

Annual Quality Assurance Report (AQAR)

2005-2006



Smt. J. D. BIRLA INSTITUTE

Department of Home Science, Commerce & Management

ANNUAL QUALITY ASSURANCE REPORT (2005 –2006)

PART A

The plan of action chalked out by the IQAC in the beginning of the academic year (2005-2006) towards quality enhancement and the outcome achieved by the end of the 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 NCTE and its approval is awaited.

Initiative to start a General B.Ed. course under the affiliation of Jadavpur University was undertaken. As the Jadavpur University is a unitary university and itself has applied for a general B.Ed. at their campus to NCTE, they did not approve of the affiliation for the same.

- **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 Conference Hall, Faculty Room for Department of Commerce along with classrooms.

Permission for the vertical expansion of the building has been granted by the plan sanctioning authority and the extension in the form of 3rd storey has begun. There will be provision for classrooms and 150-seat capacity Conference Hall.

- **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.

Tally 7.2 Software has been installed in the office.

- **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

Office staff is using the Tally 7.2 to maintain accounts.

- **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.

Brainware software has been installed in the library.

- **MIS**

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

MIS has been installed in all the three departments. In the Home Science Department its usage is limited, as the software requires some modification.

- **More collaborative research projects**

The institute proposes to undertake research project in collaboration with the industrial sector.

a. *Street food project under Ministry of Health and Family Welfare, Govt. of India funded by World Bank is being carried out in three Phases and the First Phase was completed in the month of June.2006.*

b. *A Minor Research Project funded by UGC in collaboration with Dean of Arts, Jadavpur University on "Trade Liberalization and its Impact on Forest - A Case Study of India" has been undertaken by the Department of Commerce.*

- **Computer training for teaching staff**

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

Formal Computer training for staff could not be arranged. But teachers have learnt to handle LAN and Internet.

- **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.

Efforts were made to arrange career counseling sessions, orientation programmes for the CAT aspirants, campus interview by Dell Computers, Wipro Infotech and others. Students got job offers while undergoing internship training. In the Department of Management most of the students were offered stipends for internships, the maximum being Rs.20, 000/- per month at ING Vyasa Bank. Some of the Ex-students have been recruited as Junior Officers, Marketing Executives in ICICI and HDFC Banks. Resume of ex-students are kept with the Placement Cell for future reference.

- **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.

Alumni association had its 2nd reunion and instead of an excursion, it organized a musical evening for both its members and the present students of the institute besides other activities.

- **Extra Curricular Activity**

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

Extra curricular activity group organized annual cultural programme, sports, quiz, and debate for its own students. The students also participated in number of inter collegiate fests and did make the college proud by winning prizes.

- **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 of lecture on stress management is also proposed. Follow up practical workshops on the different applications of alternative medicine such as Acupressure, Reiki, Pranic Healing, Colour Therapy, etc. is also being proposed.

Talk on AIDS, First Aid Demonstration, a workshop on Pranayam and an interactive session on Cerebral Palsy and stress management were conducted for the students.

- **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.

- a. Newcastle Business School, Northumbria University Academic Link Programmes: Two students Ms. Avinanda Saha and Ms. Avirupa Saha, after completing their Third Year course at JDBI, left for Newcastle Business School for the final year programme in the undergraduate course of NBS. 22 more students have applied for Postgraduate Management Programmes at NBS for the September 2006 session. All of them have been offered scholarships and across the board 10% reduction in tuition rates [comparable to agency fees].*
- b. Students of all the three departments are directed to various establishments/ organizations/ corporate offices for vocational training for a duration of one –two months.*
- c. Guest faculties from different fields are invited to deliver lectures on subjects pertaining to their field of specialization, to offer the students a wider perspective.*
- d. B.Sc. Final Year students specializing in the field of Textile and Clothing undergo a practical training programme in Textile Testing each year at the Institute of Jute Technology. The Institute arranges for these classes on the payment of a minimum amount of charges.*

- **Blood donation and awareness camps**

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

- a. NSS participated in "University Talk AIDS" an awareness programme, attended seminars on organ transplant, disaster management, carried out donation of books and clothes, conducted dietary survey and have also adopted a child at CINI.*

b. The Department of Home Science of the Institute conducted an awareness campaign on Solid Waste Management using Vermicompost technique. A poster competition with this subject as the focal theme was organized on January 31, 2006 for the students of the Institute.

- **Certificate Course**

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

a. Department of Commerce has started a new certificate course in "Application of Computers in Accountancy."

b. Department of Home Science started an 8-month certificate course in Textile Designing.

- **Vocational courses**

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

Department of Commerce has started a new vocational course, free of cost, on 'Good Communication and Personality Development'.

PART B

1. Activities reflecting the goals and objectives of the institution

Efforts were made to help the students develop themselves in a holistic manner through team building, excursion, academic excellence and concern for the nation.

2. New academic programmes initiated (UG and PG)

- a. PG Diploma in Dietetics and Applied Nutrition in the Department of Home Science have been initiated. The same has been approved by the affiliating University.
- b. A new Post Graduate Diploma Course in collaboration with ICFAI (Indian Chartered Financial Analyst) has been proposed by the Department of Commerce. This course shall be of one year duration comprising of two semesters and a three-month internship programme. The proposed course shall either cover Post Graduate Diploma in Banking and Insurance or Post Graduate Diploma in Capital Market and Investment Analysis.

3. Revision of the curriculum and syllabus

- a. The Department of Commerce has started the process of revising their curriculum and syllabus. For this, a syllabus review committee has been formed comprising of eminent personalities from the field of academics and industry. They are:
 - Prof. B. Chatterjee, Dean of Arts, Jadavpur University.
 - Prof. Moloyendu Saha, Professor, Department of Commerce, Calcutta University
 - Prof. M. M. Rahman, Head, Department of Commerce, St.Xaviers' College, Kolkata.
 - Prof. Dasgupta, Principal, Goenka College of Commerce, Kolkata.
 - Mr. Rahul Roy, Director, Ernst & Young,
 - Mr. Sachin Agarwal, Asst. Vice-President, HDFC Securities.
 - Ms. Ishita Chowdhury, Manager, L. B. Jha & Co.
- b. The Department of Home Science has revised the curriculum and syllabus of its existing PG Section (M.Sc. in Resource management, Human Development and the Composite Home Science). The same has got an approval from the affiliating University (Jadavpur University).

- c. The curriculum and syllabus for two new M.Sc. programmes i.e. Textiles and Clothing and Food and Nutrition have been framed. The sectional-in-charges of the above mentioned programmes visited Home Science colleges in Mumbai and Vadodara to get their suggestions on the newly framed curricula and the syllabus.

4. Innovations in curricular design and transaction

- To meet the needs and requirements of the students and in order to enhance the quality and standard of education, updating and restructuring of the curriculum is a continuous process in the institute. To enable the students to continue their education after their graduation, the PG courses in Home Science were updated and restructured giving importance to emerging areas of technology with special thrust on information technology and entrepreneurship thereby making it relevant to the present day needs and career options.
- The M.Sc. programme earlier followed the annual pattern of examination, but has now been converted to the semester pattern.
- Keeping in mind the importance of diet in relation to good health PG-Diploma in Dietetics and Applied Nutrition has been approved by the affiliating university. The curriculum has been designed in a way whereby the students present case studies, seminars and presentations. Besides this, an internship of two months duration enables them to get first hand knowledge on their field of study.
- All the three departments of the institute held regular Academic Council and General Staff Meetings during this period, discussing matters pertaining to general rules, examination, evaluation and pedagogy to be used for classroom teaching.
- Teachers at the Department of Management have been advised to use PCs provided to them for preparing LCD presentations. This presentation could subsequently be e-mailed to all students. Other departments also have started giving more importance to presentations through LCD projector, OHPs' etc. rather than the conventional board and chalk method.
- Replacement of internal mid-semester examination by paper presentation for the second year students of the Commerce Department has been initiated.

5. Inter-disciplinary programmes started

✓ To widen the circumference of knowledge and skills of the commerce students and to make them more familiar with information technology, the students are motivated to enroll themselves in a *Certificate Course on Application of Software in Accounting*, which has been started since January 2006. The duration of the course was six months. This course aims to provide in-house training in all related accounting software to students

Packages Covered (Practical): Tally 7.2, Fact, Ace, Excise, Pro-Equity, Pay plus, Assistant Secretary, Moneyware software.

Theory: Excise Theory, Taxation, and Portfolio Management

6. Examination reforms implemented

- Class tests are held on a regular basis in all the departments.
- The examination rules for the PG Degree courses in Resource Management, Human Development, and Composite Home Science has been changed from the annual pattern to the semester system this session. The above rules have been framed and passed by the university.
- The university is contemplating on initiating one class test instead of two class tests in each semester at the UG level in Department of Home Science.
- Replacement of internal mid-semester examination by paper presentation for the second year students of Department of Commerce has been implemented.

7. Candidates qualified: NET/SLET/GATE etc

- a. Ms Shradha Agrawal, Lecturer (Home Science)
- b. Ms Ritusree Ray, Part-time Faculty (Home Science)
- c. Ms Anita Chamaria, Part-time Faculty (Home Science)

8. Initiative towards faculty development programme

The institute promotes and encourages participation of Faculty in seminars, conferences, workshops either as delegates or as resource persons by way of giving them duty leave and also reimbursing registration charges in some cases.

For enriching the knowledge base of the faculty members, from time to time and when required they are allowed to attend orientation and refresher courses.

• SEMINARS/ CONFERENCES/WORKSHOPS ATTENDED

Sl. No.	Content / Topic Organized At / By	Name of the Faculty Attended / Participated	Date
1.	A Seminar on ' <i>Values and Ethics – A few Reflections</i> ' held at British Council, Kolkata	Mr. Tapobrata Ray, Lecturer, Department of Management	June 30, 2006.
2.	A Seminar on ' <i>Queering Justice</i> ' organized by Sappho, Support Group for Lesbians and Bisexual Women	Dr Krishnakali Bhattacharyya, Mrs Punam Mehra and Ms Shraddha Agarwal, Lecturers, Department of Home Science	June 2006
3	A Seminar on ' <i>Shelter Design in Development</i> ' organized by Housing Development and Management, Lund University, Sweden in collaboration with SIDA, the sponsor body	Ms Sonia Gupta, Sr. Lecturer, Department of Home Science	May 2006
4	A Workshop on ' <i>Environmental Conservation</i> ' including screening of short films in the Institute by Greenpeace Society	All staff members and students of the institute	February 18, 2006.
5	Review Meeting cum Orientation Workshop on ' <i>Training and Education of the Manpower Engaged in Street Food Services</i> ', organized by the Ministry of Health and Family Welfare at New Delhi	Mrs Lilu Mancha, Head, Department of Home Science	February 7-8, 2006
6	' <i>The Partnership Summit of 2006</i> ' at Salt Lake stadium, Kolkata organized by the Confederation of India Industry (CII)	<ul style="list-style-type: none"> • Dr. Suman Mukerjee, Director, Department of Management • Ms. Gargi Mitra and Ms. Chaitali Chowdhury Lecturers, Department of Commerce 	January 18–20, 2006 ✓
7	A seminar on ' <i>Organ Donatlon and Transplant</i> ' organized by the NSS unit of Jadavpur University at the university campus	<ul style="list-style-type: none"> • Ms Shivarati Bose, Lecturer, Department of Home Science • Ms. Sulipi Biswas, Lecturer, Department of Commerce • Student members of NSS cell 	January 10, 2006
8	A Workshop on ' <i>Administrative Practices</i> ' organized by Jadavpur University, under UGC Scheme of Retraining of College Teachers	<ul style="list-style-type: none"> • Ms. Deepali Singhee, Sr Lecturer, Department of Home Science, • Ms. Gargi Mitra and Ms. Chaitali Chowdhury, Lecturers, Department of Commerce 	January 6, 2006 ✓
9	XXVI Biennial Conference of Home Science Association of India, Topic: ' <i>Globalizatlon: Impact on family & Community</i> ', held at SNTD College of Home Science, Pune	Mrs Komal Sharma and Ms. Deepali Singhee, Sr Lecturers, Department of Home Science	December 27-29, 2005

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Sl. No.	Content / Topic Organized At / By	Name of the Faculty Attended / Participated	Date
10	UGC sponsored Regional Level Seminar on ' <i>Sustainable Development and Corporate Social Responsibility</i> ', organized by Department of Commerce, held at Sri Shikshayatan College, Kolkata	Ms. Baishali Agarwal and Ms. Nibedita Roy, Lecturers, Department of Commerce	December 3, 2005
11	A Conference on ' <i>Leveraging Business Through ERP - An SME Perspective</i> ' held at Hotel Hindustan International.	Ms. Satarupa Ghosh & Mr. Manojit Debnath, Lecturers, Department of Management	December 1, 2005
12	A training course on ' <i>Environmental Policy - A Non Technical Approach</i> ', under UGC Scheme of Retraining of College Teachers held at Jadavpur University	Ms. Gargi Mitra, Lecturer, Department of Commerce	November 18-20, 2005
13	A Workshop on ' <i>Value Addition to Foods</i> ', organized by Association of Food Scientists and Technologists at Taj Bengal, Kolkata	Ms. Shivarati Bose, Lecturer, Department of Home Science	November 5, 2005
14	A seminar on ' <i>Copper Connects Life</i> ' organized by Copper Promotion Council	Ms Sonia Gupta, Sr Lecturer, Department of Home Science	November, 2005
15	A Talk on ' <i>Nutrition & Heart</i> ' by Prof. Sen. (University of Connecticut) at Jadavpur University,	Ms Shivarati Bose, Lecturer, Department of Home Science	October 31, 2005,
16	A Seminar on ' <i>Real Estate in West Bengal-New Opportunities for Investment and Growth</i> ' organized by FICCI, Kolkata	Ms Sonia Gupta, Sr Lecturer, Department of Home Science	September, 2005
17	A seminar on ' <i>Business Process Outsourcing</i> , organized by Computer Society of India at Bhawanipur College, Kolkata	Ms. Gargi Mitra and Ms. Chaitali Chowdhury, Lecturers, Department of Commerce	September, 2005.
18	A one day Workshop on ' <i>Disaster Management</i> ' organized by NSS unit of Jadavpur University under the auspices of Department of Higher Education, Govt. of West Bengal	<ul style="list-style-type: none"> Ms Shivarati Bose, Lecturer, Department of Home Science Ms. Sulipi Biswas, Lecturer, Department of Commerce 	September 3, 2005,
19	A Seminar on ' <i>Rain Water Harvesting</i> ' organized by Centre of Science and Environment, New Delhi	Ms Sonia Gupta, Sr Lecturer, Department of Home Science	8 th - 11 th August, 2005

Training Programmes

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Sl. No.	Content / Topic Organized At / By	Name of the Faculty Attended / Participated	Date
20	National conference on 'HIV & Aids' organized by Confederation of Indian Industry at Taj Bengal, Kolkata	<ul style="list-style-type: none"> • Dr. Jharna Sengupta, Principal, • Ms Shivarati Bose, Lecturer, Department of Home Science • Ms. Sulipi Biswas, Lecturer, Department of Commerce 	August 18, 2005,
21	First Orientation workshop on 'Street Food Survey Project', under World Bank Assisted Capacity Building project held at National Biological Institute, Noida	Mrs Lilu Mancha and Mrs Komal Sharma, Sr Lecturers (Selection Grade), Department of Home Science	July 28 - 29, 2005

• REFRESHER /ORIENTATION COURSE ATTENDED

Sl. No.	Content / Topic	Organized At / By	Name of the Faculty Attended / Participated	Date
1.	Refresher Course in 'Recent Trends in Microbial Technology'	UGC Academic Staff College, Jadavpur University, Kolkata	Dr Deepali Singhee, Dr Vipasha Chakraborty, Ms Shivarati Bose and Mrs Amita Dutta, Sr Lecturers, Department of Home Science.	June 2006
2.	Orientation of NAAC and IQAC Coordinators regarding the Process of Accreditation and Reaccreditations	At the office of State Council of Higher Education, Kolkata	Ms. Gargi Mitra, Lecturer, Department of Commerce	April, 2006
3	UGC sponsored Orientation Programme	UGC Academic Staff College, Jadavpur University, Kolkata	Ms. Baishali Agarwal Lecturer, Department of Commerce	February 6 - March 6, 2006
4	UGC sponsored Orientation Programme	UGC-Academic Staff college, Jadavpur University, Kolkata	Mrs. Mitali Majumdar, Head Librarian	February 6 - March 6, 2006
5	Refresher Course on 'Behavioral Science'	UGC Academic Staff College, Calcutta University	Dr Krishnakali Bhattacharya, Lecturer, Department of Home Science	August 17, 2005 to September 7, 2005

• PAPER PRESENTED

- Paper entitled 'Migration: Impact on Family and Community - A Study of Growing Old in Calcutta with Emigrating Young' presented by Dr Somu Dasgupta, Sr lecturer, Department of Home Science, at the UN sponsored International Conference on Family Household, Joensuu University, Savolinn, Finland in June 2006.
- Report/ case study presented by Mrs Lilu Mancha and Mrs Komal Sharma, Sr. lecturers (Selection Grade), Department of Home Science, on the *Street Food Survey*

Project (Phase I), under World Bank Assisted Capacity Building project, at National Biological Institute, Noida on May 1-3, 2006.

- c. Research (Poster Presentation) Paper entitled '*An Attempt to Construct a Scale to Measure the Life Satisfaction of Elderly Parents of NRI Children*', presented by Dr Soma Dasgupta, Sr lecturer, Department of Home Science, at the National Science Congress held at Hyderabad in January 2006.
- d. Research Paper entitled '*Concurrent Acid Dyeing and Resin Finishing of Jute Fabric*' presented by Ms. Deepali Singhee, Sr Lecturer, Department of Home Science at the XXVI Biennial Conference of the Home Science Association of India held at SNDT College of Home Science, Pune during December 27-29, 2005.
- e. Research (Poster Presentation) Paper entitled '*Study on Low Temperature Bleaching of energy Efficient Bleaching of Jute and Jute-Cotton Union Fabric*' presented by Ms. Deepali Singhee, Sr Lecturer, Department of Home Science at the XXVI Biennial Conference of the Home Science Association of India held at SNDT College of Home Science, Pune during December 27-29, 2005.
- f. Research Paper entitled '*Effect of Multiple Micronutrient Supplementation on the Hemoglobin Levels of Pre-school Children (3 - 6 years) of Urban Slums of Vadodara*', presented by Ms. Indrani Biswas, lecturer, Department of Home Science, at XXXVII Annual Conference of the Nutrition Society of India held at Hyderabad in November 2005.

8. Enrollment for Higher Degree

Ms. Chaitali Choudhury, Lecturer, Department of Commerce enrolled under IGNOU in January 2005 for a three year *Master in Computer Application*

9. Total number of seminars/workshops conducted

To enhance the knowledge of the learners various seminars/workshops pertaining to the subject of relevance were conducted/organized by the Institute.

- Ms. Samayceta Banerjee, Graphologist, Kolkata Institute of Graphology, Kolkata on June 21-23, 2006, conducted a three-day workshop on '*Expressive Behaviour and Handwriting Analysis*'.
- Ms. Rajlakshmi Guha, Lecturer and Consultant Psychologist conducted a workshop on '*Stress Management*' for the students of Human Development, Department of Home Science on June 20, 2006.

- Dr A K Sinha, Vice President (I.R &H.R.D), Jayashree Textiles, Rishra, conducted an interactive session on *Human Resource Development* with students of Home Science on June 16,2006.
- Mrs Upasna Ghosh and Ms Aparnjita Banerjee of Anisha Counseling Centre conducted a two-day workshop on '*Leadership, Motivation and Life Skills*', for students of Home Science on June 12 and 13, 2006.
- An interactive Session on *Cerebral Palsy* was conducted for the students of Home Science on June 9, 2006. Dr. Madhuchanda Kundu, Deputy Head, Training and Research, Indian Institute of Cerebral Palsy was invited to chair the session.
- A five-day workshop on *Pranayam* was conducted for the students of Home Science during June 5-9, 2006. Ms. Padma Ojha and Ms. Bhagwati Ojha, freelance Yoga Practitioners were the instructors for the Workshop.
- An interactive session on *Job Satisfaction and Occupational Stress* was conducted for the teachers of Rishra Vani Bharti at Rishra, Probasnagar, Hoogly by the Human Development Section (Home Science) on May 16, 2006.
- A workshop on *First Aid* was conducted by Mr. Bhakti Sengupta of St. John's Ambulance at Smt. J D Birla Institute and was attended by staff and students on April 24, 2006.
- A corporate environmental quiz, '*Green Biz Quiz*' was organized by the Department of Management's research team comprising of students, in collaboration with the American Center and Indian Chamber of Commerce at The Hyatt Regency, Kolkata on April 4, 2006. The Director, Dr Suman Mukerjee was the Quiz Master.
- A '*Corporate Management Quiz*' was organized by the Department of Management in collaboration with Calcutta Club on Saturday, March 25, 2006. This turned out to be the largest Management Quiz held in Kolkata. The students organized 23 sponsorships and registered 93 corporate teams.
- A one-session lecture series '*Consumer Awareness Programme*' was organized for B Sc Final Year Students (Resource Management and Composite Home Science) in collaboration with FCAWB in Sept 2005.
- A lecture on '*Solid Waste Management and Vermicomposting*' was delivered by Dr A Misra, Scientist, Zoological Survey of India, Kolkata on February 18, 2006. The students of the college attended the lecture.

- The Internal Quality Assurance Cell (AQAR) of Smt. J. D. Birla Institute organized a seminar on '*Stress Management*'. Swami Someswarananda, Chairman, Vivekananda Centre for Indian Management, Indore, at Vidya Mandir on November 23, 2005, delivered a lecture.
- A seminar on '*Current Issues in Accounting Development*' was delivered by Prof. M. Saha, Reader, Department of Commerce, Calcutta University in September, 2005.

10. Research projects a) newly implemented b) Completed

NEWLY IMPLEMENTED

- *Street Food Project*

The Government of India is implementing a Capacity Building Project on food supply and quality control of food with assistance from the World Bank. The project is aimed at realizing the long-term goals of the Government of India to ensure the safety and quality of food for the Indian public.

The project is being carried out in 16 cities in India including Kolkata. The total amount sanctioned for the project is approx. Rs.8,00,000/-. Mrs. Lilu Mancha and Mrs. Komal Sharma, Sr. Lecturers, Selection Grade conducting the project in Kolkata. The aim of the project is to get a clear perception of the prevalent practices and attitudes regarding food. The project consists of three phases. During the first phase (2005-2006), a survey was carried out on Street Food Providers, Food Handlers and Consumers in the city of Kolkata. The survey provided a database on the knowledge, attitude and practices of street food Vendors regarding food quality and safety. The first phase has been completed. The second phase of the project (2006-2007), is to impart education and training modules for food service providers.

- *National Environmental Awareness Programme*

A grant of Rs 5000 was received by the college from the Ministry of Forests and Environment through the Regional Resource Centre for the National Environment Awareness Campaign. Dr Gita Zutshi and Dr Vipasha Chakraborty, Sr Lecturers, Department of Home Science, conducted the campaign in the college. A vermicompost pit was set up in the college premises using waste generated within the college and its neighbourhood. A poster competition cum exhibition was held in the college on January 31, 2006 with the theme being '*Solid Waste Disposal*' and the best posters were

awarded. A lecture on the *Benefits of Vermicomposting* was also delivered by Dr A Misra of the Zoological Survey of India on February 18, 2006.

- *Trade Liberalization and its Impact on Forest - A case Study of India*".

Mrs Gargi Mitra, Head, Department of Commerce has received a financial assistance of Rs 60,000 from the University Grant Commission to initiate a Minor Research Project on '*Trade Liberalization and its Impact on Forest - A Case Study of India*' in collaboration with Dr Biswanath Chatterjee, Dean of Arts, Jadavpur University, Kolkata.

COMPLETED

- UGC Sponsored Minor Research Project (2004-2006) on '*Constructing a Scale to Measure the Life Satisfaction of Elderly Parents of Children Who are Working and Living Abroad*' has been completed and report has been submitted by Dr. Soma Dasgupta, Sr. Lecturer, Department of Home Science.
- UGC sponsored Minor Research Project (2004 -2006) on '*Extraction of Colouring Matter from Waste Flowers Cultivated in West Bengal*' has been completed and report has been submitted by Dr. Krishna Mazumdar, Reader and Ex-faculty, Department of Home Science.

11. Patents generated, if any

None

12. New collaborative research work

- *Street Food Project*

Mrs. Lilu Mancha and Mrs. Komal Sharma, Sr. Lecturers, Selection Grade, Department of Home Science are working on the Street Food Project in collaboration with Government of India. The Capacity Building Project on food supply and quality control of food is being implemented with assistance from the World Bank. The project is aimed at realizing the long-term goals of the Government of India to ensure the safety and quality of food for the Indian public.

- *Trade Liberalization and it's Impact on Forest-A Case Study of India*".

A Minor Research Project on '*Trade Liberalization and its Impact on Forest - A Case Study of India*' is being conducted by Mrs Gargi Mitra, Head, Department of Commerce in collaboration with Dr Biswanath Chatterjee, Dean of Arts, Jadavpur University, Kolkata.

13. Research grants received from various agencies

- **UGC sponsored Minor Research Project as a part of the National Environment Awareness Campaign (2005-2006)**

Title: Extraction of Colouring Matter from Waste Flower Cultivated in West Bengal.

Name of the Coordinator: Dr. (Mrs.) Krishna Mazumdar, Reader and Ex-Faculty,
Department of Home Science

Approved Allocation: Rs 1,00,000/-

Amount Sanctioned & Received: Rs 1,00,000/-

Received in: April 2004 & August 2005

Completed in: March 2006

- **UGC sponsored Minor Research Project**

Title: Construction of a Scale to Measure the Life Satisfaction of Elderly Parents of NRI Candidates.

Name of the Coordinator: Dr. (Mrs.) Soma Dasgupta, Sr. Lecturer, Department of Home Science

Approved Allocation: Rs 1,00,000/-

Amount Sanctioned & Received: Rs 1,00,000/-

Received in: April 2004, August 2005 and November 2005

Completed in: March 2006

- **UGC sponsored Minor Research Project**

Title: Trade Liberalization and its Impact on Forest – A Case Study

Name of the Coordinator: Mrs. Gargi Mitra, Head, and Department of Commerce

Approved Allocation: Rs 60,000/-

Amount Sanctioned & Received: Rs 37,500/-

Received in: January 2005

Completed in: continuing

- **National Environment Awareness Campaign**

Title: Solid Waste Management

Funding Agency: Ministry of Environment and Forest, Govt. of India

Name of the Coordinator: Dr. Gita Zutshi, Sr. Lecturer, Department of Home Science

Approved Allocation: Rs 5000/-

Amount Sanctioned & Received: Rs 5,000/-

Received in: November 2005

Completed in: March 2006

• World Bank sponsored Major Project

Title: Street Food

Funding Agency: Ministry of Health and Family Welfare, Govt. of India

Name of the Coordinator: Mrs. Lilu Mancha, Head, Department of Home Science

Approved Allocation: Rs 2, 66,800/- for Phase I

Amount Sanctioned & Received: Rs 2, 13,000/-

Received in: November 2005 and April 2006

Completed in: Phase-I in June 2006

14. Details of research scholar

None

15. Citation index of faculty members and impact factor

- a. A.K. Samanta, Deepali Singhee, Gautam Basu and K. K. Mahalanabis, '*Effect of selective Pretreatments and Subsequent Mixed Enzyme Treatment on Properties of Jute-Cotton Union Fabric*', Indian Journal of Fiber and Textile Research (IJFTR), Vol 30, 2005, 451-467.
- b. A.K. Samanta, Deepali Singhee, Gautam Basu and K K Mahalanabis, '*A Comparative Study on Eco-Friendly Energy-Efficient Process of Hydrogen Peroxide and Potassium Per-oxo-disulphate Combined Bleaching of Jute, Cotton and Jute-Cotton Union fabrics*', Indian Journal of Fiber and Textile Research (IJFTR), 2006 (accepted and in press).
- c. A. K. Samanta, Deepali Singhee, P Biswas and K K Mahalanabis, '*An Investigation on Thermal Behaviour and Structural Features of Chemical & Biochemical Modified Jute Substrate*', Indian Journal of Fiber and Textile Research (IJFTR), 2006 (accepted and in press).
- d. A. K. Samanta, Deepali Singhee, and Gautam Basu, '*Standardization of Process Variables for Low temperature Bleaching of Jute-Cotton Union Fabric Using a Combination of Hydrogen Peroxide and Potassium Per-oxo-disulphate as Dual Oxidative Agents*', Journal of Institution of Engineers, Textile Engg Division, 2006 (communicated)

- e. A. K. Samanta and Deepali Singhee, '*One-step Simultaneous Dyeing and Finishing of Jute Using an Acid Dye and N-Methylol Resins*' Journal of Institution of Engineers, Textile Engg Division, 2006 (*communicated*)

16. Honors/Awards to the faculty

- Dr Suman Mukerjee, Director, Smt J D Birla Institute, has been invited to join the Education Sub-committee of Bengal Chamber of Commerce and Industry. He has been asked to act as convener, "West Bengal: Education Summit". ✓
- Mr Indu Kant, Executive Editor, New Approach, asked Dr Suman Mukerjee Director, Smt J D Birla Institute, to be a contributor from eastern region for a write up in their forthcoming issue of a special volume on 'Economic Thinking of Rajiv Gandhi', which will have contributions from other eminent national personalities. This book is to be released by Smt. Sonia Gandhi. *Article* ✓
- Dr Suman Mukerjee, Director, Smt J D Birla Institute, has been appointed as 'Visiting Professor' at NewCastle Business School, Northumbria University [till May 2008]. ✓
- Mrs Komal Sharma Sr Lecturer (Selection Grade) and Sectional in-Charge, Resource Management Section, Department of Home Science was selected as member of the West Bengal State Council of Vocational Education and Training (WBSCVET) Syllabus Committee for the finalization of the syllabus for 10+2 level vocational course for Home Science Discipline in April 2006. ✓
- To encourage and motivate research the management gives public recognition in the form of award and cash incentive to the faculty member publishing paper/s in research journals. Such an award was presented to Ms. Deepali Singhee, Sr Lecturer, Department of Home Science, during the session 2005-2006. ✓
- The Management uses an effective tool of evaluating a teacher's performance through student's feedback and other criterion decided by them and recognizes the inputs of the faculty member by way of award and cash incentive. Ms Gargi Mitra, Head, Department of Commerce was given the Best Academic Performance Award. ✓

17. Internal Resources Generated

Money generated through short term / crash courses:

- a. Certificate Course In Home Science (*eight month duration*)
- b. Artistic Craft

- c. Montessori Training
- d. Finishing school
- e. Cookery and bakery classes
- f. Specialized craft
- g. Good Communication
- h. Textile Designing
- i. A course on Application of Software in Accounting
- j. Remedial Courses

18. Details of departments getting SAP, COSIST (ASSIST)/ DST, FIST, etc. Assistance / recognition

None in this academic session.

19. Community services

- **'University Talk AIDS':** Recognizing the growing threat of the deadly HIV-AIDS in our life, NSS regional center, Kolkata under the Ministry of Youth Affairs & Sports organized various awareness programmes during the year. Eminent social and medical personalities including Ms. Paromita Banerjee, Training Officer, WBSMA, and Dr. Manish Chakraborty, Head & Director, Virology, School of Tropical Medicine, Kolkata contributed valuable facts in this matter. Leaflets explaining dietary requirements for HIV-AIDS patients were compiled by the students of 'Food & Nutrition' section of the Department of Home Science and were distributed at the programme.
- **Literacy Program:** Continuing our pledge to eradicate illiteracy from the society the students of the Commerce Department conducted a literacy programme titled '*Each One, Teach One*', wherein 150 students were responsible for teaching basic reading and writing skills in both vernacular and English medium to an illiterate person of their choice. The entire programme was spread over a period of 10 months, commencing in the month of August, 2005.
- **Social Skit:** To mark the Independence Day, the college unit of NSS (Department of Commerce) enacted a social play on post-independence India titled '*India Shining*' as a part of celebrations on August 15, 2005.
- **Talk on First Aid:** NSS unit of the Institute organized a lecture-cum-demonstration on First Aid. The talk was delivered by Mr. Bhakti Sengupta of St. John's

Ambulance and was attended by more than 50 students who found his advice on emergencies such as burns, and fractures immensely helpful.

- **Walk for Life:** Contributing to the efforts to control and prevent HIV-AIDS from spreading its deadly tentacles onto our lives, the Programme Officers along with 70 students of the Institute participated in '*Walk for Life*', an event organized by the West Bengal State AIDS Prevention & Control Society in support of HIV-AIDS victims on August 30, 2005.
- **Clothes Donation:** The students of the Institute undertook donation of old clothes, food packets and medicines to Bharat Sevashram Sangha for the flood-affected people of Sunderbans on September 28, 2005.
- **Dietary Survey:** To assess the dietary pattern of growing children between the age groups 7-18 years, 50 students of the Institute conducted a diet survey in different schools of Kolkata during the months of November 2005 – January 2006. This data, thus collected enabled to prepare a database on eating habits of the students and provided an insight to the unhealthy dietary practices followed by them. This provided a valuable basis for future nutritional counseling of the students.
- **CINI Visit:** A lecture-cum-demonstration was conducted by 73 students of Food & Nutrition section of the Institute on diarrhoea among the residents of the emergency ward of CINI on November 17 and 24, 2005. Also, young and expectant mothers were counseled regarding the importance of proper nutrition, both for them and their family.
- **Donation to CRY:** Good health and proper education are the birthright of any child, and striving towards this objective a donation of Rs. 4,800/- was given to Child Relief and You (CRY) by the NSS Unit of the College, with the object of sponsoring four needy children for their education and health.
- **Book Donation:** To make an effort to alleviate loneliness of old people, the NSS unit of the college donated new books to St. Joseph's Home for Little Sisters of the Poor in March, 2006.
- **'Adopt a Child' at CINI:** The Adopt a Street Child programme of CINI - ASHA provides an opportunity to change the lives of poor children surviving on its streets, railway platforms, slums and squatter colonies. This is a two-year programme to support a child in his/ her progress at school, provide school fees, uniforms and

requisite educational materials. A sponsorship of Rs. 6,000/- to be paid in two equal bi-annual installments is being paid by the NSS cell.

- '*Sevika*' was a project undertaken by the students of B. Ed section, Department of Home Science. Under this project, a group of 30 underprivileged girl students of 'Rainbow' project of Loreto Day School, Lenin Sarani, Kolkata, attended five-classes/ week from the month of November, 2005 at our institute. They were imparted training in the field of first -aid, food hygiene, techniques of food preparation, low cost diets, infant and child-care, etc. After completion of the course, the students appeared for an examination. Successful students were given a certificate each by the Institute

20. Teachers and officers newly recruited

Department of Home Science

• *Full Time Faculty*

Ms Manushi Tiwari, Faculty in Textiles & Clothing

• *Part Time Faculty*

Ms Maitri Das Sharma, Faculty in Physics

Ms Rama Bandopadhyay, Faculty in Physiology

Ms Sudha Sharma, Faculty in B.Ed (Home Science)

Ms Anita Chamaria, Faculty in Composite Home Science

Ms Samayeeta Banerjee, Faculty in Human Development

Ms Reena Jopat, Faculty in Communication Skills

Ms Smita Mehta, Faculty in Biochemistry

Ms Banani De, Faculty in Chemistry

Department of Commerce

• *Full Time Faculty*

Ms Nivedita Ray, Faculty in Commerce

Ms Baishali Agarwal, Faculty in Commerce

Ms N Bhanu, Faculty in Computer

• *Part Time Faculty*

Ms Pooja Sachdev, Faculty in Law

Department of Management

• *Full Time Faculty*

Ms. Sangita Dutta Gupta, Faculty in Economics & Finance.

Mr. Malay Kumar Banerjee, Faculty in Finance.

21. Teaching – Non-teaching staff ratio

59:41

[Teaching includes all full time (30), part time (22) and contractual (7) faculty. Non-teaching staff includes administrative personnel (11), technical and library staff (5) and class IV employees (25)]

22. Improvements in the library services

The Brainware Library Management System: Comprehensive library management software was installed and it has got following features.

- **TYPE OF DOCUMENT** (i.e. book/CD/ DVD/ Journal/ Thesis)
- **SUBJECT WISE CLASSIFICATION** (i.e. History/ Geography etc.)
- **CATALOGUING OF DOCUMENTS** (books, journals etc.)
- **CIRCULATION**
 - a. Member Registration
 - b. Member Renewal
 - c. Issue/ Return/ Re-issue
 - d. If a book is not in circulation we can find whether it has been lost/ damaged/ withdrawn
- **REPORT**
 - a. List of books purchased during a particular period
 - b. Books given for binding
 - c. List of books issued on a particular day/ period
 - d. List of books returned on a particular day/ period
 - e. List of damaged books during a particular period
 - f. List of Journal holding in the Library
 - g. Fine collected during the period
- **MEMBER REPORT**
 - a. List of Members
 - b. Issue History
 - c. Fine collected during the period
- **SEARCH FUNCTION**

Search by Title, Author and Subject

23. New books/journals subscribed and their value

	Nos.	Value (in Rs)
Books	1073	4,04,113.70
Journals	37	65,070.00
Magazines	31	8,366.00
Newspaper	8	9,005.00
TOTAL	1149	4,96,554.70

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

- Student assessment of teacher is done at the end of every semester at both UG and PG levels. The students assess both the permanent and part time teachers on a ten-point scale. The feedback thus collected is sent to an outside agency for analysis. Teachers are given feed back report confidentially; the Principal / Director appraises the teachers regarding their teaching effectiveness and advices them to take corrective steps wherever necessary.
- Feedback was also taken from the final year students regarding the curriculum/syllabus and the infrastructure facilities provided to them at the college.

24. Unit cost of education

- **Unit Cost of Education (including salary component)**
= Total Annual Expenditure / Total No. of Students
= Rs 21,314,765 / 1231
= Rs 17,315 /-
- **Unit Cost of Education (excluding salary component)**
= Total Annual expenditure / Total No. of Students
= Rs 11,443,707 / 1231
= Rs 9,296 /-

(No. of Students: Home Science - 409, Commerce - 444, Management - 378)

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

The admission procedure is partially computerized with the database of all the newly admitted students. Their academic details along with residential address and other essential details are recorded.

ADMINISTRATION AND ADMISSION OF STUDENTS

MIS & Student Administration Software

The MIS and Student Administration is a software required for computerization of the students' administration procedures. It incorporates the process of admission of a student to the college; monitor her activities and development throughout the tenure of her studentship and will enable us to take proper steps to apprise them of their progress at proper intervals. The MIS software is intended to provide valuable information to the management. It will incorporate two perspectives, students and faculty. It will monitor the overall performance of all students as a whole and as individuals and evaluate faculty members from both academic and administrative approach

Objective

- To computerize the student administration.
- To computerize the Management Information System (MIS).

The scope of the software:

from student's point of view:

- The student admission process by inputting the data supplied by the student to the college.
- Allocate students as per the department and courses.
- Maintain Students' attendance (on fortnightly basis) and generates defaulters list.
- Maintain Students' internal examination marks entry.
- Maintain Students' continuous internal assessment marks entry.
- Maintain Students' external examination marks entry (University examination).

The reports generated include:

- List of student defaulters as indicated by attendance.
- List of examination defaulters and unsuccessful students
- List of continuous Assessment Marks Report (to be sent to the University)
- List of drop-out students
- List of current batch (semester-wise / year-wise)

- List of faculty (year-wise / subject taken / batch-wise)
- Any other relevant query regarding students.

The MIS part of the software will incorporate the following:

- Faculty details: only academic and administrative responsibilities.
- Lecture plans: faculty wise/subject wise per semester (to be fed in at the beginning of the month).
- Participation of students in extra curricular activities of the college.
- Evaluation of lecture plan by the administrator at the end of each month.
- Status of activity group and teacher coordinator: activities performed during each semester.
- Development of faculty members through paper publication, seminar presentation, attending refresher / orientation programme.

The reports generated by the system include:

- Appraisal of student: academic and non-academic (qualitative report on each student) each semester.
- Teacher's appraisal: academic & administrative. It will incorporate the completion of lecture plans, absenteeism, student's feedback and self-development activities.

26. Increase in the infrastructural facilities

- Vertical expansion of the building is being undertaken to have more space for the existing courses as well as new courses that may be introduced in future.

Sl. No.	Product	Quantity
1	Air Conditioning machines for Library, Office, Staff Rooms of Home Science, Commerce and Management.	11
2	MicroBen Electronic Card Reader	1
3	Microphone system	1
4	Sony Digital Handycam	1
5	Water Coolers	2
6	Table Tennis Set	1
7	Chairs	7
8	Computer Tables	6
9	Almirah	1
10	Wooden Partition	1
11	Bookcase	1
12	Centrifuge (Remi)	1
13	Photoelectric Colorimeter	1
14	Folin Wu tubes for Glucose Estimation	10
15	Chemistry laboratory glasswares	-

27. Technology upgradation

- The new computers along with other peripherals and softwares have been listed below.

Item Type	Description	Quantity
Computers	Pentium IV systems with 3.0 GHz, 2 MB, L2 cache with HT technology, with DDR RAM, 512 MB ILO 256 MB RAM	8
Other Peripherals / Hardwares	HP LJ 1020 Printers	11
	APC 500VA UPS	13
	CD RW	6
	DD RAM 512	15
	SD RAM 256	10
	DVD RW	3
Softwares	Adobe PageMaker 7.02 for win TLP paper license AE with WIN media kit	3
	Adobe Photoshop cs2 ver 9.0 for WIN TLP PAPER License AE with WIN media kit	3
	Adobe freehand ver 11.0 for WIN TLP PAPER License AE with WIN media kit	3
	Coral draw graphics suite 12 with latest version for Win media Kit.	5
	Tally 7.2	1
	MIS Software	2
	Fact Windows ver.20xx	1
	Assistant Secretary ver.2.65	1
	Pay + software	1
	Ace 8.0-standalone	1
	X-ise-DOS	1

- The MIS reporting is being audited by a professional group and is now a unique feature, giving daily reports on academic matters and other activities in the Department of Management.
- Swipe Cards for faculty and students have been introduced for maintaining punctuality and attendance records in the Department of Management.
- In the main campus all computer systems in the Computer Laboratory, Faculty Reading Room, Library, Sectional in charge's Room and Commerce Staff Room have been upgraded to Windows XP operating system and Office 2003 as per the new License Agreement with Microsoft Corporation.
- All computers have LAN Connectivity.

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

Computers and Internet access are available to the students and teachers of the institute free of cost. Students are given the facility of using the computer with Internet Service in the library for their projects, seminars, presentations and dissertation work. The faculty reading room is equipped with computers, printers and scanners for the exclusive use of the faculty members, while each head of section in-charges are provided with a computer and printer in a separate room to do the Departmental work.

At the Department of Commerce and Management staff rooms are equipped with computers with LAN and Internet connection. The faculty members prepare handouts for lectures and are trained to use the MIS on these computers.

29. Financial aid to students

To ensure that no student discontinues his / her studies or is unable to bear the cost of higher education due to financial constraints, the Management institutes scholarships.

The three students who have received financial assistance in the session 2005 – 2006 are:

- Ms. Priyanka Banthia (Second year, Department of Commerce)
- Ms. Sneha Keshan (Third year, Department of Commerce)
- Ms. Sutapa Chanda (First B.Sc., Department of Home Science)

30. Activities and support from the Alumni Association

Alumni association has been in the process of bringing awareness about its existence and increasing its membership.

- The association organized its 2nd reunion at the college premises, wherein few students who are professionally established at present, did acknowledge the role played by the college in giving them confidence to build up their respective careers. Many of them came forward with ideas to help the association grow and also suggested means by which the members could remain well connected.
- To make communication faster the association has formed a Yahoo group whereby the members can be in touch with each other and also any information pertaining to the activities of the association can be circulated.
- The Association organized a musical evening programme for its outgoing students to raise funds. It proved to give good publicity to the association amongst the outgoing students.

- To make the ex- students feel that they are a part of the college; they were invited for the annual cultural show organized by the institute.
- Special matches of Badminton, Table Tennis and other games were organized on the annual sports day for alumni members. Two of the members succeeded in winning the runner's-up prize for Badminton Doubles and Table Tennis Doubles.
- The Association has also helped in providing field investigators/assistants for the research projects carried out by the college.
- The Institute believes in utilizing the potential of the alumni members and invites them to deliver lectures/conduct practical classes for the students of certain short-term revenue generating courses of the college such as Finishing School, Bakery and Cookery, Artistic Craft and others.

It is a constant endeavor on the part of the alumni to broaden its base and at the same time take up a number of other activities in future.

31. Activities and support from the Parent-Teacher Association

There is no formal parent teacher association; however, in an informal way the Principal meets the parents to appraise the progress of their wards whenever necessary. The institute organized an annual program for the parents and students, where the *Sushila Devi Birla Memorial Annual Prizes* were awarded to the students, who excelled in each area / discipline undertaken by them at the Undergraduate, B.Ed and Postgraduate levels. A special *Bravery Award* was also given to a student who was kidnapped and later managed to escape from the clutches of her kidnapers with courage and presence of mind. She showed remarkable courage by identifying some of the suspects during interrogation. This year a special award in the *Sports Category* was also given to two students.

32. Health services

- Recognizing the growing threat of the deadly HIV-Aids in our life, Health Services Activity group of the college and the NSS unit of the institute in association with NSS regional center, Kolkata under the Ministry of Youth Affairs & Sports organized various awareness programmes during the year (as mentioned earlier).
- Accidents can occur to anyone anytime, anywhere. Instead of giving way to unnecessary panic and stress, we should be prepared to face the circumstances.

Keeping this objective in mind, NSS unit of the Institute in association with the Health Services Activity Group organized a lecture-cum-demonstration on First Aid on August 24, 2005. The talk was ably delivered by Mr. Bhakti Sengupta of St. John's Ambulance and was attended by more than 50 students who found his advice on emergencies such as burns, and fractures immensely helpful.

- A 16 hour **Certificate Program on First Aid** by the St John's Ambulance Association was started from April 24, 2006 for B. Sc Final (specialization in Resource Management) students. After completion of the training, St John's Ambulance Association conducted an examination and the successful candidates were awarded a certificate.
- A First Aid Box with all necessary medicines is regularly being maintained.

33. Performance in sports activities

- The **Annual Sports Meet** was held in the month of December, 2005. The meet was organized on the institute grounds. The events continued for two days with preliminary and final rounds of matches. The events included **badminton, table tennis, carom, throw ball, flat races and relay races**. The students, faculty members, alumni members and non-teaching staff participated in the different events. The different races were planned such that it involved large number of students. The winners for the various matches were awarded with gold and silver medals among other prizes.
- **SAMAGAM 2005** was hosted by Loreto College from 15th September to 17th September 2005, wherein students of the institute participated in number of activities such as Throw ball, Table tennis and Scrabble. Ms. Aneesha Mehta and Ms. Bedika Goyal from Department of Commerce won third position in Table Tennis Doubles.
- **St. Xaviers Annual Sports Meet** was held where Aneesha Mehta student from Department of Commerce won the runners up title in Table Tennis.

34. Incentives to outstanding sportspersons

Special sports awards for excellence in sports were given to Ms. Aneesha Mehta, student of Department of Commerce, for **Darts** and Ms. Ragini Vimal, student of Department of Commerce for **Lawn Tennis** by the Institute.

35. Student achievements and awards

- The affiliating Jadavpur University recognizes the effort of students by giving them medals on the day of the Convocation for their outstanding academic performance. Similarly the Institute also gives awards to students from each class who excel in University Examination.
- NASCOM Conference selected the term paper prepared by Mr. Murtaza Lakmani, a student of the fifth semester, Department of Management, under the guidance of Dr. Suman K. Mukerjee and Mr. Manojit Debnath on '*Small Scale Systems Integration Model*' for presentation in December 2005 as one of the best 5 out of 900 research papers received from an all India Selection.
- Aneesha Mehta, Final Year student, Department of Commerce, won *the runners up title in Table Tennis* at the annual sports meet organized by the St. Xaviers College, Kolkata. 5.3.2.
- First Year students from the Home Science and the Commerce Departments, Razia H. Rangoonwala, Nafisa Rahman, Kriti Jain and Mallika Musaddi as a team won the first prize in the *Annual Quiz* organized by the Institute on October 8, 2005. 5.3.2
- Meghna Nair (B.Com) bagged the 1st position, Monalisa Ghosh (B.Com) and Krittika Kapani (B.Com) tying for the 2nd position, and Nandini Sharda (B..Sc) winning the 3rd position at the Annual Debate on '*English Should be the Medium of Instruction in All Schools of India*' organized by the institute on April 8, 2006. All participants were given certificates. 5.3.2
- Students of Home Science and Commerce Departments participated in the SAMAGAM – 2005, hosted by Loreto College from September 15-17, 2005 and won the following awards: ✓

Event	Name of the Student	Award	Overall Rating
Colour Merging	Payal Shah (B.Sc.)	Second Position	Second Position
	Nisha Singh(B.Sc.)		
Cartooning	Prachi Gupta (B.Sc.)	First Position	First Position
	Mamta Bagri (B.Com.)		
Century Reflections	Sudipta Dey (B.Sc.)	Third Position	Third Position
Cine - Que - Rade	Shafaque Hanum (B.Sc.)	Third Position	Third Position
	Pratigya Pulararia (B.Sc.)		
	Sabeen Iqbal (B.Sc.)		
	Chitra Lakhotia (B.Sc.)		
	Swati Sultania (B.Sc.)		
Table Tennis	Aneesha Mehta (B.Com.)	Third Position	-
	Bedika Goyal (B.Com.)		
Overall Position of the Institute			Fourth

36. Activities of the Guidance and Counseling units

The services of a counselor were hired for this session. The counselor was available thrice a week to advice on the following problems:

- Stress resulting in headaches, backaches, lack of concentration during examinations.
- Family and personal problems
- Anorexia cases
- Behavioral problems like cheating, absenteeism, forging teachers' signatures

Besides handling and advising students on these problems, the counselor would also have classroom interactions for sensitization and awareness about benefits of counseling procedures.

37. Placement services provided to students

The Career Guidance and Placement Cell of the institute has been working in these areas in the last academic year

- Workshops
- Database
- Placement information

Workshops on '*Career Opportunities after acquiring Bachelor's and/or Master's degrees in Home Science*' were conducted by Ms. Shaila Jassal (ex- faculty of the Department of Home Science and currently associated with 'Innov', an agency

The Vocational Training Programme in the Department of Home Science has enabled many students to be recruited in the organization where they have undergone training such as export houses, garment manufacturing units, architectural firms, hospitals, hotels, schools and other organizations.

38. Development programmes for the non-teaching staff

None

39. Healthy practices of the institution

- **EXCURSION:**

- a. Excursions cum team building exercises were conducted in the following places by the Department of Management: 79 students (First and Fifth semester) went on a trip to Darjeeling (November 12 – 16, 2005), 90 students (First, Third and Fifth semester) went on a trip to Singapore (April 10 – 14, 2006). Team building games were organized every evening during the trip and prizes were awarded to the best team.
 - b. Educational excursions were also organized for final year students of B.Sc. to Mumbai and Goa (Resource Management, Food & Nutrition and Composite sections), Hyderabad and Vishakhapatnam (Human Development section) and Gujarat (Textile & Clothing section). This exercise helped them to broaden their horizon at the same time instilled a sense of team spirit in them.
 - c. Pleasure trip to Lucknow, Nainital, Haridwar and Musssorie was also organized for the students of the Home science Department.
 - d. For the students of Department of Commerce pleasure trip to Goa and Mumbai was organized from December 23-31, 2005.
- **Transparency is maintained in the internal examination** by showing the evaluated answer scripts to them and discussing the different lacunas with the examinees thereby facilitating teacher student interaction.
 - **Class test results** are communicated to the parents to apprise them of the progress of their wards.
 - **Groups comprising of both strong and weak students** are given assignments for better peer interaction and learning.

- Student's feedback on the curriculum and teacher's performance is collected, evaluated and maintained.
- Student's grievances box is installed and their complaints/ suggestions are considered regularly by the Principal.
- The Institute awards financial assistance in the form of Scholarships to financially weaker students in the form of waving off the entire tuition fee for one complete Academic Session. Five such scholarships can be awarded per year.
- The Management invites eminent personalities and organizes seminars /panel discussions for the faculty members of their institute on Teachers' Day. Faculty members are encouraged for better performance through Awards for Best Overall Performance and an award for Publication/ Presentation of Research Papers in reputed Journals, which is followed by a lunch.
- Salaries of all the employees are credited into their bank accounts before the end of every month.
- Faculty members are motivated to participate in seminars, conferences and workshops and the Institute at times pays for the registration fees and grants duty leave to the concerned faculty for the said period.
- Class IV employees are encouraged to participate in college sports and other cultural functions viz. Independence day, Saraswati puja etc.
- Morning Assembly is conducted everyday for all students. It begins with a prayer, followed by the narration of a thought for the day. Any information to be disseminated to the students is announced during this time.

40. Linkages developed with national/ International, Academic/ research Bodies

NewCastle Business School (NBS), Northumbria University Academic Link Programmes: Two students Ms. Avinanda Saha and Ms. Avirupa Saha, after completing their third year, Department of Management, were allowed to enroll for the final year programme in the undergraduate course at NBS. 22 more students have also applied for Postgraduate Management Programme at NBS for the September 2006 session. All of them have been offered scholarships and across the board 10% reduction in tuition rates [comparable to agency fees].

UGC sponsored Minor Research Project on "Trade Liberalization in the Forest Product Sector" is being carried out by the Institute. This is being carried out in collaboration with the Department of Economics, Jadavpur University and Department of Commerce, Smt J D Birla Institute.

41. Any other relevant information

- **Fresher's Party** was organized, separately, by the students of Departments of Home Science and Commerce.
- **Independence Day** and **Saraswati Puja** were celebrated at the Institute.
- A **Talent Show** was organized in the month of September in which the First Year students were given an opportunity to stage their talent.
- **Sweety Sureka** and **Tuhina Agarwal** from the Department of Commerce participated in the inter-college **L. N. Birla National Debate**.
- An **Annual Show** was organized on February 23, 2006 at Vidya Mandir. The theme of the annual show for the Home Science Department was "Colures of India" and the show encased dances accompanied by songs of various Indian states like Punjab, Gujarat, Rajasthan, Assam, Maharashtra and Kerela and the students walking down the ramp showcasing the bridal costumes of various states of India. The theme for the Department of Commerce was "Evolution of Dance".
- College has an elected **Student's Council** in both the Departments of Commerce and Home Science. Members are elected for the post of Head Girl (one from each Department), Assistant Head Girl (one from each Department), Class Representatives from all the sections of under-graduate and pos-graduate courses.

PART C

Detail of the plans of the institution for the next year

- Department of Management intends to formalize 140 seats as the official number of intake for their BBA programme. They plan to submit their report to JU Department of Engineering.
- A proposal for PG programme has been sent to the JU Vice Chancellor for 'Masters in Management Practice' to provide for upward mobility of B.Com and BBA students.
- **Home Science to Start Individual Departments:** In order to keep up with the changing times and the need of the hour, Department of Home Science is planning to initiate Bachelor degree programme in the different disciplines of Home Science viz. Food Science and Technology, Textile and Clothing Science, Human Development, Resource Management and General Home Science instead of the current curriculum. Currently, these said areas of specialization are offered to the students in the Final Year of the Graduate Programmes.
- **Specialization in Commerce Undergraduate Courses:** Necessary revision of the curricula and syllabi is done periodically to keep the same at par with the international standards of education and to conform to the emerging attitudes and environmental factors. Keeping this in mind, the Department of Commerce has planned to introduce three specializations in the Final Year of their Undergraduate B. Com. Programme:
 - a. Bachelor of Accountancy and Finance
 - b. Bachelor in Marketing
 - c. Bachelor in Banking and InsuranceA Review Committee comprising of eminent members from relevant fields has been formed to discuss the new syllabus and curriculum.
- **Autonomy:** Smt J D Birla Institute, established in 1962, functions as full-fledged institution with three Departments (Home Science, Commerce and Management) providing graduate, post graduate and doctoral degree and is affiliated to the highly accredited Jadavpur University of Kolkata. But as the college is now geared up to expand further, with the introduction of new degree courses, it has now become necessary to get Autonomy from the University in order to expedite this expansion procedure. Past

records of the three Departments of the institute shows that the college has been improving with every passing year and the results of the students including the position of the alumni in the society vindicates the stand. Keeping this in mind, the Institute has applied for an 'Autonomy Status' from the University and dialogues are on with the concerned authorities regarding the same.

- To continue with **bridge and remedial courses**.
- To continue with the existing **short-term courses** and additionally starting new courses for internal revenue generation. The new courses planned are as follows:
 - a. Jewelry Designing
 - b. Specialized Batik
 - c. Ceramic Designing
 - d. Tanjore Painting
 - e. Sari Draping
 - f. Various Other Crash Courses
 - g. Computer Training
- **Expansion of College Premises:** Permission to initiate the vertical expansion of the college building has been granted. The construction of the third floor is underway. A 150-seater Conference Hall is to be constructed on this floor (west wing). The rest of the constructed area is to be utilized as classrooms.
- **Computerization of Office / Accounting:** Office staff requires training in TALLY, which will be initiated in the next session. MIS also needs to be installed in the administrative office.
- **Improvement in Library:** Up gradation and improvement in the library would be initiated in many ways:
 - a. Bar-coding of books
 - b. Increase in library timings
 - c. Booking of books
 - d. Increase in the number of Research journals and magazines
 - e. Orientation Programme (particularly for First Year students) regarding maintenance of library and proper usage of books and other learning material

f. **Initiation of a section on Computer Aided teaching aids**

- **Career Guidance:** The Institute has the following procedures outlined for the ensuing session:
 - a. Bio-data of students registered with Placement Cell would be sent to the different placement agencies
 - b. Mock interviews and group discussions would be organized for present as well as the ex- students.
 - c. Maintaining contacts with different organizations for the purpose of Industrial Training/future placement.
 - d. Efforts to increase contacts with prospective employers.

- **Alumni:** A database of the ex students of the institute would be maintained so that when required, the Institute may call upon their services. An annual reunion, an excursion/picnic for registered members is being planned for the next session. Food festivals, seminars on health and nutrition, a musical entertainment in the form of DJ nite / dandia etc. would be organized for the present students and the alumni members.

- **Linkages with other Institutes:** Talks are going on regarding linkages with CII, ICFAI, ARENA multimedia and Institute of Jute Technology.

- **College Magazine:** An annual college magazine will continue to be brought out.

- **Staff Development:**
 - a. More programmes to be organized with an objective to facilitate team building.
 - b. A workshop on stress management will be organized for faculty members from all the departments.
 - c. Faculty members will be motivated and encouraged to pursue research programmes.
 - d. A short course on 'Accounts and Taxation' will be organized for the benefit of teachers and staff to acquaint them with Taxation Rules and Savings Options.
 - e. A course is being planned for the Class IV staff, to acquaint them with the procedures to apply for loans and investments.

- f. It is also envisaged to initiate a computer course for teachers to familiarize them with the softwares required in preparing different aids for classroom teaching.
- g. A tie-up with selected medical centres is being considered to enable teaching and non-teaching staff to undergo medical checkups at discounted rates.

- **Research Activity:**

1. Two seminars approved by the UGC will be held during the next session on February 23 and 24, 2007 respectively. These are:
 - UGC sponsored national seminar on '*Necessity & Scope of Collaborative Research on Higher Education*' organized by all the three Departments.
 - UGC national seminar on '*Scope for Industry- Institute linkage in the field of Commerce*' to be organized by Department of Commerce.
2. The following activities in the area of research are under consideration:
 - a. Release of **Research Journal** catering to the research in the field of Home Science.
 - b. A minor research proposal on '*Standardization of the Scale Constructed in Gerontology*' by Dr. Soma Dasgupta, Lecturer, Department of Home Science has been submitted to UGC and is under consideration.
 - c. The second phase of the World Bank sponsored (through Ministry of Health) project on '*Street Food*' will continue with the '*Intervention Program*'. The same has begun since November 2006 and is likely to be completed in July 2007.
 - d. A research proposal on *The Study of Magnetic Properties of Mono Ferrite Particles* is under consideration for submission to Inter University Consortium for Department of Atomic Energy Facilities (IUC-DAEF), Kolkata. The proposal has been submitted by Faculty, Department of Physics, University of Rajasthan with Dr. V. Chakraborty, Sr Lecturer, Department of Home Science as collaborator.
 - e. A minor project on "*Effect of Microbes on Industrial Effluents*" by Dr Banani De, Lecturer, Department of Home Science has been submitted to UGC and is under consideration.

- **The Extra Curricular Activity:** This group, in close association with the Student's Council has been and in the future going to participate in inter-college fests and organize various other cultural programs.
- **Community Services**
 - a. To continue with the literacy campaign '*Each One Teach One*'
 - b. Participate in various NSS activities including seminars & workshops within and outside the college.
 - c. Intend to contact various NGOs and other voluntary organizations to help those in need. For this, a separate **Community Service/ Group** is being formed. The same would include willing members from both the student fraternity and teaching staff members. The group would carry out various extension services for the needy, poor and destitute.
 - d. To organize seminars and workshops on matters related to **health and hygiene**.
 - i. Panel Discussions on Diabetes
 - ii. Panel Discussion on HIV-AIDS
 - iii. Sex Education
 - iv. Lecture/Debate on Substance Abuse
- **Collaborative Research**
 - a. The second phase of World Bank sponsored project on '*Street Food*' (under the Ministry of Health and Family Welfare) is continuing with the '*Intervention Program*' which has begun since November 2006 and is likely to be completed by July 2007.
 - b. Planning is underway to start a collaborative research work on *Natural Dyes* with the Institute of Jute Technology, Kolkata.

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21/12/06

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