

The Annual Quality Assurance Report



Smt. J. D. Birla Institute
11, Lower Rawdon Street
Kolkata



Year of Report 2004-2005

Part A: The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

The plan of action of IQAC was chalked out based on the recommendations made by the NAAC peer team. In the first IQAC meeting it was decided that:

- The self-appraisal and other appraisal mechanism of teachers and non-teaching staff need to be formally instituted.
- Student support centers like counseling and placement cell need to be strengthened.
- Formal mechanism for collecting continuous feedback from the students on the various aspects of their learning experience at the Departmental/Institutional level may be instituted.
- While the departmental libraries have a manageable collection of books and journals, efforts should be made to acquire more books and journals and establish a central library.
- Participation of students in games, sports and other cultural activities at state and national level need to be encouraged and strengthened by providing adequate facilities.
- Efforts to be made to offer additional postgraduate courses like nutrition and dietetics, textile and clothing, etc. in Home Science and also to strengthen the research pursuits by the Departments.
- The number of teaching days should be increased as per the UGC norms.
- Improved canteen facilities as well as hostel facilities should be provided.

Outcome:

- The IQAC Cell introduced the self-appraisal of teachers, which was done at the end of the session and submitted to the Principal.
- The IQAC cell also introduced a system of **Exit Meeting** for the outgoing faculty members.
- Appraisal system of the non-teaching staff was formally instituted.
- A new system of collecting Student's feedback of the teachers at the end of each semester was introduced which meant that feedback is now being done twice a year.
- 1951 books have been added to the library in the session 2004-2005.
- Proposals were submitted for postgraduate course in Commerce and initiation was taken for later submission of postgraduate course in Nutrition and Dietetics and Textile.
- Number of teaching days was increased from 144 days to 200 days. Working hours were also increased from five and a half hours per day to six and a half hours per day.

Part B:

1. Activities reflecting the goals and objectives of the institution:

Goals of the institution:

Imparting quality and holistic education to its students has always been the guiding mission of this Institute. We hold that education is not just mere learning, but implies attaining self-reliance through a balance of freedom and discipline within the body, mind and soul. Hence, emphasis is laid upon hands-on experience in the practical classes along with intense classroom sessions.

In the process of attainment of such self-reliance, regular assignments, projects and seminars were held all through the year which helped the students in self-analysis and appraisal, as well as providing additional motivation for greater performance. Educational visits were made to social, educational, commercial, and technical centers, whether as educational excursions, or as a part of internship training programme or NSS activities. Such visits helped the students gain valuable experience and prepare them with clear fundamentals to handle the

real world by enabling them to apply their classroom teachings in practical situations.

Periodic visits by faculty from vocational and academic fields including eminent scholars from well-known universities provided the much-needed in-depth knowledge of the complex areas of the curricula.

2. New academic programmes initiated (UG and PG):

- Post Graduate Course in Department of Commerce.
- Post Graduate courses in food and nutrition, textiles and clothing in Department of Home Science.
- Certificate course in Food Service Management.
- Postgraduate diploma course in dietetics and clinical nutrition.
- B. Ed in Commerce.

3. Innovations in curricular design and transaction:

Innovations in curricula design and transaction is an ongoing process in this Institute. All the Departments of the institute endeavors to meet the major considerations of education, training and employment through innovative, well researched and useful additions to the curriculum.

Information Technology is a compulsory subject in all the three departments. The course content is designed to provide working knowledge of computers and also aims to give exposure of computer programming using software like MS-Access. The course also aims to provide some basic knowledge of accounting software packages, so as to enable the students to get an overall picture of real life accounting practices.

It is an honors paper, which consists of both theory and practical classes. The practical classes are conducted in well-equipped, state of art computer laboratory. Classes are supplemented by projects and assignments. Projects and assignments are designed in such a way that the students have to refer to the Internet or other sources, other than just books and class notes.

In Department of Commerce the sixth and final semester includes a paper 'Fundamental of Entrepreneurship' designed as per the guidelines of the UGC. The course aims to provide an exposure to the students to the entrepreneurial culture and industrial growth so as to prepare them to set up and manage their own small units.

Continuous Internal Assessment forms a very vital and integral part of the curriculum in this institute. Apart from class tests, quizzes projects and other traditional forms of internal assessment, seminars and internship programmes have been introduced with the aim of giving an all-round exposure and experience to the students.

With the objective of helping the students to improve in public speaking and paper presentation, seminars on the various subjects of the curriculum are to be held by

the students as part of their Continuous Internal Assessment. The Final year students have to present seminars in all the subjects in the audio-visual room. The seminars have to be presented using MS- Power Point. Use of visual aids like OHP, LCD Projector etc. is mandatory. This helps the students not only to acquaint themselves with the software most commonly used for presentations, but also to obtain a great deal of practice in preparing visual slides, transparencies etc. lay the foundations for research and prepare themselves to face a critical and objective audience while making presentations.

A unique and trail-blazing introduction in curriculum is the internship programme at the under-graduate level. Final year students have to undergo a six-week internship at various organizations, be it Chartered Accountancy firms, Company Secretary firms, manufacturing companies, trading companies, project managers, advertising, educational institutes, publication firms, hospitals, hotels, printing units, weaving units, architectural firms, interior designing firms, schools for the differently abled children etc. Here, the students are exposed to specialized accounting procedures, general office administration, secretarial work, public relations, sales and market research, front office, housekeeping, interior designing, weaving, printing, dietetics etc.

4. Inter-disciplinary programmes started:

None

5. Examination reforms implemented:

Semester system was implemented in the session 2003-2004 .In the Department of Commerce it was decided to replace one mid semester examination with ***paper presentation*** to test the student's presentation skills. Also class tests were held in the form of ***Group Discussions, Quizzes*** to get away from the mundane system of pen and paper examination.

A system of ***five internal tests*** in each subject was introduced in the Department of Management in the session 2004-2005.

6. Candidates qualified: NET/SLET/GATE etc.

From Department of Home Science Ms. Rajalakshmi Guha qualified in Slet.

7. Initiative towards faculty development programme:

Three faculty members from the departments of Home Science and Commerce have completed orientation course sponsored by UGC.

8. Total number of seminars/workshops conducted:

- A national seminar on *Implementation of Total Quality Management* in Higher Education in collaboration with CII.
- Merchant's Cup Quiz.
- Seminar on Management Education and Entrepreneurship in an IT Era in collaboration with AIMA

9. Research projects

a) Newly implemented:

- 1) UGC sponsored minor research project on Gerontology.
- 2) UGC sponsored minor research project on "Extraction of Natural Dyes from Waste Flowers of West Bengal"

b) Completed:

None

10. Patents generated, if any:

None

11. New collaborative research programmes:

- 1) UGC sponsored minor research project on Gerontology
- 2) UGC sponsored minor research project on "Extraction of Natural Dyes from Waste Flowers of West Bengal"
- 3) Survey of street Food, imported and Indigenous food Products under World Bank Assisted Capacity Building Project implemented by the Ministry of Health and Ministry Welfare, Govt. Of India.

12. Research grants received from various agencies:

Rs. 2 lakh from UGC

13. Details of research scholars:

Ms. Preeti Agarwal has registered as PH.D scholar in 2004.

Ms. Krishnakali Bhattacharya received her Ph. D degree in this session.

Ms. Deepali Singhee submitted her doctoral thesis in this session.

14. Citation index of faculty members and impact factor:

Faculty	Name of the topic	Name of the Journal/Seminar/paper
Dr Suman Mukherjee		The study material for Netaji Subhash Chandra Open University under Government of West Bengal in the area of marketing was written and developed by Dr Mukherjee.
Dr. Soma Dasgupta		Proceeding of Geriatrics and interdisciplinary Gerontological studies in West Bengal
Dr Vipasha Chakroborty	As study of the economic benefits of the use of renewable energy	Proceeding of ICDRE 2005
Ms. Deepali Singhee	<ul style="list-style-type: none"> • Low temperature eco friendly bleaching of jute and jute-cotton union fabrics • Effect of selective pre treatments and subsequent mixed enzyme treatment on properties of jute cotton union fabric. 	<ul style="list-style-type: none"> • Proceeding of seminar on 2 day national seminar on Innovation and diversified jute products organized by Textile Engineering division of West Bengal State Centre for Jute diversification in collaboration with National Center for jute diversification Ministry of Textile, Govt. of India • Accepted for publication in Indian Journal of fibre &Textile Research New Delhi

15. Honors/Awards to the faculty:

In each academic session two awards are given to the faculty members on the basis of their:

- Overall performance (based on student's feedback and Principal's Appraisal)
- Citation index

16. Internal resources generated:

Internal resources are generated with the help of short-term certificate courses, which are held throughout the year.

List of short-term certificate courses held in the session 2004-2005:

- Finishing school
- Complete cookery course
- Montessori training course
- Artistic craft course
- Home Science certificate course.

17. Details of departments getting SAP, COSIST (ASSIST)/DST. FIST, etc. assistance /recognition:

None in this academic session

18. Community services:

The Institute endeavors not only to impart learning, but also to ensure growth and development of the character and personality, fostering a sense of social responsibility and laying the foundations of moral and social convictions. With that aim, the Institute makes regular efforts to instill **social awareness** and **social responsibility** in the students by generating awareness about **Environmental and Health Issues** and **Extension Services**. The institute has two units of the **National Service Scheme (NSS)** comprising of 100 students each, under **Jadavpur University**. NSS is a new dimension to the student's life in the field of social interaction. From time to time the Institute through NSS has undertaken various activities to serve the community that we live in.

As a part of this community work, students of Food and Nutrition and Composite Home Science had visited **CINI** (A Child In Need Institute) to attend the nutritional clinic in the institute in January 2005. The students of the Nutrition section had further conducted a survey on the nutritional status of the mothers and children. For the benefit of the community, they also presented a **lecture demonstration on diarrhea**, one of the most common health problems faced by our society. CINI also accepted donation of old clothes made by the Principal and the NSS volunteers.

In an attempt to serve the society better, the NSS unit of the Institute ***adopted a street child*** and made necessary financial contribution to CINI for the education of such underprivileged child for one year. The NSS unit also undertook the ***medical and dietary expenditures of an AIDS-affected child for one month*** as a part of this programme.

During March 2005, a ***Book Distribution Programme*** was undertaken by the Department of Commerce to donate books to Biplab Sangha Text Book Library, Noapara, and Sonarpur in order to help the poor and needy village students. Some old college library books as well as a large number of books donated by the students on under-graduate, higher secondary and school level were handed over to the Secretary of the Library.

19. Teachers and officers newly recruited:

In Departments of Home Science and Commerce no new teachers or officers were recruited

Department of Management:

Ms. Satarupa Ghosh.

Ms. Sudeshna Chatterjee.

Mr. Arindam Chakroborty.

Mr. Sandeep Bose.

20. Teaching – Non-teaching staff ratio:

Teaching Staff 65

Non Teaching Staff 37

21. Improvements in the library services:

Processing work of all the new books purchased during the year has been over.

Editing work of the data – which became essential after the merger of the Commerce Departmental library with the Home Science Departmental library is going on. Once the work is completed the ***Libsys Software*** can be used.

The scope of the Libsys software installed at the library:

1. List of the members of the library.
2. List of books available in the library under different SUBJECT HEADINGS.

3. Number of copies of the same book (same title by the same author) available in the library.
4. Number of titles by the same author.
5. Other cataloguing details like name of the publisher, date and year of publication, price of the book.
6. Name of the bookseller, source of the fund (college fund, UGC etc.).
7. List of the books withdrawn – like damaged, donated, sold etc.

Transaction processing (i.e. issue & return):

1. Displays the status of a particular book, i.e. whether the book is issued, or in the stack, or damaged, or donated or sold.
2. Calculate fine, if it is due.

Reports generated by the system:

1. Number of books purchased during a particular period.
2. Number of books bound during a particular period.
3. Number of books issued in a day.
4. Number of books purchased through different sources like UGC, College fund.
5. Number of the books withdrawn – like damaged, donated, sold during a particular period.

In the Department of Management Lecture Plans, Sessional and Handouts are being kept in the library for easy reference of the students.

22. New books/journals subscribed and their value:

1951 books have been added to the library in the session 2004-2005 worth Rs. 3,31,920.97
25 new journals have been subscribed to.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

Student assessment of teacher has been introduced in both Departments of Home Science and Commerce.

Immediately after receiving of feedback reports Principal appraises each teacher regarding her strong and weak points.

Also a comparative analysis is made of the feedback reports with the previous years' report to understand whether the faculty member's performance has improved or deteriorated.

24. Unit cost of education:

Unit Cost of Education (Including Salary Component)

= Total Annual Expenditure/ Total No. of Students

= Rs. (18880763/1285)

= Rs. 14693.20

Unit Cost of Education (Excluding Salary Component)

= Total Annual Expenditure (excluding Salary)/Total No. of students

= Rs. (6730083/1285)

= Rs. 5237.42

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

Administration and process of admission are yet to be computerized.

The progress reports of the students are generated after inputting the marks in the computer. The certificates for Literacy Programme, National Service Scheme and any other short duration certificates courses held in the institute are also generated from computers. The report of internal assessment marks scored by each student in each subject is also generated

from the student administration software, which is sent to the University for further processing from their end.

In the Department of Management, Management Information Systems (MIS) have been implemented for students and Faculty attendance, student marks and discipline.

26. Increase in the infrastructural facilities:

For improvement in classroom teaching 4 Overhead Projectors and 8 white boards were bought.

Equipments bought In the different sections of Home Science were:

Food & Nutrition	Family Resource Management	Textile & Clothing	Human Development	General
Samsung Fridge	Tread Mill	Videocon Fridge (Model S091DX)	Psychological Scales (41nos.)	Distilled Water Plant
Oven (Bajaj) 3 nos.	Fitness Machine	Padding Mangle (Hand Driven)	Questionnaires (7 nos.)	Chromatogram
Utensils	Washing Machine	Electronic Balance with sheet (Brand Afcoset Model EK2009)	Tests (10nos.)	Boyle's Law Instrument
Hand Blender (2 nos.)	Microwave Oven	Electric Iron 10nos.	Inventory (16nos.)	Rheostat (4 nos.)
Mixie (Nation 2 nos.)	OTG	Screen for OHP		Resonance (Jar & Tube)(2 nos.)
Balance (Avery 1 nos.)	Refrigerator	Thickness Gauge (Baker 0.01-10mm)		Stop Clock (4 nos.)
Anthropometrics instruments)	Laser Pointer	Overhead projector (Prima Vision)		Wooden Board
	Rice Cooker	Twist Tester (Hand Driven)		Glass Beaker
	Irons (2nos.)	Digital ph meter (Model 111E)		Calorimeter (4 nos.)
	Sandwich Maker (2 nos.)	Ironing Table (2 nos.)		Hygrometer (6 nos.)
	Toaster (2 nos.)	Cloth Rack (1 no.)		Screw Gauges (4 nos.)
	Mixie (2 nos.)	Laser Pointer (1 no.)		
	Dinner Set			
	Flower vases			
	Pin holder			
	Scanner			

In the Department of Management every classroom is provided with LCD Projector upgraded from OHP. Also smart boards have been installed in the seminar room.

27. Technology upgradation:

In the academic year 2004 – 2005, ten new computer systems have been added to the Computer Laboratory. All these machines are Pentium IV with 256 MB of RAM and 80 GB HDD with LAN and Internet connection.

28. Computer and Internet access and training to teachers and students:

Computer and Internet access facilities are available free of cost to the students and teachers. Students are encouraged to do their projects, seminar presentations, and thesis work on the computers. At present four computers are earmarked for such purposes for the students in the library of the institute. The Faculty Reading Room in the main campus is equipped with two computers and printers to be used exclusively by the teachers. The teachers are encouraged to prepare the hand outs/class notes for their classes with the help of computers.

29. Financial aid to students:

Financial Aid is given to students on the basis of merit and financial position. However none of the students had applied for financial aid in the session 2004-2005.

30. Activities and support from the Alumni Association:

The association got registered in the month of October 2004.

Activities held/supported by the alumni association in the session 2004-2005 were:

- Annual Function of the college, which was actively participated by many of the alumnis.
- Alumni members also participated in the badminton and table tennis tournament
- There was active participation by the alumni members on the annual sports day, which was held on 29th January 2005.
- Alumni members also collected donations for the victims of tsunami disaster.
- The main event of the association was the first reunion. The reunion began with president's address followed by other office bearers and governing body members. The alumni members gave various suggestions for the improvement of the alumni association. After formal interaction lots of games and entertainment took place. The evening ended with dinner.
- The office bearers of the association are currently busy with getting the accounts audited and then organizing an AGM.

31. Activities and support from the Parent-Teacher Association:

We do not have a formal parent-teacher association, but this association exists informally. The principal and other teachers meet the parents of the students to appraise them about their ward's progress as and when required.

32. Health services:

The Health Services Activity Group was formed in July 2003. The Activity Group maintains a Health Room in the college campus, First Aid Box in the Staff rooms and also organizes various activities and programmes related to health and health education for the benefit of the students, staff and faculty.

The Health Services for the period July 2004 – June 2005, organized the following programmes and activities

- In September 2004, a Lecture cum Practical demonstration on acupressure by Dr. Mita Ganatra, a leading doctor of alternative medicine was organized at the college premises. Students and faculty members attended the presentation wherein the principles and functions of this special application of alternative medicine, that is acupressure, which is also referred to as SU JOK, were highlighted.
- Lecture ***Demonstration on First Aid*** in collaboration with St. John's Ambulance Association was organized for the students and faculty on 16th September 2004. Mr. Bhakti Sengupta conducted it. He dealt with the procedure of first aid in the case of burns, fractures, poisons etc, and also how to deal with sudden emergencies like a fall, inhalation of smoke, electrical burns and other accidents.
- A 16 hour ***First Aid Certificate Course*** by St. John's Ambulance Association was organized from 28th September 2004. Prof. Shakti Sengupta, a senior resource person associated with St. John's Ambulance, ex-Vice Principal, South City College, was invited to conduct the course. The course focused on various aspects of first aid and emergency care. The students underwent a practical demonstration and training program where they learnt about various kinds of bandages, cardiac massage and artificial respiration (CPR).
- A ***'Cancer and Blood Donation Awareness' programme*** conducted by Dr. Utpal Sanyal, Senior Scientific Officer and Head of the Department, Anticancer Drug Development and Chemotherapy, Chittaranjan National Cancer Institute was organized on 1st and 4th March 2005 at the college premises. Through his wonderful collection of postage stamps, Dr.

Sanyal pictorially described various aspects of cancer including its history, cause, detection, treatment, prevention etc. He also gave information on the history of blood, blood groups and blood donation, its importance and encouraged the audience to donate blood.

33. Performance in sports activities:

As stated in the mission of the Institute, the education programme is complemented by a number of **extra curricular activities** that are organized for the students. As a part thereof, this year saw the revival in sporting activities with the **Annual Sports Day** finding a place on the almanac after a long sojourn. In the run up to this day, a number of other interdepartmental sports events were organized during the year between Home Science and Commerce Departments. These included interdepartmental **table tennis, carom, badminton and darts** matches, which were coupled with matches versus alumni and faculty members. These events culminated in the Sports Day, with many attractive prizes for the proud and happy winners.

The Institute is proud to have some highly talented young sports persons including national champion and number 1 in **darts** (Aneesha Mehta, Commerce), as well as budding **tennis** talent Ragini Vimal (Commerce), currently ranked 20 in India.

34. Incentives to outstanding sportspersons:

Though the outstanding sports persons are not given any incentives in the form of awards but they are allowed leave of absence to participate in different tournaments and the faculty members take special care to help them make up for the classes they have missed out on.

35. Student achievements and awards:

The Institute along with the University has instituted several medals, awards and scholarships to encourage students to excel in academics and sports.

The University Gold medals are as follows:

- ☐ One University Gold Medal for the topper in the H. Sc. (B. Sc.) Programme.
- ☐ One University Gold Medal for the topper in the B. Com. Programme.
- ☐ Three University Gold Medals for the toppers in each of the three Postgraduate Programmes of Home Science.
- ☐ One University Gold Medal for the topper in the B.Ed. in H. Sc. Programme.
- ☐ One University Medal for the best all round sports person of Jadavpur University.

The Sushila Devi Birla Memorial Annual Prizes are awarded as follows:

- One Prize each for getting the highest marks in the university examination of the previous year in undergraduate Home Science, for each class.
- One Prize each for getting the highest marks in the university examination of the previous year in undergraduate Commerce, for each class.
- One Prize each for getting the highest marks in the university examination of the previous year in postgraduate Home Science, for each class.
- One Prize for getting the highest marks in the university examination of the previous year in B.Ed.

36. Activities of the Guidance and Counselling unit:

The counseling and guidance programme in J. D. Birla Institute has been operative since Nov.'03

The counselor is present on Monday, Wednesday and Saturday from 8-11 A.M. in the counselor's room. All the staff and students can avail the service.

Counselling of students are done through two approaches:

- A session is taken where all the students are oriented are sensitized to the aims goals and biases related to counseling.
- Individual sessions are held on a one to one basis where the students can talk to the counselor in confidence.

The counseling programme is mainly focused on handling psychosocial problems and academic and career counselling.

Counselling and guidance programmes are conducted with the underlying principles of cognitive Behaviour Therapy and Behaviour Modification in mind .The students are also given information in due course about the various career options etc.

The students are asked to report to the counselor at least once every week for approximately a succession of 4 weeks after the primary session

The major techniques used are:

- Teaching stress inoculation
- Anger management
- Enhancing coping strategies
- Understanding and working on strengths and limitations
- Improving social skills
- Restructuring cognitive schemes
- Rebuilding self esteem
- Teaching better learning

A detailed report is maintained of the problems and present conditions of every individual and post counseling sessions are also held after termination of the regular sessions.

37. Placement services provided to students:

The Institute has a Career & Placement Guidance Cell co-coordinated by several faculty members. This cell endeavors to make consistent efforts to provide necessary assistance to the students desirous of taking up jobs after qualifying with their relevant degrees. The cell arranged for regular presentations by placement consultants/ agencies and Human Resource Development and Management experts during the year.

This cell also attempted to guide the students into a suitable career plan by giving them exposure to the details, modalities and protocol involved in it.

The Institute also boasts of an in-house counselor who provides necessary guidance and counseling to the students and also conducts testing, if necessary.

Although there is no formal placement cell, the Institute permits presentations, interactive sessions by various companies. The Institute interacts with well-known organizations with a view to promote academia-industry tie-ups. As a result of such efforts, companies such as, **ICICI Prudential**, **MetLife Insurance** have approached the Institute for recruiting the students and have conducted campus interviews for the purpose.

Also, many of the companies wherein the students go for their internship, have shown keen interest in recruiting some of the students after graduation.

Many of the former students are presently employed in various renowned organizations such as **ICICI Bank**, **ICICI Prudential**, **HDFC**, **SREI Financial**, **NIIT**, **GE Capital**, **GE Countrywide**, to name a few.

38. Development programmes for non-teaching staff:

None

39. Healthy practices of the institution

The healthy practices that are followed by the Institute are:

- Admissions of the students are based on merits and personal interview for the Departments of Commerce and Home Science. In the Department of Management, admission is based on written tests, group discussions and personal interview.
- Institute arranges to conduct remedial classes on basic communication, numerical skills for the students who are weak in those areas.
- The teacher of each subject submits a lesson plan for the semester to the Head of the Departments and is evaluated on that at the end of each month. The HOD thereafter, notes any discrepancy and necessary steps are taken accordingly.

- The students' feedback about the teachers is taken at the end of each semester and the Principal and HOD appraise the teachers of the outcome.
- Attendance percentages of the students are monitored closely and the HOD and the Principal address any shortfall in collaboration with the parents and guardians.
- Students of all the three departments, at the undergraduate level, are sent for internship in different organizations, in order to gain experience in the corporate world.
- Classroom tests are supplemented by seminars, presented by the students, in different subjects. These give them a working knowledge of making presentations as well as public speaking.
- A Grievance Redressal Cell, under each HOD takes care of students' suggestions and grievances. These are then referred to the Principal and necessary steps are taken.
- Faculty members are encouraged to attend seminars, workshops, conferences, etc. The expenses for attending these events including traveling, registration, etc. are borne by the Institute at least twice for each full-time teacher in an academic year.
- Faculty members are also encouraged to publish papers, articles etc. on their specialization and a proposal to pay the registration fees for doctoral programmes is being seriously considered by the Institute.
- The computers in the Institute are connected through a Local Area Network (LAN) and Internet facility is also provided. Faculty members, students and administrative staff have access to these facilities, which help them to gather relevant information for their research, projects, and seminars and aid them in self-development.
- The faculty members do continuous monitoring of recent trends in syllabi and necessary changes in the syllabi are incorporated with the permission of the University.
- At the beginning of each Academic session, the Academic Calendars for the three departments are drawn up and published in the Prospectus. It is then strictly adhered to during the entire Academic session.
- Students of the three departments participate in field trips and excursions, which, apart from being a learning experience, also promote team spirit and mutual understanding.
- Student's feedbacks of the teachers are taken twice a year, which are analyzed, compared with the previous feedbacks and then the Principal communicates the report to the faculty.
- Parking facility free of cost is provided for the faculty members.

40. Linkages developed with National / International, academic / Research bodies.

While continuing with the full-fledged articulation programme with Northumbria University academic link with New Castle business school was established during the session 2004-2005.

41. Any other relevant information the institution wishes to add:

- Staff and students are covered under the mediclaim policy for accidents happening in the college premises or for participating in college related activities whose premium is being paid by the college.

Details of the insurance Policy:

COMPACT INSURANCE under United India Insurance Co. Ltd:

Section VI: 90 teaching/ non-teaching staff	Rs. 1,00,000 each
20 class IV staff	Rs. 50,000 each

Table of benefit as per Table IV (i.e. accidental death, permanent total and partial disablement and temporary total and partial disablement) + medical expenses arising out of accident irrespective of any valid claim under the policy or not. Cover available on duty during school hours, during journey from and to school, during travel, during participation in school related activities such as picnic, fest, function, etc.

Endorsement C: 1,400 students Rs. 50,000 per student

Rs. 25,00,000 per accident for all students.

Rs. 50,00,000 for all students for all accidents.

- Covers accidental death, total and partial disablement
- Medical expenses 20% of CSI and include cover for reimbursement of expenses arising out accident irrespective of hospitalization.
- Cover available during school hours, during travel, during participation in school related activities such as picnic, fest, function, etc.

- All India Management Association (AIMA) has asked Dr. S. Mukherjee (Director Smt. J. D. Birla Institute) to develop the syllabus and curriculum for their advanced programme in Management Development.
- Activities organized by the different activity groups in collaboration with IQAC Cell in the session were:
 - Annual Function.
 - Inter departmental darts Competition.
 - Intra departmental badminton and table tennis competition.
 - Annual sports day.
 - Participation in various fests of other colleges.

- A lecture demonstration on first aid in collaboration with St. John's ambulance association.
- A slide show on history of blood donation by Dr. Utpal Sanyal.
- Literacy campaign conducted by students of department of Commerce.
- Publication of college magazine.
- Lecture demonstration on acupressure by Dr Mita Ganatra.
- First Aid Certificate course on St. John's Ambulance Association.
- Business cards for the full time faculty members.
- Cancer Awareness Programme by Hitaishini.
- A discourse on Handling Emotions by Chinmaya Mission.
- A panel discussion on Thalassemia.
- First Reunion of the Alumni Members.
- Launch of Smt. J. D. Birla website.
- NSS members participated in a debate competition based on topic "social service is a waste of time "organized by NSS Cell of Jadavpur University
- Programme Officer Ishita Chowdhury participated in Programme Officer's Training under "University talk Aids" organized NSS regional center, Kolkata approved by Ministry of Youth affairs & Sports.
- Poster competition on **Education is Enlightenment or Knowledge is Power.**
- Students of Foods and Nutrition Department presented a lecture demonstration on diarrhea in CINI.
- Book Distribution Programme has been undertaken to donate books to Biplab Sangha Text Book library.

- Presentation on Career opportunity in hospitality industry by Frank Finn Institute.
- Maintenance of data bank of the available vacancies for students desirous of taking up a job as a result of which students have been placed in GE, Kitply Industries and Hyatt Regency.
- Campus interview by ICICI Prudential. After initial screening 7 students were short-listed for the next set of interviews. After undergoing training of 6 weeks 2 of them cleared IRDA examination and are now licensed financial consultants of ICICI prudential.
- Career cell organized a series of 4 lectures one for each department of Home Science where well-placed ex-students were invited to share their experience in preparation for employment opportunities.
- Counseling session by London School of Commerce in collaboration with Charles Stuart university and Northumbria University, U.K. on: "Education in U.K." for department of Commerce.

Part C: Detail the plans of the institution for the next year.

DETAILED PLANS OF THE INSTITUTION FOR THE NEXT YEAR

▪ *B. Ed. in Commerce*

The Institute is proposing to commence a one-year B. Ed course in Commerce for which the proposal has already been sent to NCERT and its approval is awaited.

▪ *Expansion of the college premises*

The Institute intends to add a third floor to the existing premises in the current session. The new floor proposes to house a state-of-the-art Audio-visual Room, Faculty Room for Department of Commerce along with classrooms.

- **Computerization of official work**

In order to introduce modern techniques of bookkeeping and accounting, it is proposed to install Tally 7.2 and thus computerize the entire accounting system.

- **Computer programme for office staff**

Training session on tally 7.2 and MIS would be provided to the office staff so as to make them proficient in computerized accounting and administrative tasks.

- **Computerization of library**

Apart from an existing computerized catalogue and an online search service for books and authors, all transactions, reports, etc are to be computerized.

- **MIS**

A Management Information System (MIS) is shortly to be implemented with the objective of monitoring & evaluating the overall development of the teachers and students. Regular updates of attendance of students, lesson plans, etc. will be incorporated in the system.

- **More collaborative research projects**

The Institute proposes to undertake research projects in collaboration with the industrial sector.

- **Computer training for teaching staff**

The Institute proposes to hold training sessions for the faculty members to make them conversant with computer, its workings including LAN and Internet, and to provide specialized training in DTP software.

- **Strengthening of career guidance and placement cell**

Establishing contacts with various placement agencies for the purpose of providing job opportunities for the students, as well as inviting various national and international business schools to conduct orientation programmes.

- **Alumni**

The Alumni Association will continue its tradition of organizing annual reunion of the former students of the Institute even this year. The Association is proposing to arrange for an excursion for the registered members as well.

- **Extra Curricular Activity**

Conduct of regular competitions in sports, cultural activities, etc apart from coordinating participation in inter-college fests.

- **Health**

Seminars and presentations on various health issues like oral and dental hygiene, diet suggestions for students, special eye camps are intended to be arranged. A course or lecture on stress management is also proposed. Follow-up practical workshops on the different applications of alternative medicine such as acupressure, Reiki, pranic healing, color therapy, etc. is also being proposed.

- **Linkages**

The Institute proposes to establish links with industries in order to promote academy-industry tie-up especially with respect to research projects. Efforts have already been made to collaborate with Confederation of Indian Industries (CII). The Institute also intends to approach various international universities for faculty/student exchange programmes and also for collaborating on research projects.

- **Blood donation and awareness camps**

The NSS unit of the Institute together with the Health activities cell proposes to arrange various awareness programmes on Cancer, AIDS, Thalassemia and other life-threatening diseases. A blood donation camp may also be arranged.

- **Certificate Course:**

The Department of Commerce proposes to start a new certificate course for six months in "Application of Computers in Accountancy".

- **Vocational courses:**

Department of Commerce proposes to start two new vocational courses free of cost on "Good Communication and Personality Development" and "Computer Programming".

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