by faculty and students

24. List of eminent academicians and scientists / visitors to the department

25. Seminars / Conferences / Workshops organized and source of funding

        a)   National: 10

        b)   International: 5

        c)   Student profile programme / course wise

26.

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc

29. Student progression

Student progression	Against % enrolled
UG to PG	50-60
PG to M.Phil.	
PG to Ph.D	
Ph.D to Post - Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship / Self - employed	

30. Details of Infrastructural facilities
    a) Library: 3050 Books
    b) Internet facility for staff and students: Yes
    c) Class rooms with ICT facility: Yes
    d) Laboratories

31. Number of students receiving financial assistance from college, university, government and other agencies

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts: UGC State 2011 "**Sardha Shatabarshe Rabindranath**"

33. Teaching methods adopted to improve student learning: Yes

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS

35. SWOC analysis of the department and future plan: Conducted by IQAC

Evaluative Report of the Department
COMMERCE

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department : Commerce
2. Year of establishment :1965-66 General section :1996-97 Honours Section
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc) :In commerce section we offer only Under Graduate and Post Graduate (D.D.E.V.U)
4. Names of Interdisciplinary courses and the departments / units involved : Not applicable
5. Annual / semester / Choice Based Credit System (programme wise) :
   We take four unit tests of 25 marks each in B.Com Part-I , Part-Ii and In Part-III and we take the College test of 100 marks in each subject
6. Participation of the department in the courses offered by other departments : Not applicable
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc*: we have a distance Education system in Post Graduate under D.D.E.V.U.*
8. Details of courses / programmes discontinued (if any) with reasons : not applicable
9. Number of Teaching posts

	Sanctioned	Filled
Professors	*****	*****
Associate Professors	*****	****
Assistant Professors	2	1

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
Dr. Subir kumar dutta	M.Com, M.Phil P.hd,LLB, ICWAI	Principal		****	****
Arabinda Mridha	M.Com, MBM, M.phil	Assistant Professor	Finance	15 Years	***
Tapan kumar Dutta	M.Com	Part time lecturer	Accounting	23 years	***
Anuradha Banarjee	m.sc, M.Phil	Part time Lecturer	Money and Finance	7 years	****
Sreedam Biswas	M.sc	Guesr Lecturer	Population and dynamics	9 years	****
Arnab Basu	M.com, MBA	Guest Lecturer	Accounting and control	5 years	***
Saikat Dutta	M.com	Guest Lecturer	Accounting Finance and Control	6 years	****

11. List of senior visiting faculty:

In the Department of commerce, we are having one Senior visiting Faculty named as Chittaranjan Karmakar of Dum Dum Motijhil College in UG section and four senior visiting faculties named as Chittaranjan Karmakar, Dr.D.Konar, DR.Amit Majumder and Dr. Uttam Kr.Dutta come for delivering their lectures in P.G section (M.COM).

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty):

As per the class routine we set for the classes of commerce guest teachers take the theoretical and practical classes as given below;

	Part-I		Part-II		Part-III	
	Hons	Gen	Hons	Gen	Hons	Gen
% of theoretical class	45%	45%	57%	57%	78%	100%
% of Practical class	55%	55%	43%	43%	22%	***

13. Student – Teacher ratio (programme wise):

The no teachers and students ratio may be given below:

	Part-I		Part-II		Part-III	
	Hons	Gen	Hons	Gen	Hons	Gen
No of teachers	6	6	4	4	6	4
No of students	65	157	56	96	55	22

14. Number of academic support staff (technical) and administrative staff – sanctioned and filled: Not applicable

15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG

Name of the teachers	PG	M.Phil	P.hd
Dr. Subir kumar dutta	M.Com	Yes	Yes
Arabinda Mridha	M.Com,MBM	Yes	
Tapan kumar Dutta	M.Com		
Anuradha Banarjee	M.Sc	Yes	
Sreedam Biswas	M.Com		
Arnab Basu	M.Com,MBA		
Saikat Dutta	M.Com	Yes	
Samarpita Sen	M.Sc.		

16. Number of faculty with ongoing projects from a) National b) International funding agenciesand grants received: N.A

17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received: Not Applicable

18. Research Centre/ facility recognized by the University: not applicable

19. Publications
   - ❖ Publication per faculty
   - ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students

- ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.)
- ❖ Monographs
- ❖ Chapter in books
- ❖ Books Edited
- ❖ Books with ISBN / ISSN numbers with details of publishers
- ❖ Citation Index
- ❖ SJR
- ❖ Impact Factor
- ❖ h-index

The publications of teachers in different books and journals during 2014-15 may be given below:

Name of the teachers	Publications	
	In books with ISBN no.	In Journals with ISSN no.
Dr. Subir kumar dutta	✓ "Corporate Governance and CSR in the Focus of Companies Act, 2013,in the Academic Journal --- *Pragya, Khudiram Bose Central College* ✓ *Valuation of Intellectual property rights in Accounting Perspective --- accounting & Finance Trends and practices 21c,* Edited by Prof. U.Dutta and Prof. P. Bhadra ✓ *Role of Corporate Fund under New Companies Act 2013,* Edited by Prof. S. Dutta, Academic Journal, City College of Commerce, 2014. ✓ *" Bharater Jatiya sanghoti jathartha Bastobayan… ebong bharatiya shastra o sanskriti stare aboshoyi pathya kora proyojan" (Bengali article)* Published by Akhil Bharat Vivekananda Siksha parishad, published in Pubali, 2014. ✓ *Time Series analysis of prices of a selected Blue chip"* --- Business Studies, published by C.U. ✓ *Strategic Cost Management in Indian Enterprises* --- Published in Journal The Management Accountant. ✓ *Indian tea Industry* --- Published in Journal The Management Accountant.	2454 3279

	✓ *Share Price and its Valuation* --- Published in Journal The Management Accountant. ✓ *Tax reforms and union budget 1995-96* --- Published in Journal The Management Accountant. ✓ *Dis investment of public sector undertakings in India* – Eric News ✓ *Trends of Indian securities Market in 1980s* --- Eric News	
Arabinda Mridha	Investment opportunity in Mutual Fund-"Perspectives on Small Investors"(978-81-928721-9-3) FDI and its impact on Indian Economy(978-93-82549-31-4)	
Tapan kumar Dutta	Investment opportunity in Mutual Fund-"Perspectives on Small Investors"(978-81-928721-9-3)	
Anuradha Banarjee	Emerging issues in business and Economics in India(978-93-82549-31-4)	
Sreedam Biswas		
Arnab Basu		
Saikat Dutta		
Samarpita Sen		
Sriparna Dutta		

20. Areas of consultancy and income generated   : Not applicable.
21. Faculty as members in
   d) National committees
   e) International committees
   f) Editorial Boards :Not applicable
22. Student projects
   c) Percentage of students who have done in – house projects including inter – departmental / programme
   In our department of commerce, in 2nd year, there is a Practical subject named as Information Technology and Application in Business for 100 marks which is compulsory for all the students.
   In B.Com Part-III also there is a Project Paper of 100 marks which is also compulsory for all the Hons students

d) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies   : Not applicable

23. Awards / Recognitions received by faculty and students: During 2014-15 the students in the Department of commerce have got awards may be given as below:

Programme	Name of the students have got awards
Part- I (Hons)	
Part-I (Gen)	
Part-II (Hons)	
Part-II (Gen)	
Part-III (Hons)	Rohit Prasad
Part-III (Gen)	

24. List of eminent academicians and scientists / visitors to the department

In the department of Commerce two visits were there:

i)   Dr. Ram Prahlad Choudhary who came from University of Calcutta to speak on " Financial Planning for Young Investors"

ii)   Dr. Dhruba Joti Dandapat came from University of Calcutta to have a talk on the project Paper in our commerce Department.

25. Seminars / Conferences / Workshops organized and source of funding
   d) National
   e) International: Not applicable

26. Student profile programme / course wise

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	
Part- I (Hons)	100	65	40	25	33.84
Part-I (Gen)	180	157	126	31	2.17
Part-II (Hons)	56	56	34	22	60
Part-II (Gen)	96	96	80	16	8.75
Part-III (Hons)	55	55	43	12	29.26
Part-III (Gen)	22	22	17	5	10.38

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
Part- I (Hons)	100	X	X
Part-I (Gen)	100	X	X
Part-II (Hons)	100	X	X
Part-II (Gen)	100	X	X
Part-III (Hons)	100	X	X
Part-III (Gen)	100	X	X

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc: Not applicable

29. Student progression

Student progression	Against % enrolled
UG to PG	20% Maximum students of our department go for Professional Cources. During 2014-15 only one student has gone for M.Com Course.
PG to M.Phil.	Not applicable
PG to Ph.D	Not applicable
Ph.D to Post - Doctoral	Not applicable
Employed • Campus selection • Other than campus recruitment	During 2014-15 4 students from the department of commerce has got employed through campus interview. Some students have been employed in Tata Consultancy Service and many other students have been there in their own profession as tax Consultant etc.
Entrepreneurship / Self – employed	Many students have been there as self employed as a business man.

30. Details of Infrastructural facilities
   e) Library: We have a Departmental Library apart from the college library. We provide books to the needy students from our Departmental Library. Not only that the students take books from the college Library also.
   f) Internet facility for staff and students : Our College provides internet facility to the college teachers but the students do not have such facility.
   Class rooms with ICT facility   : In our department of commerce, in 2nd year, there is a Practical subject named as Information Technology and Application in Business for 100 marks which is compulsory for all the students.
   In B.Com Part-III also there is a Project Paper of 100 marks which is also compulsory for all the Hons students
   g) Laboratories; yes

31. Number of students receiving financial assistance from college, university, government and other agencies

During the year near about …12……… students have got the assistance in the form of concession of tution fees and …4…… female students have availed the Kanyashree Prokalpa run by our state Govt.

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

In the department of Commerce two visits were there:

i)   Dr. Ram Prahlad Choudhary who came from University of Calcutta to speak on " Financial Planning for Young Investors"

ii)   Dr. Dhruba Joti Dandapat came from University of Calcutta to have a talk on the project Paper in our commerce Department.

33. Teaching methods adopted to improve student learning: to improve the students learning in the department of Commerce we deliver the lectures and give notes in the class, we arrange 4 unit tests of 25 marks each. After evaluation we distribute the checked papers to the students to make them understand their actual position. We also provide them suggestions for their final exam. Along with the unit tests we also have college tests of 100 marks for each subject. We are having a Academic Calendar for the department, we complete our syllabi as per that.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Not applicable.

35. SWOC analysis of the department and future plan. it is actually conducted by our IQAC Cell.

Evaluative Report of the Department ECONOMICS

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department—**ECONOMICS**
2. Year of establishment---1968
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc)—AS A PASS PAPER FOR B.A and B.SC (GEN)and B.Com (Hons. n Gen) part-1 and for B.Com (Hos.) part 111, A HONS. PAPER.
4. Names of Interdisciplinary courses and the departments / units involved---Not Applicable(N.A)
5. Annual / semester / Choice Based Credit System (programme wise)—Unit Tests and Annual selection Test procedure is followed to evaluate performances.
6. Participation of the department in the courses offered by other departments—N.A
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc—N.A
8. Details of courses / programmes discontinued (if any) with reasons---remedial Classes for backward class students and weak students was discontinued due to lack of students.
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Assistant Professors	01	00

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
1.Anuradha Banerjee	M.sc, M.phi	Part Time Lecturer	Economics of Money and Finance and Development Management.	7 yrs. (sep 2008—present)	Does not arise.
2. Samarpita Sen	M.sc	Guest Lecturer	International Economics	3years	Does Not Arise.

11. List of senior visiting faculty---N.A
12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty)---For B.A/B.Sc parts 1, 2 and 3=114 classes (approx.) and for B.Com part 1(H&G)-57 and for B.Com part -3(H)—57 classes. Approx. total classes taken =228.
13. Student – Teacher ratio (programme wise)---1) B.A and B.Sc Part-1(57:2), 2)B.A and B.Sc Part-2(46:2), B.A. and B.Sc Part-3(33:2) ; B.Com part-1(223:2), B.Com part-3 (H)-(37:2)
14. Number of academic support staff (technical) and administrative staff – sanctioned and filled—N.A
15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG—1) Anuradha Banerjee(P.G & M.phil)
    2) Samarpita Sen (P.G)
16. Number of faculty with ongoing projects from   a) National b) International funding agenciesand grants received—N.A
17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received-N.A
18. Research Centre/ facility recognized by the University—N.A
19. Publications
    ❖ Publication per faculty—1) Anuradha Banerjee; Name of the Article : "Performance of Microfinance with special reference to West Bengal State Co-operative Bank."; Name of The Book – "Emerging Issues In Business and Economics In India."
    ❖   2) Samarpita Sen; Name of The Article : "Growth Of Service Sector and its contribution of net state domestic product of West Bengal." Name of The Book – "Emerging Issues In Business and Economics In India."
    ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students
    ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.)
    ❖ Monographs
    ❖ Chapter in books
    ❖ Books Edited
    ❖ Books with ISBN / ISSN numbers with details of publishers : ISBN No. : 978-93-82549-31-4
    ❖ Citation Index
    ❖ SJR
    ❖ Impact Factor
    ❖ h-index
20. Areas of consultancy and income generated—N.A

21. Faculty as members in—N.A
   g) National committees
   h) International committees
   i) Editorial Boards
22. Student projects—Does Not Arise.
   e) Percentage of students who have done in – house projects including inter – departmental / programme
   f) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies
23. Awards / Recognitions received by faculty and students—N.A
24. List of eminent academicians and scientists / visitors to the department—N.A
25. Seminars / Conferences / Workshops organized and source of funding—N.A
   f) National
   g) international
26. Student profile programme / course wise

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	
B.A and B.Sc (Gen, Eco) Part-1	70	57	1)34	2)23	Results yet to be known.
B.Com (H and G) Part-1	240	223	1)165	2)58	Results yet to be known.
B.A and B.Sc (Gen, Eco) Part-2	46	46	1)27	2)19	43.47
B.A and B.Sc (Gen , Eco) Part-3	33	33	1)19	2)14	66.6
B.Com (H) Part-3	37	37	1)31	2)6	89.1%

27. Diversity of students—N.A

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc—Does Not Arise.

29. Student progression

Student progression	Against % enrolled
UG to PG	No Information
PG to M.Phil.	N.A
PG to Ph.D	N.A
Ph.D to Post - Doctoral	N.A
Employed • Campus selection • Other than campus recruitment	N.A
Entrepreneurship / Self – employed	No Information.

30. Details of Infrastructural facilities
   h) Library—Central Library
   i) Internet facility for staff and students—for staffs, one computer in the staff room.
   j) Class rooms with ICT facility—N.A
   k) Laboratories—N.A
31. Number of students receiving financial assistance from college, university, government and other agencies----
32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts—N.A
33. Teaching methods adopted to improve student learning ----1) Slides and Projectwork instead of only   boardwork. 2) Through question and answer interactive sessions. 3) through projects and field visits.4) increasing study sessions.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities—N.A
35. SWOC analysis of the department and future plan : Done by IQAC. Departmental SWOC analysis is not made separately.

Evaluative Report of the Department EDUCATION

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department – **EDUCATION**
2. Year of establishment - Honours Course - 2006
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc) - UG
4. Names of Interdisciplinary courses and the departments / units involved – N/A
5. Annual / semester / Choice Based Credit System (programme wise) – N/A
6. Participation of the department in the courses offered by other departments – N/A
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc
8. Details of courses / programmes discontinued (if any) with reasons – N/A
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		
Assistant Professors	2	2

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
Dalia Pramanik	M.A , M.Phil	Assistant Professor	Special Education	15	N/A
Sheuli Biswas (Adhikary)	M.A , B.Ed , M.Phil	Assistant Professor	Special Education	5	N/A

11. List of senior visiting faculty – N/A
12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty) - N/A
13. Student – Teacher ratio (programme wise) – Honours – 1:8 , General – 1:75.
14. Number of academic support staff (technical) and administrative   staff – sanctioned and filled – N/A
15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG – PG - 2 , M.Phil – 2.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received – N/A

17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received - N/A

18. Research Centre/ facility recognized by the University –N/A

19. Publications
    - ❖ Publication per faculty
    - ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students – N/A
    - ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.) – N/A
    - ❖ Monographs– N/A
    - ❖ Chapter in books– N/A
    - ❖ Books Edited– N/A
    - ❖ Books with ISBN / ISSN numbers with details of publishers– N/A
    - ❖ Citation Index– N/A
    - ❖ SJR– N/A
    - ❖ Impact Factor– N/A
    - ❖ h-index– N/A

20. Areas of consultancy and income generated – N/A

21. Faculty as members in
    National committees– N/A
    International committees– N/A
    Editorial Boards– N/A

22. Student projects
    - g) Percentage of students who have done in – house projects including inter – departmental / programme– 100% (3rd year Hons) Student. 8th Paper.
    - h) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies– N/A

23. Awards / Recognitions received by faculty and students– N/A

24. List of eminent academicians and scientists / visitors to the department– N/A

25. Seminars / Conferences / Workshops organized and source of funding
    Name of the teacher : **Prof. Sheuli Biswas (Adhikary)**
    h) National   :   1
                                 Paper presented in "Rabindranath ebong Samakalin Prasanga" at UGC sponsored National Level Seminar at Bidhan Nagar College held on 9 & 10 February 2012
    i) international– N/A

26. Student profile programme / course wise (Hons Course)

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	
1st year Hons (2014-15)	23	17	6	11	31%
2nd year Hons (2014-15)		11	6	3	45%
3rd year Hons (2014-15)		8	3	7	75%

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
UG	100%		

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc – N/A

29. Student progression

Student progression	Against % enrolled
UG to PG	3
PG to M.Phil.	N/A
PG to Ph.D	N/A
Ph.D to Post - Doctoral	N/A
Employed • Campus selection • Other than campus recruitment	N/A
Entrepreneurship / Self – employed	N/A

30. Details of Infrastructural facilities
    l) Library – total no of books of Education=1041(main Library).Books are also provided to students(H) from Departmental Library.
    m) Internet facility for staff and students- yes
    n) Class rooms with ICT facility - yes
    o) Laboratories - N/A
31. Number of students receiving financial assistance from college, university, government and other agencies – from college – 1, government – scholarship – 1, minority scholarship - 1
32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts - N/A
33. Teaching methods adopted to improve student learning – study tour, students' seminar.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities – NSS activity , Blood Donation Camp, Kanyashree prokolpo .
35. SWOC analysis of the department and future plan –Done by IQAC. Departmental SWOC analysis is not made separately.

Evaluative Report of the Department ENGLISH

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department -   **English**
2. Year of establishment –   **General 1968, Honours 2002 - 03**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc) – **UG and PG (under Directorate of Distance Educatin, Vidyasagar University)**
4. Names of Interdisciplinary courses and the departments / units involved -   **NA**
5. Annual / semester / Choice Based Credit System (programme wise) -   **Annual**
6. Participation of the department in the courses offered by other departments –
   Communicative English for Commerce Department
   Compulsory English classes for all Arts and Science students.
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc -   **NA**
8. Details of courses / programmes discontinued (if any) with reasons -   **NA**
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors		
Associate Professors		
Assistant Professors	2	1

10. **Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)**

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
Sriparna Dutta	Ph.D	Assistant Professor	M.A. – Ancient European Classics in Translation M.Phil & Ph.D – Feminism in Thomas Hardy's writings	8 years 10 months	None
Kakoli Sengupta	M.Phil	Government Approved Part Time Teacher		6 years	None
Somnath Bhattacharya	M.A.	Guest Teacher		3 MONTHS	
Alapan Roy Chowdhury	M.A.	Guest Teacher			

11. List of senior visiting faculty –   **UG (none) PG – 4**
12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty)   **Guest lecturers take 12 classes per week**

13. Student – Teacher ratio (programme wise)

	Honours	General
1st year	16:1	12:1
2nd year	6:1	18:1
3rd year	4:1	26:1

14. Number of academic support staff (technical) and administrative staff – sanctioned and filled - **NA**
15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG

     Ph.D – 1   M.Phil – 2   PG - 4

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received -   **NA**
17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received - **NA**
18. Research Centre/ facility recognized by the University -   **NA**
19. Publications
     - ❖ Publication per faculty
     - ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students
     - ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.)
     - ❖ Monographs
     - ❖ Chapter in books
     - ❖ Books Edited
     - ❖ Books with ISBN / ISSN numbers with details of publishers
     - ❖ Citation Index
     - ❖ SJR
     - ❖ Impact Factor
     - ❖ h-index

Details of Publication:

Sl. No	Name of the Teacher	Publication Details
1	Dr. Sriparna Dutta	**"***Thomas Hardy's treatment of Arabela in Jude the Osscure" in Pragya,* Academic Journal Vo.1, 2015, KBC College with ISSN No: 2454 3279
2	Kakoli Sengupta	*The Vassalage, Agony, Brutal,Pang and Rack of The Marginalized Negro Women in Toni Morrisen's Novel, in Pragya,* Academic Journal Vo.1, 2015, KBC College with ISSN No: 2454 3279

20. Areas of consultancy and income generated - **NA**
21. Faculty as members in
     j) National committees - **NA**
     k) International committees - **NA**

l)   Editorial Boards – **College Magazine, Newsletter, Departmental Magazine --- Dr. Sriparna Dutta**

22. Student projects
    i)   Percentage of students who have done in – house projects including inter – departmental / programme - **NA**
    j)   Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies - **NA**

23. Awards / Recognitions received by faculty and students – since the practice of awarding meritorious students was started in 2012 students for English Department has received award every year.
    ► 2012 – Rikhi Gupta (Part II), Piyali Sengupta (Part I)
    ► 2013 – Rikhi Gupta (Part III), Piyali Sengupta (Part II), Soumita Dey (Part I)
    ► 2014 – Piyali Sengupta (Part III)

24. List of eminent academicians and scientists / visitors to the department –
    Extension lectures arranged by department – speakers Dr. DebiPrasad Bhattacharya (2011), Dr. Basudeb Chakraborty (2012)

25. Seminars / Conferences / Workshops organized and source of funding - **NA**
    j)   National
    k)   international

26. Student profile programme / course wise **(2014-15)**

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	
1st year Honours	55 approximately	49	27	22	40%
2nd year Honours			8	11	100%
3rd Year Honours			2	10	76%

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
English Honours	100%	NIL	NIL

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc – **NA**

29. Student progression

Student progression	Against % enrolled
UG to PG	Approx 35%
PG to M.Phil.	
PG to Ph.D	
Ph.D to Post - Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship / Self - employed	

30. Details of Infrastructural facilities
    p) Library – General library, Reference books given by departmental teacher from departmental almirah.
    q) Internet facility for staff and students – staff room computer has internet facility
    r) Class rooms with ICT facility – facility is there.
    s) Laboratories - NA
31. Number of students receiving financial assistance from college, university, government and other agencies – students receive grant under Kanyashree Prakalpa
32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts
    ✓ Extension lectures arranged by department – speakers Dr. DebiPrasad Bhattacharya (2011), Dr. Basudeb Chakraborty (2012)
    ✓ Lecture by Wim Borsboom to be held on 11th January 2016.
33. Teaching methods adopted to improve student learning
    ➢ Tutorial classes arranged from January every year
    ➢ Film version of texts shown in class
    ➢ Apart from unit tests assignments given and returned with comments
    ➢ This year onwards inter departmental classes arranged with teachers from history, political science, hindi and bengali departments
34. Participation in Institutional Social Responsibility (ISR) and Extension activities – some students are members of NSS
35. SWOC analysis of the department and future plan
    ► SWOC is conducted by IQAC. Report of analysis
    ► Future plans –
        ❖ Generate more honours graduates as success rate is still not in appreciable condition
        ❖ Conduct departmental SWOC analysis
        ❖ Arrange departmental seminars
        ❖ Students of English honours are not very conversant with the language. This hampers the growth of department. Our future plan is to customize spoken english classes only for the english honours students.
        ❖ Arrange communicative English classes for the students of the college

Evaluative Report of the Department
GEOGRAPHY

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department – Geography.
2. Year of establishment - Honours Course - 2008
3. Names of Programmes / Courses offered -
   - UG –Honours& General courses
   - PG Distance Education under DDEVU

4. Names of Interdisciplinary courses and the departments / units involved – N/A
5. Annual / semester / Choice Based Credit System (programme wise) – Same as C.U.
   Few internal exams are taken by the department such as –
   - College unit test (Eight unit test)
   - Mid term exam (1)
   - Test exam (1)
6. Participation of the department in the courses offered by other departments – Communicative English by the English Department
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc –
   Post Graduation courses with collaboration of Vidyasagar University. It is under Distance Education. (DDEVU)
8. Details of courses / programmes discontinued (if any) with reasons – N/A
9. Number of Teaching posts

	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	NIL
Assistant Professors	1	1

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
RAJA GHOSH	M.Sc., B.Ed.	ASSISTANT PROFESSSOR	ENVIRONMENTAL GEOGRAPHY	5 yrs.	N/A
PRIYANKA SENGUPTA	M.Sc. , B.Ed.	CWTT	POPULATION GEOGRAPHY	6 yrs.	N/A
DIVYADYUTI ROY	M.Sc. , B.Ed.	GUEST LECTURER	FLUVIAL GEOMORPHOLOGY	3 yrs.	N/A
MOULI DAS	M.Sc., B.Ed.	GUEST LECTURER	GEOMORPHOLOGY OF HUMID TROPICS	3 months	N/A
SARMILA KHAN	M.Sc., B.Ed.	GUEST LECTURER	MICRO LEVEL REGIONAL PLANNING	3 months	N/A

11. List of senior visiting faculty – N/A
12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty) -

	Part-I		Part-II		Part-III		Total Classes	% of Theory classes	% of Practical classes
	Honours	General	Honours	General	Honours	General			
Divyadyuti Roy	-	-	2	3	3	-	8	10	0
Mouli Das	2	-	3	-	5	1	11	14	0
Sharmila Khan	5	-	3	-	3	-	11	14	0

13. Student – Teacher ratio (programme wise) –
        Honours –
  - Part I – 1:12
  - Part II- 1:6
  - Part III- 1:2, General –
  - Part I – 1:4
  - Part II - 1:5
  - Part III - 1:3
14. Number of academic support staff (technical) and administrative staff – sanctioned and filled – Sanctioned post -1   Filled - 0
15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG – PG -5.
16. Number of faculty with ongoing projects from   a) National b) International funding agenciesand grants received – N/A
17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received - N/A
18. Research Centre/ facility recognized by the University –N/A
19. Publications

Publication per faculty –

Raja Ghosh

Sl.No.	Title of paper	ISBN/ ISSN	Date of Publication	Publisher	Status
1	IDENTIFICATION OF CHANGING SCENARIO OF WASTE LAND IN UPPER DWARAKESWAR BASIN OF PURULIA DISTRICT IN WEST BENGAL USING RS & GIS	ISBN 978-81-921692-2-4	2012 INDIA	By THE REGISTER, NORTH BENGAL UNIVERSITY, DARJEELING, WEST BENGAL	UGC SPONSORED NATIONAL SEMINER
2					

- ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students – N/A
- ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.)– N/A
- ❖ Monographs– N/A
- ❖ Chapter in books– N/A
- ❖ Books Edited– N/A
- ❖ Books with ISBN / ISSN numbers with details of publishers– N/A
- ❖ Citation Index– N/A
- ❖ SJR– N/A
- ❖ Impact Factor– N/A
- ❖ h-index– N/A
20. Areas of consultancy and income generated – N/A
21. Faculty as members in
    National committees– N/A
    International committees– N/A
    Editorial Boards– N/A
22. Student projects
    k) Percentage of students who have done in – house projects including inter – departmental / programme– N/A
    l) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies– N/A
23. Awards / Recognitions received by faculty and students–
    - Science exhibition, Vidyasagar Evening College – Awarded third prize
    - Acharya SatyendranathBasuSmarakVigyan And PrajuktiMela 2015 – Awarded on February 1, 2015
24. List of eminent academicians and scientists / visitors to the department– N/A
25. Seminars / Conferences / Workshops organized and source of funding
    l) National– N/A
    m) international– N/A
26. Student profile programme / course wise (Hons Course)

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	
1st year Hons (2014-15)	151	45	23	22	45.71%
2nd year Hons (2014-15)		23	15	8	34.78%
3rd year Hons (2014-15)		9	3	6	100%

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
UG	99%	1%	-

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc – N/A

29. Student progression

Student progression	Against % enrolled
UG to PG	23 (last 3 years)
PG to M.Phil.	N/A
PG to Ph.D	N/A
Ph.D to Post - Doctoral	N/A
Employed • Campus selection • Other than campus recruitment	N/A
Entrepreneurship / Self - employed	N/A

30. Details of Infrastructural facilities
    t) Library – Departmental Library- N/A
    u) Internet facility for staff and students- Yes
    v) Class rooms with ICT facility– yes (1)
    w) Laboratories - yes (2)
31. Number of students receiving financial assistance from college, university, government and other agencies: N/A
32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts - N/A
33. Teaching methods adopted to improve student learning –
    • Uses of Projector
    • Uses of Laptop
34. Participation in Institutional Social Responsibility (ISR) and Extension activities – NSS activity , Blood Donation Camp, Kanyashreeprokolpo .
35. SWOC analysis of the department and future plan – Conducted by IQAC

Evaluative Report of the Department
HINDI

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department – Hindi.
2. Year of establishment -
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc) - UG
4. Names of Interdisciplinary courses and the departments / units involved – N/A
5. Annual / semester / Choice Based Credit System (programme wise) – N/A
6. Participation of the department in the courses offered by other departments – N/A
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc
8. Details of courses / programmes discontinued (if any) with reasons – N/A
9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		1
Assistant Professors	1	
Government Approved Part Time Teacher	1	Vacant w.e.f 28.5.2015
Guest Lecturer	3	3

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
Dr. Shubhra Upadhyay	Ph.D	Associate Professor	Ajneya	18	N/A
Prateek Singh	M.Phil	PTT	Anuwad	5	N/A
Rudraksha Pandey	M.A	Guest Lecturer	Nirala	2 Month	N/A
Ekta Gupta	M.A, B.Ed	Guest Lecturer	Anuwad/Dalit	2	N/A
Kaju Shaw	M.A, B.Ed, M.Phil	Guest Lecturer	Premchand	2 Month	N/A

11. List of senior visiting faculty – N/A
12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty) - N/A
13. Student – Teacher ratio (programme wise) – Honours – 4:1 , General – 15:1 .
14. Number of academic support staff (technical) and administrative staff – sanctioned and filled – N/A
15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG – PG - 5, M.Phil – 2, Ph.D – 1.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received – N/A
17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received - N/A
18. Research Centre/ facility recognized by the University –N/A
19. Publications
    - ❖ Publication per faculty – N/A
    - ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students – N/A
    - ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.) – N/A
    - ❖ Monographs– N/A
    - ❖ Chapter in books– N/A
    - ❖ Books Edited– N/A
    - ❖ Books with ISBN / ISSN numbers with details of publishers– N/A
    - ❖ Citation Index– N/A
    - ❖ SJR– N/A
    - ❖ Impact Factor– N/A
    - ❖ h-index– N/A
20. Areas of consultancy and income generated – N/A
21. Faculty as members in
    National committees– N/A
    International committees– N/A
    Editorial Boards– N/A
22. Student projects
    m) Percentage of students who have done in – house projects including inter – departmental / programme. N/A
    n) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies– N/A
23. Awards / Recognitions received by faculty and students– N/A
24. List of eminent academicians and scientists / visitors to the department– N/A

25. Seminars / Conferences / Workshops organized and source of funding
    n) National– N/A
    o) international– N/A

26. Student profile programme / course wise (Hons Course)

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	
1st year Hons (2014-15)	8	9	4	4	23%
2nd year Hons (2014-15)		9	1	1	23%
3rd year Hons (2014-15)		5		6	60%

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
UG	100%		

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc – N/A

29. Student progression

Student progression	Against % enrolled
UG to PG	No information
PG to M.Phil.	N/A
PG to Ph.D	N/A
Ph.D to Post - Doctoral	N/A
Employed - Campus selection - Other than campus recruitment	N/A
Entrepreneurship / Self - employed	N/A

30. Details of Infrastructural facilities
    x) Library – Departmental Library. - no
    y) Internet facility for staff and students- yes
    z) Class rooms with ICT facility - yes
    aa) Laboratories - N/A

31. Number of students receiving financial assistance from college, university, government and other agencies -

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts - special lectures - Premchand Memorial Lecture. Workshops – Short

Story. Seminars – departmental seminar. Others – Departmental wall magazine – Abhivayakti.

33. Teaching methods adopted to improve student learning – study tour, students' seminar, Teaching Method adopted –
    1. Dramatical Presentation of selected text.
    2. Extempore .
    3. Debate.
    4. Quiz.
    5. Paper presentation.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities – NSS activity , Blood Donation Camp, Kanyashree prokolpo .
35. SWOC analysis of the department and future plan – Done by IQAC. Departmental SWOC analysis is not made separately.

Future plan –
1. Project.
2. Seminar.
3. Educational Tour.

Evaluative Report of the Department
HISTORY

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department: HISTORY
2. Year of establishment: 1967 (General)
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc): UG under C.U. and PG under V.U . (Distance)
4. Names of Interdisciplinary courses and the departments / units involved: NA
5. Annual / semester / Choice Based Credit System (programme wise): Annual
6. Participation of the department in the courses offered by other departments: NA
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc: NA
8. Details of courses / programmes discontinued (if any) with reasons: None
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	2	1
Govt. sanctioned PTT	2	2

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
ANAMIKA NANDY	M.Phil	Assistant Professors	Modern Indian History	14 years	NA
DEBALINA BHATTACHARYA	M.Phil	Assistant Professors (PTT)	Modern Indian History	7 years	NA
NILANJAN CHAKI	M.Phil	Assistant Professors (PTT)	Modern Indian History	7 years	NA

11. List of senior visiting faculty: NA
12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty):50%
13. Student – Teacher ratio (programme wise): 5.67:1 (Hist Hons); 40:1 (General)
14. Number of academic support staff (technical) and administrative staff – sanctioned and filled: NA
15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG: M.Phil-3
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: None
17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received: None
18. Research Centre/ facility recognized by the University: None
19. Publications
    ❖ Publication per faculty:

ANAMIKA NANDY
    ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students: 4 (peer reviewed national)
    ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.): None
    ❖ Monographs: None
    ❖ Chapter in books: None
    ❖ Books Edited: 2 books
    ❖ Books with ISBN / ISSN numbers with details of publishers: 2 Nos;
        1) ISBN No: 978-93-81229-41-5; Publishers: Rupasi Bangla, 20A, Radhanath Bose Lane, Kolkata-700 006
    ❖ Citation Index
    ❖ SJR
    ❖ Impact Factor
    ❖ h-index

NILANJAN CHAKI:
Books Edited " Science and Nationalism in Colonial Bengal ' on 2014 by Rupasi Bangla Publication.

Article Published with ISSN No in a Journal -- 01

DEBALINA BHATTACHARYA:
Books Edited " Science and Nationalism in Colonial Bengal ' on 2014 by Rupasi Bangla Publication.
Article Published with ISSN No in a Journal

20. Areas of consultancy and income generated: None
21. Faculty as members in
    National committees: None
    International committees: None
    Editorial Boards: None
22. Student projects
    o) Percentage of students who have done in – house projects including inter – departmental / programme: NA
    p) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies: NA
23. Awards / Recognitions received by faculty and students: NA
24. List of eminent academicians and scientists / visitors to the department: NA
25. Seminars / Conferences / Workshops organized and source of funding
    Name of the Teacher : Prof. Anamika Nandy
    p) National
    (i)   2012   :
          a. Workshop on "First JNU National Interaction Programme for PhD Scholars in Social Science and Humanities held on 5th to 9th November 2012, JNU, New Delhi
          b. Refresher Course in History held on 2nd January to 21st January 2012 at UGC-ASC,CU
    (ii) 2015 :
          a. Participated in a seminar on "War & Peace in 20th Century organized by Department of History, CU
          b. Special Summer School on "Archaeological Understanding of India's Past" held on 29th May to 18th June 2015 at UGC-HRDC, CU
    q) International
    r) State Level : Organized a Two day state level UGC sponsored seminar
26. Student profile programme / course wise

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc: NA

29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	NA
PG to Ph.D	NA
Ph.D to Post - Doctoral	NA

Employed
   • Campus selection
   • Other than campus recruitment	

Entrepreneurship / Self – employed	

30. Details of Infrastructural facilities
    bb) Library: Students may avail upto five books on home lending from the central library. The department has its own small library mainly personal books of faculties which are lent to the students.
    cc) Internet facility for staff and students: Ample internet facilities are available for the staff only.
    dd) Class rooms with ICT facility: None
    ee) Laboratories:NA

31. Number of students receiving financial assistance from college, university, government and other agencies:

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts: The department organizes seminars with UGC fundings inviting distinguished scholars which is academically enriching to the students. Students are encouraged to organize and participate in in-house seminars which are held from time to time.

33. Teaching methods adopted to improve student learning: Apart from classroom teaching students are taken on educational tours (day trip) to places of historical interest.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students actively engage in extension activities like health camp, various awareness programs, inter college debates, quiz competitions, poster competitions etc.

35. SWOC analysis of the department and future plan: Conducted by IQAC

Evaluative Report of the Department JOURNALISM & MASS COMMUNICATION

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department – JOURNALISM & MASS COMMUNICATION
2. Year of establishment-2005 (IN GEN. COURSE)/2009 (IN HONS. COURSE)
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc)
4. Names of Interdisciplinary courses and the departments / units involved
5. Annual / semester / Choice Based Credit System (programme wise)
6. Participation of the department in the courses offered by other departments
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc
8. Details of courses / programmes discontinued (if any) with reasons
9. Number of Teaching posts

	Sanctioned	Filled
Professors	X	X
Associate Professors	X	X
Assistant Professors	1	01
Full-Time Contractual Teacher	X	X
Part-Time Teacher	X	X
Guest Lecturers	----	04

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
Tapasi Ghosh	M.A.	Asstt. Prof.	Newspaper Management & Commercial Journalism	15	X
Subhendu Bose	M.A.	Guest Lecturer	Video Production & Criminal Justice	06	X
Koyel Chakraborti	M.A.	Guest Lecturer	Advertising	04	X
MOUSUMI DUTTA	M.A.	GUEST LECTURER	VIDEO PRODUCTION & CRIMINAL JUSTICE	02	X
Arundhati Chakraborty	M.A.	Guest Lecturer	Public Relations	02	X

11. List of senior visiting faculty-0
12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty) ---70% OF TOTAL THEORY CLASSES & 10% OF TOTAL PRACTICAL CLASSES HAS BEEN DELIVERED BY GUEST LECTURERS.
13. Student – Teacher ratio (programme wise)-1:12
14. Number of academic support staff (technical) and administrative staff – sanctioned and filled---SANCTIONED-01/FILLED-0
15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. /
16. Number of faculty with ongoing projects from a) National b) International funding agencie sand grants received
17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received
18. Research Centre/ facility recognized by the University
19. Publications
    ❖ Publication per faculty
    ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students—TAPASI GHOSH-01/OTHERS-0
    ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.)
    ❖ Monographs
    ❖ Chapter in books
    ❖ Books Edited
    ❖ Books with ISBN / ISSN numbers with details of publishers
    ❖ Citation Index
    ❖ SJR
    ❖ Impact Factor
    ❖ h-index
20. Areas of consultancy and income generated
21. Faculty as members in
    National committees
    International committees—01 (TAPASI GHOSH)
    Editorial Boards
22. Student projects
    q) Percentage of students who have done in – house projects including inter – departmental / programme—ALL THE 2ND & 3RD YR. HONS. STUDENTS (70%)
    r) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies
23. Awards / Recognitions received by faculty and students

24. List of eminent academicians and scientists / visitors to the department
25. Seminars / Conferences / Workshops organized and source of funding---
    WORKSHOP(02),COLLEGE FUNDING
    s) National
    t) international
26. Student profile programme / course wise

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
UG	10	90	X

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc
29. Student progression

Student progression	Against % enrolled
UG to PG	60%
PG to M.Phil.	X
PG to Ph.D	X
Ph.D to Post - Doctoral	X
Employed • Campus selection • Other than campus recruitment	10%
Entrepreneurship / Self – employed	X

30. Details of Infrastructural facilities
    ff) Library-BENGALI,ENGLISH & SOME HINDI BOOKS
    gg) Internet facility for staff and students-ONLY FOR STAFF
    hh) Class rooms with ICT facility-NO
    ii) Laboratories-WITH DESKTOPS , LAPTOP.MOVIE CAMERAS,LCD TV & PROJECTOR.
31. Number of students receiving financial assistance from college, university, government and other agencies-KANYASHREE
32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts-2 WORKSHOPS

33. Teaching methods adopted to improve student learning-FROM CHALK & TALK TO PPT PRESENTATION,FILM SHOW,DRAMATIZATION,PROJECT PRESENTATION,DOCUMENTARY MAKING,DEBATES & QUIZE ON STIPULATED SUBJECT TOPICS,SELF ASSESSMENT BY THE STUDENTS ETC.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities-100%
35. SWOC analysis of the department and future plan

STRENGTH-   UTILISING MODERN WAY OF TEACHING METHOD, PERSONAL CARE TO EACH STUDENT.

WEAKNESS- LESS NO. OF EQUIPMENT & CLASSES THAN REQUIREMENT.

OPPURTUNITY- TO STUDY IN A DEPATMENT SECURING TOP POSITIONS WITHIN UNIVERSITY IS ITSELF AN OPPORTUNIT FOR THE STUDENTS TO PREPARE THEIR CAREER EITHER IN ACADEMICS OR IN MAINSTREAM PROFESSION.

CHALLENGEES- TO BE THE BEST DEPARTMENT OF THE UNIVERSITY.

Evaluative Report of the Department
PHYSICAL EDUCATION

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department: **Physical Education**
2. Year of establishment: **2009-10**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc) U.G. (Hons & General)
4. Names of Interdisciplinary courses and the departments / units involved: **His, Geo, Edu,Jmc**
5. Annual ✓ / semester / Choice Based Credit System (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: Seminar & Extention
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc: **X**
8. Details of courses / programmes discontinued (if any) with reasons: **No**
9. Number of Teaching posts : Two (Substantive)

	Sanctioned	Filled
Professors		
Associate Professors		
Assistant Professors		
Part Time Teachers	1	1
Guest Lecturers	1	1

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Sl No.	Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
1	Prof Chapal Pandey	M.Ped. M Phil	Part Time Lecturer	Cricket	6yrs	
2	Prof Subimal Deb	B.Ped	Guest Lecturer		3yrs	

11. List of senior visiting faculty: **Prof Arnab Bhattacharyya**

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty) Lecture – 40%, Practical 40%

13. Student – Teacher ratio (programme wise) :   **34: 1**

14. Number of academic support staff (technical) and administrative   staff – sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG✓ :

16. Number of faculty with ongoing projects from   a) National b) International funding agenciesand grants received:

17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received:

18. Research Centre/ facility recognized by the University:

19. Publications
   - ❖ Publication per faculty:
   - ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students:
   - ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.)
   - ❖ Monographs
   - ❖ Chapter in books:
   - ❖ Books Edited
   - ❖ Books with ISBN / ISSN numbers with details of publishers:
   - ❖ Citation Index
   - ❖ SJR
   - ❖ Impact Factor
   - ❖ h-index

20. Areas of consultancy and income generated:

21. Faculty as members in
   m) National committees
   n) International committees
   o) Editorial Boards

22. Student projects
   s) Percentage of students who have done in – house projects including inter – departmental / programme
   t) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies

23. Awards / Recognitions received by faculty and students: District Level, State Level (Throw ball)

24. List of eminent academicians and scientists / visitors to the department

25. Seminars / Conferences / Workshops organized and source of funding
    u) National:
    v) International:
26. Student profile programme / course wise

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	
B.A (General)	50	34	17	17	100%

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc
29. Student progression

Student progression	Against % enrolled
UG to PG	1%
PG to M.Phil.	
PG to Ph.D	
Ph.D to Post - Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship / Self - employed	

30. Details of Infrastructural facilities
    j) Library: **50 Books**
    k) Internet facility for staff and students: **Yes**
    l) Class rooms with ICT facility: NO
    m) Laboratories
31) Number of students receiving financial assistance from college, university, government and other agencies
32) Details on student enrichment programmes (special lectures * / workshops / seminars) with external experts:
33) Teaching methods adopted to improve student learning: **Yes**
34) Participation in Institutional Social Responsibility (ISR) and Extension activities:
35) SWOC analysis of the department and future plan: **To involved more students into sports**

Evaluative Report of the Department
POLITICAL SCIENCE

The self – evaluation of every department may be provided separately in about 3 – 4 pages, avoiding repetition of the data

1. Name of the department: **POLITICAL SCIENCE**
2. Year of establishment: **2007**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc) U.G. (Hons & General)
4. Names of Interdisciplinary courses and the departments / units involved: His, Geo, Edu,Jmc
5. **Annual** ✓ / semester / Choice Based Credit System (programme wise): Annual
6. Participation of the department in the courses offered by other departments: Seminar & Extention
7. Courses in collaboration with other Universities, Industries, Foreign Industries, etc: **X**
8. Details of courses / programmes discontinued (if any) with reasons: **No**

9. Number of Teaching posts **: Two (Substantive)**

	Sanctioned	Filled
Professors		
Associate Professors		
Assistant Professors	2	2
Part Time Teachers		
Guest Lecturers		

10. Faculty profile with name, qualification, designation, specialization (D.Sc., D.Litt., Ph.D., M.Phil., etc)

Sl No.	Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph.D students guided for the last 4 years
1	Prof Arup Bhattacharyya	M.A. B.ed	Assistant Professor	International Relations	8yrs	
2	Prof Shilpa Nandy	M.A. M.Phil	Assistant Professor	Local Govt. Politics,Women Studies	8yrs	

11. List of senior visiting faculty: **Dr Murari Mohan Mukherjee, Prof Bimal Nanda, Prof. Rekha Saha, Prof. Shobhan Lal Datta Gupta.**

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty): **20% theory Classes by Visiting faculty during remedial coaching classes**

13. Student – Teacher ratio (programme wise) :
    Honours : **1:10**
    General : **1: 75**

14. Number of academic support staff (technical) and administrative staff – sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil ✓. / PG✓ :

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received**:   One**

17. Departmental projects funded by DST – FIST., UGC, DBT, ICSSR, etc and total grants received: **UGC, Total Grants Received: Rs 97200**

18. Research Centre/ facility recognized by the University: **X**

19. Publications
    - ❖ **Publication per faculty:**

Arup Bhattacharya:

1. **Contemporary India : Issues and Challenges**
2. **Bigyan Bhabnay Swami Vivekananda**

Seminars Attended & _Paper Presentation_

2007
1. *Workshop on Political Science for syllabus , organized by West Bengal political Science Association & Gurudas College*
2. *UGC Sponsored Seminar On Investment opportunities in 'Mutual Fund : Perspective on small investors' at Khudiram Bose Central College.*

2008
3. *UGC sponsored State Level seminar On Economics and management organized by City College of Commerce and Business Administration.*

2010
4. *Seminar on' Implementation of project work & work field work Through Distance Mode' , organized by Vidyasagar University*
5. *UGC sponsored seminar of Bengali Department on " Sardha satabarshe rabindranath tagore : koyekti salpachito dik" by Khudiram Bose Central college.*

2012
UGC sponsored Seminar on " Need for a secured Environmental Crisis environment in 21ˢᵗ century " by Netaji Nagar College

UGC Sponsored state level ' Rethinking Swami Vivekananda in the context of Caste Creed, religion. Paper giving on ' Sawmi Vivekananda Philosophy and socio-political Thinking' at New Alipore College.

Indo- Bangla Relations , Annual Conference by West Bengal Political Science Association.

2013
UGC sponsored State Level Seminar on History ' Historical Consciousness in late 19ᵗʰ and 20ᵗʰ c Bengal" organized by Khudiram Bose Central college

UGC sponsored National Level seminar ' Women Empowerment in India ' organized Bangabasi College

2014
UGC sponsored seminar on ' Challenges Of Women Empowerment of Vivekananda's View" by Bangabasi College

International Seminar on ' Vivekananda's Ideas & our Times' by R.K.Mission Vidyamandira, Belur Math.

UGC sponsored National seminar on ' Recent Trends in the study of International Relations" by Jadavpur University.

Shilpa Nandy:

Already Published:

- Article: **" French Feminism & Gayatri Chakravorty Spivak"** in edited book 'Antahswar: Meyeder kathay Meyera(Bi-Lingual)', Published by Renaissance Publishers Pvt. Ltd, Kolkata, 2007

- Article**: "Trawl Fishing Versus Traditional Fishing in the context of Global changes"** in edited Book 'Ei Samay: Rajniti Arthaniti' , Published by Ei Samay, Kolkata, 2008.

- Article: **" Matsyajibider Uchchhed; Bhayabaha Samasya"** in weekly magazine(Bengali) ' Saptaha', Published in Vol.No. XXXXII. NO.19-20, DEC,2008, Kolkata.

- Paper Title "**Rights For The Vulnerable Children in India"** in the Two - Day National Seminar on "Child Labour and Abuse in India", Organised by Arya College, Ludhiana on 25- 26th March, 2011**. (Already Published)**

- Paper title "**Corporate Social Responsibility Towards: Dams – induced Displaced Women in India",** published in an edited book with ISBN number 'Corporate Social Responsibility in India', New Delhi.

- An article on **"Women and leadership: A case study of India, Pakistan and Bangladesh"** in the Academic Journal of Victoria Institution(College).

- An article on " Globalisation and its impact on Fisherwomen Community in India" in the Academic Journal, Khudiram Bose Central College with ISSN No. 2454 5279.

Paper presented in national /international seminar /conferences and paper published in Seminar Proceedings:

- Paper Title **" Global Impact of Trawl Fishing: Challenges Face By The Fishermen Community in India",** in the Two - Day National Seminar on 50 years Excellence of Burdwan University, Organized by Department of Political Science, 4th – 5th June, 2010.

- Paper Title "**Rights For The Vulnerable Children in India"** in the Two - Day National Seminar on "Child Labour and Abuse in India", Organised by Arya College, Ludhiana on 25- 26th March, 2011**. (Already Published)**

- Paper Title "**Rabindranath Tagore's Vision in Education and Its relevance in Contemporary Times" in** the Two Day UGC- Sponsored National Seminar on " Revisiting Rabindranath" , organized by RajaRamohan College, Hooghly on 18-19th August, 2011.

- Paper Title**, " Diaspora in the Indian Cinema and the notion of Indianness", to be presented at** International Conference on Diaspora and Development: Prospectus and Implications for Nation States, 7 - 8 September, 2011, organized by school of Extension and Development Studies & school of Inter – disciplinary and Trans – disciplinary Studies, IGNOU, New Delhi.

- Paper Title, **"Role of Microfinance in Empowering fisherwomen community in India",** presented at National Seminar on Empowerment of Women through Micro Finance Enterprise, 0n 28-29th November, 2011, at Women's Graduate College, Jamshedpur, Jharkhand, India.

- Paper Title "**From Philosophical Revivalism to Universal Humanism: The Political and Philosophical views of Maulana Abul Kalam Azad"** presented at one day National seminar on Maulana Azad on 23 March,2012, organized by Maulana Azad College, Kolkata.

- Paper title **"Identity Construction of Women: Role of Popular Indian television serials"** presented at Two Days National seminar organized by Rashtraguru Surendranath college, Barrackpore. Hooghly on 23 -24th august, 2013
- Paper presentation in Women Studies, Rabindra Bharati University on 1st March, 2014 on "**Exploring the Voice of the Women: Dams Induced Displacement --- A Case Study of Sardar Sarovar Dam in India."**

- ❖ Number of papers published in peer reviewed journals (national / international) by faculty and students:
- ❖ Number of publications listed in International Database (for ex. Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.)
- ❖ Monographs
- ❖ Chapter in books:
- ❖ Books Edited: contemporary India Issues & Challenges
- ❖ Books with ISBN / ISSN numbers with details of publishers:
- ❖ Citation Index
- ❖ SJR
- ❖ Impact Factor
- ❖ h-index

20. Areas of consultancy and income generated:
21. Faculty as members in
    National committees
    International committees: 01
    Editorial Boards:

    Shilpa Nandy:
    - **Academic Journal --- Pragya, Khudiram Bose Central College, 2015.**
    - **Brochure of Women Cell of KBC College, 2015**
    - **Prospectus of the College, 2015.**
    - **Minor Research Project Report, 2014**
    - **News Letter of Khudiram Bose Central College, 2012,2013.**
    - **A Journey Through Lens --- KBCC PHOTO AlBUM, 2013.**
    - **Career Report of Khudiram Bose Central College, 2012**

22. Student projects
    u) Percentage of students who have done in – house projects including inter – departmental / programme
    v) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories / Industry / other agencies
23. Awards / Recognitions received by faculty and students

24. List of eminent academicians and scientists / visitors to the department **SDG, PPB, AJM**
25. Seminars / Conferences / Workshops organized and source of funding
    w) National:
    x) International:
26. Student profile programme / course wise

Name of the Course / Programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass percentage
			Male	Female	

27. Diversity of students

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil services, Defense services, etc
29. Student progression

Student progression	Against % enrolled
UG to PG	Approx 70- 75%
PG to M.Phil.	
PG to Ph.D	
Ph.D to Post - Doctoral	
Employed • Campus selection • Other than campus recruitment	Data not Available
Entrepreneurship / Self - employed	

30. Details of Infrastructural facilities
    jj) Library: **3050 Books**
    kk) Internet facility for staff and students: **only for staffs**
    ll) Class rooms with ICT facility: **NO**
    mm) Laboratories:
31. Number of students receiving financial assistance from college, university, government and other agencies **No**
32. Details on student enrichment programmes (special lectures * / workshops / seminars) with external experts: Extension Lectures on Lenin-Luxembarg Debate, Vivekananda
33. Teaching methods adopted to improve student learning: Yes
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Yes
35. SWOC analysis of the department and future plan: PPT, Educational Tour, Lok Adalat Visit

POST-ACCREDITATION
INITIATIVES

'You must be the change you wish to see in this world'… **Mahatma Gandhi**

If the college has already undergone the accreditation process by NAAC, please highlight the significant quality sustenance and enhancement measures undertaken during the last four years.

The college has undergone NAAC Peer Team visit in March 2007. The Peer team members after their visit were optimistic about the future of the college. They gave their suggestion which has been included in the 'executive summary of the college'. Implementations as per their suggestions have also been incorporated in the executive summary.

This part deals with the initiatives taken by the college post NAAC accreditation. The motto of the college is 'self reliance' and to achieve this vision the college has to ensure that positive steps are taken in this regard. The Governing Body of the college is our lodestar never allowing us to digress from the path of our commitment.

Our post NAAC accreditation initiatives are mentioned follows –

◈ *Space Creation*

One of the major constraints of this college is space. Some of the bigger class rooms have been partitioned to create more class rooms. The college has been able to obtain the annex building where four new class rooms have been made. Apart from these classrooms there are also one project room, two store rooms, one room allotted to Physical Education, one staff attendant room and one washroom.

The college is now in the process of vertical expansion. In order to create some more space an extra floor is now under construction. The plan of that construction has been provided in Criterion IV. According to this plan the new space will house one auditorium, approximately four classrooms and washroom for men and women.

◈ *Acquiring the college building*

The college was run by Khudiram Bose Education Trust. The Trust has informed the Government its willingness to hand over the property to the college for the purpose of education. This matter is still under consideration of Government of West Bengal. The college is pursuing the matter and is eagerly awaiting government's approval.

◈ *Creation of new teaching and non teaching posts*

The college has now grown in student strength and the requirement of appointing more teachers for the different departments has been identified by the college authority. To meet this demand the college has sent a proposal to the Education Directorate vide Ref. No. KBC / 5/ 13 dated 08.01.13 for creation of new teaching posts in the following subjects as per Government specification. The college has asked for new teaching posts in the following subjects

➡ Bengali
➡ Hindi

- English
- Education
- History
- Political Science
- Journalism and Mass Communication
- Geography
- Economics
- Mathematics
- Physical Education
- Environment
- Commerce

In 2010 six new teachers were appointed as per recommendation of West Bengal College Service Commission. These teachers are

- Prof. Tapasi Ghosh, Department of Journalism and Mass Communication
- Prof. Sheuli Biswas (Adhikary), Department of Education
- Prof. Shilpa Nandy, Department of Political Science
- Prof. Raja Ghosh, Department of Geography
- Dr. Subrata Kumar Mallik, Department of Bengali
- Prof. Anamika Nandy, Department of History

The college has not only sent proposal for creation of new teaching posts the same has been done for non – teaching posts and has received six posts to be filled up by the college as per West Bengal appointment norms. These new posts were sanctioned in two phases. In the first phase the college got the posts of include

- One guard
- One lady attendant

In the second phase the college got the posts of

- Two clerks
- Two laboratory attendants, one for Geography lab and another for Journalism and Mass Communication lab.

◈ *Academic expansion*

We would like to go in for academic expansion as well. The college introduced new subjects after NAAC in 2007. Physical Education as a subject in the general stream is being offered from the academic session 2009-10. The college has been able to offer honours in Journalism and Mass Communication and Geography from academic session 2009-10 and 2010-11 respectively.

In the next academic session there are plans to introduce subjects like sociology, psychology, computer science in the general stream as these subjects are in demand. Our acute shortage of space dwarfs our efforts to introduce new subjects. However we are hopeful that with creation of new space we will be able to offer these subjects from the next academic session.

The college has postgraduate courses under the Directorate of Distance Education, Vidyasagar University and offers programmes in M.A., M.Com and M.Sc. The subjects offered are Bengali, English, Sanskrit, History, Political Science, Geography and Commerce. The college plans to start its own postgraduate programme. In this respect the departments of Geography and Journalism are the trend setters. These two departments have already initiated the process and the matter is to be approved by the Governing Body of the college.

◈ *Defining new teaching learning strategies*

The teachers of this college always prioritized teaching learning above everything else. The continuous effort to implement new strategies for effective teaching learning has lead to a host of innovations in this field. These are enumerated as follows-

▶ **Using technology aided learning parallel with the traditional chalk and board lecturing system.** Teachers use their laptops to design class room teaching. Instead of just holding discussion on some particular topic teachers use visuals to supplement lectures. As an example to clear this point we can say that while discussing European Renaissance the History teacher shows some visuals of Renaissance art. This arrests the interest of the students and piques their level of curiosity to know more.

▶ Departments arrange **departmental seminars** where students present papers on some particular topic. This type of activity helps the students to learn how to do research work. Many departments have project work as part of their syllabus but departmental seminars enrich the learning process of the students. History, English, Political Science departments use this effective strategy to motivate their students into understanding the importance of research work.

▶ Another initiative to enhance teaching learning effectiveness is arranging **inter departmental classes.** Knowledge is one entity. No subject can be called water tight compartment and there is always spilling over of information contained in one subject to another subject. Seminal ideas of one discipline can influence the growth of other departments. The teachers of one department include the teachers of another department to give a talk on a particular topic that is more pertinent to his / her area of study. The English department includes teachers from History, Political Science, Bengali and Hindi to take classes. The teacher of Journalism and Mass Communication is asked to take a class on 'report writing / review' with the students of Communicative English. Students enjoy this diversification.

▶ Visuals have always been an effective teaching tool. In this age of rampant technological progression we teachers feel students need to be fed with visuals. The text is not just enough and whenever and wherever possible they should be introduced to visual screening of the texts. In this area the English department very consciously arranges two days of 'film show' for the students of the department. These films are primarily **cinematic renditions of their texts and some films go beyond the syllabus.** Generally this show is arranged in the month of December prior to winter recess. Not only the English department but Political Science and History departments have also used this method of teaching. Journalism and Mass Communication department arranges screening of reputed movies followed by review of the film.

- ► The department of Hindi introduced a new concept in teaching learning process – **dramatization of part of their text**. The students enjoy enacting their text and it also propelled fuel for thought for other departments.

- ► **Field trip** is mandatory for the Geography department. The teachers of the humanities subjects felt the need to arrange such trips for the students of their departments. Different departments arrange 'education tours' for the students of their departments. At times these tours are in collaboration with other departments or individual departments also make such arrangements. The departments of Hindi, Political Science, Education and Journalism took the students to Vidhan Sabha. The History department organized education tour to Indian Museum; the English department visited Birla Museum of Technology. These 'one day education tours' provide the students a totally different ambience to learn something beyond the scope of their syllabus.

- ► **Extension lectures** also fit into the curriculum framed by the teachers of the departments. Political Science, English and Commerce departments have arranged such lectures. Workshops have been organized by Journalism and Mass Communication department where resource persons had come from reputed newspapers.

◈ *Academic transparency*

Academic transparency is maintained by the departments at two levels –

- ► **Preparation of academic calendar** - The students are given academic calendars within the first few days of their academic session. This calendar contains the details of the syllabus, the time frame required to complete different modules or topics, names of teachers to deal with particular modules or topics and if possible probable dates of unit tests.

- ► **Maintaining academic record book.** – Each department has its own record book. This book allows the teachers of the department to get an idea what part of the syllabus is being covered by a particular teacher at a particular point of time.

- ► For the past five years the college organizes **Parents – teachers' Meet**. The teachers meet the parents / guardians and give them a detailed progress report of their child's performance both in academics and attendance. Papers of unit tests are also kept ready for the guardians to see and understand the progress of the candidate.

◈ *Committees and Cells*

After our NAAC visit in March 2007 the college formed different committees and cells to cater to the diverse needs of the students. Some of these committees and cells have been framed following the requirement of UGC schemes and other were result of the changing thought processes and look forward attitude of the teachers.

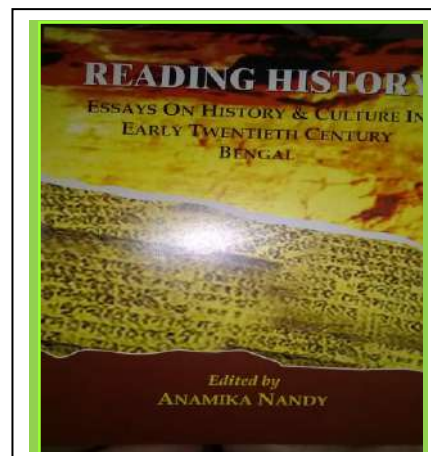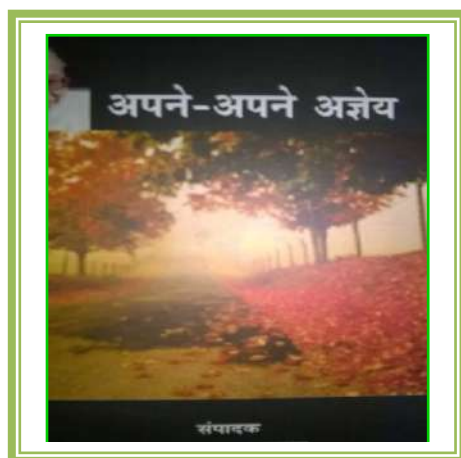| Committees and Cells funded by UGC	Committees and Cells not funded by UGC
Remedial Coaching Classes, Entry into Services, Career Counseling Cell - under UGC XI Plan Merged Scheme	Publication Committee, Placement Cell, UGC Committee, Equipment Committee, Purchase Committee
Women Cell	Sports Committee, Cultural Committee, Building Committee , Other Committees

◈ *Publications*

Since NAAC in 2007 the college has made the following publications.

▶ **Seminar proceedings publications** –

Seminars have been organized by the college for many years. However the emphasis is now on publication of the proceedings of the seminar in the form of a book. In the recent past the following have been published -

- 'Apne Apne Ajneya' by Department of Hindi
- 'Swalpoalochito Rabindranath Tagore' by Department of Bengali
- 'Vigyan Bhabnai Swami Vivekananda' by Department of Political Science
- 'Science and Nationalism in Colonial Bengal' by Department of History
- 'Reading History: Essays on History and Culture in Early Twentieth Century Bengal' by Department of History
- 'Investment Opportunity in Mutual Fund: Perspectives on Small Investors' by Department of Commerce

▶ **Departmental Publications** –

One of methods of academic orientation of a student is to find avenues through which s/he can express himself or herself in areas other than exams. Such a scope is offered to the

students of the departments through the medium of 'wall magazines'. Majority of the departments of the college have their own wall magazines and students are encouraged not to rein their thoughts. The wall magazines are –

- Educatum – Department of Education
- Agradut – Department of Political Science
- Diganta – Department of Journalism and Mass Communication
- Saptaparni – Department of Commerce
- Bangla Bibhagio Patrika – Department of Bengali
- Uttaran – Department of History
- Chokher Aloe – Vision Beyond - Department of English publishes printed departmental magazine.
- Abhivyakti - Department of Hindi

▶ *College Magazine* – the college magazine, containing writings of students, teachers and non teaching staff, titled *The Light* has been recently published.

▶ **Academic Journal** – the academic journal of the teachers, *Pragya* will be published on 15th December 2015 with its own ISSN 2454 5279.

▶ *Other Publications – some other publications include*
- The college Newsletter containing all activities and events of the calendar year
- Career Counseling Cell Report highlighting major activities of the cell
- Brochure of Women Cell specifying the core objectives behind the formation of the cell and its future endeavours.
- 'A Journey Through Lens' publication of photo album of Khudiram Bose Central College.

▶ *Individual accolades* – some of our teachers have published their own books –
- 'Antaraal' by Dr. Shubhra Upadhyaya, Department of Hindi
- 'Prasanga Lokosanskriti: Baichitrer Aloke' by Dr. Subrata Kumar Mallik, Department of Bengali

◈ *Research --- Minor Reasrach Project Report*

Not only are students motivated to do research work teachers are equally encouraged to pursue research work. In 2014 Prof. Shilpa Nandy, department of Political Science submitted her Minor Research Project, funded by UGC, titled '*Socio Economic and Political status of Fisherwomen Community: A Study of Purba Midnapore and South 24 Parganas Districts in West Bengal.*' *She has also applied for a Major Research Project to ICSSR, New Delhi which has been under consideration. Two other teachers, Prof Sheuli Biswas (Adhikary), Department of Education and Prof Raja Ghosh, Department of Geography have submitted their Minor Research Project proposals and are awaiting sanction from UGC.*

'*Sports foster many things that are good; teamwork and leadership*'. This saying by Daley Thompson can be summed up as our motivation to inculcate sports within our college curriculum. The values of team spirit and leadership are instrumental in structuring the mental orientation of a student and the college takes initiatives in channelizing the students in this direction. Students take part in many sports activities conducted by University, Government and other organizations.

◈ *Important Events*

Since NAAC visit in 2007 the college has included some dates to be observed within the college premises. These are –

- **12th January** – Swami Vivekananda's birthday is observed as National Youth day. On this day the students, teachers and non teaching staff of the college visit the ancestral house of the Swami and the rest of the day is spent in watching the cultural programme prepared by the students of our college. The students are once again reminded of their responsibility towards nation building. The NCC and NSS wings of the college play an active role in making this day a success.

- **21st February** – the Bengali department of the college salutes those brave souls who braved bullets and died as martyrs on 21st February 1952 to retain the identity of Bengali language in the soil of Bangladesh (then East Pakistan). Their action led to the recognition of this language as the official language of Bangladesh.

- **9th May** – popularly known to the nation as *'Pachishe Baisakh'* the birth anniversary of the poet Rabindranath Tagore is celebrated with fanfare by the Bengali department. Also the department pays tribute by observing '**Baishe Shrabon'**, the death anniversaryof the poet.

- **31st July** – the Hindi department of the college arrange '*Munshi Premchand Memorial Lecture'*. An eminent person is invited to give a talk on any aspect of Munshi Premchand's writings. This occasion flagged off from 2010 and so far the following distinguished persons have honoured the college by giving a talk on Munshi Premchand –
  - 2010 – Prof. Sambhunath
  - 2011 – Dr. Indu Joshi
  - 2013 – Dr. Subrata Lahiri
  - 2014 – Dr. Soma Bandopdhyay
  - 2015 – Smt. Uma Jhunjhunwala

- **14th September** – on this day the department of Hindi observes Hindi Divas to honour our national language and also propagates the cultural heritage and values of this language. The whole college joins this department in acknowledging the richness associated with our '*rashtriya bhasa*'.

- **15th December** - Khudiram Bose Memorial Lecture is arranged by the college on this day. It was decide in a meeting of the Governing Body that such a lecture will be organized by the college on this day to pay our sincere respect to our founder Principal Khudiram Bose. 15th December is his death anniversary. This occasion commenced from 2010 and till date the following lectures have been arranged by the college.

2010 – Lecture on '*Acharya Prafulla Chandra Roy*' by Dr. Aparajit Basu

- 2011 – '*Water in Crisis*' by Dr. Kalyan Rudra, scientist and water expert
- 2012 – Dr. Siddharta Majumder
- 2013 – '*Parliamentary Democracy in India – the Challenges*', by Prof. Bimal Shankar Nanda, Associate Professor, Political Science, Charu Chandra College, Kolkata
- 2014 – '*The Cosmic World*' by Dr. D.P Duari, Director of Birla Planetarium, Kolkata
- 2015 – '*Bagha Jatin and Buribalamer Juddha*' to be delivered by Dr. Pabitra Gupta.

◈ *Awards*

They say faith can move mountains. It is with this sincere belief that the college ventured into this award and prizes ceremony for the students who win laurels at the Calcutta University exam. What is unique about our system is that we just don't recognize laurel winners of final year but we also acknowledge the efforts made by our students at the Part I and Part II levels. Prizes are distributed in two categories – general and special. The general prizes are funded from the college's own coffer and the special prizes are given by individuals in memory of their loved ones. This system of awards has bred an environment of healthy competition among the students of the departments. We are very optimistic that the college result will definitely improve with the passage of time and this concept of awarding the laurel winners will serve as a catalyst.

■ *Alumni Formation:*

It was 9th April 2012, the college first took the initiative and formed an internal alumni association named ---'*Punarnava*' under the supervision of a committee and organized its first re-union programme under the co-ordinatorship of Prof. Shilpa Nandy, Assistant Prof. in Political Science. In this programme, all our ex- principals, teachers, staffs and students of the college were invited. Our college first *Newsletter --- 'KBCC Newsletter'* was also published an d the programme was also attended by *Hon'ble Consumer Affairs Minister, Govt. of West Bengal, Sri Sadhan Pandey and other distinguished delegates of the state. **Moreover, the Alumni Committee of the college decided to get this body registered under Societies Registration Act, 1961. With this aim, the college has already completed its registration process and is soon expecting to gets its registration number.***

◈ *Technological advancement*

In the first cycle of NAAC visit in 2007 one of their suggestions was computerization of office and library. The college paid heed to this suggestion and post 2007 has seriously contemplated the transition from pen and paper record keeping to the use of computers as a substitute. The first change initiated in this regard was changing the system of admission form manual system to computerization. Next step to follow was changing the system of maintaining accounts. Special software was designed to help the office in this regard. Now all major office work is done with the help of computers. From 2015 the admission process was also conducted online. Though a lot of effort has been initiated by college authority in computerization of work still there are sections where the office is yet to upgrade itself. The record of student performance in Calcutta University exam is still maintained using the pen and paper method.

The college library is in process of digitization. Information pertaining to books is being fed into the system so that students can get information on availability of books through computer. This process is soon to get completed.

The teaching faculty is dependent on technology for preparing their class lectures. The teachers use materials from internet and provide the students with the same. Departments also show films, documentaries with the help of laptops. Power point presentation is shown with the help of LCD projector.

The change from the traditional system to the new age of technology has already been initiated. The college is gradually picking up the pace and very shortly will develop itself. The future plan of the college includes more dependency on technology thereby launching into a new genre of teaching learning.

◈ *Internal Quality Assurance Cell*

Post NAAC initiative requires setting up of the Internal Quality Assurance Cell. The basic objective behind this is to continue the flow of development in the college that started with NAAC visit. This college also formed its IQAC after NAAC visit in 2007. The internal members were

- Dr. Hemanta Kumar Addya (coordinator)
- Dr. Asok Mukhopadhyay
- Dr. Sriparna Dutta
- Smt. Jayashree Chatterjee (library)
- Sri Gopal Mukherjee (office)
- General Secretary, Students' Union

External members included one of our Governing Body members of that time, Smt Shukla Bhore, Councilor.

Dr. Asok Mukherjee became the Principal of S.A. jaipuria College in 2010 and two of our internal members retired in 2011. A new IQAC was constituted in April 2013 and at present this body comprises

- Prof. Dalia Pramanik
- Prof. Arabinda Mridha

- Prof. Tapasi Ghosh
- Prof. Anamika Nandy(as Bursar)
- Dr. Sriparna Dutta (coordinator)
- Sri Gopal Mukherjee (office)
- Sri Sujit Deb (library)
- General Secretary, Students' Union

External members include Governing Body members Smt Shukla Bhore, Councilor and Dr. Shampa Guha. At present our area councilor is Sri. Sadhan Saha who is yet to be intimated about his membership in IQAC. Once our Alumni body gets registered under Societies Registration Act 1961 the IQAC will have members from this sector as well.

Since its formation this Cell has tried to ensure that the influx of growth, which started with NAAC visit in 2007, is maintained. The Cell has become more vigilant since its second formation in 2013. Some of the key areas where the Cell has focused are

- Technological upgradation
- Quality intake of students
- Infrastructure enhancement
- Formation of Women Cell
- SWOC analysis of college by students
- CAS of teachers

It will be incorrect to state that the Cell has been successful in all its endeavours. But the Cell has not stopped its untiring effort in propagating quality enhancement within the college.

There are many more fundamental issues that the Cell needs to address like creating an atmosphere of research. With time to come the Cell will be true to all its commitment.

In conclusion it remains to be said that the college is its own benchmark as far as quality is concerned. With every coming year we try to include something new that will change the quality parameter of our self rating from the previous year. The vision with which the college was set up continues to be our north star never allowing us to digress from the set path. We have achieved much, much remains to be done and we have taken the pledge *"…to strive, to seek, to find, and not to yield"*.
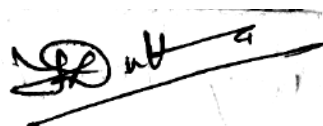
Progression comes with change and the college is open to change. To quote Charles Darwin 'It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change'.

Declaration by the Head of the Institution

I certify that the data included in this Self Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the Peer Team visit.

Place: Kolkata

Date: 18.12.15

Signature of the Head of the Institution

(DR SUBIR KUMAR DUTTA)

PRINCIPAL

Khudiram Bose Central College

71/2A, Bidhan Sarani, Kolkata - 700 006 ❑ Phone : 2555 7102/3889

President
Asok Chaudhuri
Ex-Principal,
Maharaja Manindra Chandra College

Principal & Secretary
Dr. Subir Kumar Dutta
M.Com., L.L.B., M.Phil, Ph.D., A.I.C.W.A.

Ref. No. KBC/14/2016

Date 12/01/2016

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that Khudiram Bose Central College fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 12.01.16.

Principal

(Dr. Subir Kumar Dutta)

Place: Kolkata.

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the

Khudiram Bose Central College

Bidhan Sarani, Kolkata
affiliated to University of Calcutta, West Bengal as

Accredited

at the C⁺ level.

Date : March 31, 2007

Director

Principal
Khudiram Bose Central College
Kolkata-6

- This certification is valid for a period of *Five* years with effect from March 31, 2007
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C⁺ grade, 65-70-C⁺⁺ grade, 70-75- B grade, 75-80- B⁺ grade, 80-85-B⁺⁺ grade, 85-90- A grade, 90-95-A⁺ grade, 95-100-A⁺⁺ grade (upper limits exclusive)

March 31, 2007/351

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