

Annual Quality Assurance Report **(AQAR)**

2006-2007



J. D. Birla Institute

Department of Home Science, Commerce & Management

ANNUAL QUALITY ASSURANCE REPORT

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11 Lower Rawdon Street, Kolkata - 700020

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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 has been enumerated below:

- 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 for approval.

140 students were enrolled in the Department of Management in the current session after being granted approval by the affiliating university (Jadavpur University).

- A proposal for PG programmes has been sent to the JU Vice Chancellor for 'Masters in Management Practice' to provide for upward mobility of B.Com and BBA students.

1. Jadavpur University did not grant approval for the post-graduate programme in Management Practice. However, to provide upward mobility to the students, MMA (Masters in Management Administration) has been sanctioned and would be offered by the Department of Management under affiliation with West Bengal University of Technology (WBUT). The course would begin from August 2007.

2. An MOU has been signed with ICAI for starting a PG diploma programme in Banking and Insurance. This would provide an upward mobility to the students of the Department of Commerce.

- 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.

A curriculum for the different areas of specializations of the Home Science stream is being developed for the purpose of starting individual departments in these specializations. This has been thought imperative because of the drop in the admission in this field of study all over the country. The new curriculum is underway and a peer review meeting is being planned before the curriculum and the syllabus is sent to the UGC and the affiliating university (Jadavpur University) for approval.

- **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:**

- i. **Bachelor of Accountancy and Finance**
- ii. **Bachelor in Marketing**
- iii. **Bachelor in Banking and Insurance**

A Review Committee comprising of eminent members from relevant fields has been formed to discuss the new syllabus and curriculum.

A review committee meeting comprising of eminent people from relevant fields was held on November 4, 2006 for reviewing the proposed new syllabus introducing different specializations in the field of Commerce education. Thereafter, the proposal offering specializations in the final year of the undergraduate B.Com programme was sent to the Jadavpur University. The Faculty Council of Arts, Jadavpur University, has approved the proposal. However, a formal approval by the University's Executive Council and Court is still awaited.

- **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.

A proposal for approval of an autonomous status for the Institute was submitted to the Jadavpur University. However, for this it is required that a consent be obtained from the faculty members and students of the college. In this connection, a meeting with Father Mathew, Principal, St. Xavier's College, Kolkata was held to discuss the different aspects of autonomy. As per the suggestions given by him, a workshop would be conducted to orient faculty members with respect to this matter in the forthcoming session.

- **To continue with Bridge and Remedial courses.**

Remedial courses were conducted in Physics, Chemistry and English during the period July-November 2006 for the undergraduate students in the Department of Home Science. In the Department of Commerce, a remedial course for students who did not opt for mathematics in School Final examination was conducted. A supportive course on Business Communication was conducted free of cost for students of the Commerce Department.

- **To continue with the existing short-term courses and additionally starting new courses for internal revenue generation. The Courses are as follows:**

EXISTING:

- Certificate Course in Home Science**
- Textile Designing**
- Montessori Training**

- d. Artistic Craft
- e. Specialized Craft
- f. Finishing School
- g. Cookery and Bakery

TO BE INTRODUCED:

- a. Jewelry Designing
- b. Specialized Batik
- c. Ceramic Designing
- d. Tanjore Painting
- e. Sari Draping
- f. Various Other Crash Courses
- g. Computer Training

Following courses were conducted during the session (2006-2007)

- Montessori Training (*nine months duration*)
- Artistic Craft (*eleven months duration*)
- 2 groups of Certificate Course in Home Science (*eight months duration*)
- 3 groups of Finishing School course (*six weeks duration*)
- Jewellery Designing (*three months duration*)
- Tanjore Painting (*two months duration*)
- Complete Cookery and Bakery (*one month duration*)
- Specialized Craft (*one month duration*)
- Sari Draping (*two days duration*)
- Assorted Chocolate Making (*two days duration*)
- **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.
By constructing an additional floor (third floor), the existing infrastructure of the main campus of the Institute has been extended, whereby 8 new classrooms have been added. This new floor also houses a state -of -the -art Conference Hall with a seating capacity of about 200 people. The university final examinations for

both the departments of Home Science & Commerce were conducted in these newly constructed 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.

The computer hardware has been revamped in the administrative office of the Institute and efforts are being made to install MIS for administrative purposes.

- **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

The following changes have been initiated in the library facilities:

- i The process of revamping the library is underway.
 - ii The institute has purchased 3744 copies of new books in the last session.
 - iii 42 research journals, 32 magazines and 12 newspapers (including new ones) have been subscribed.
 - iv Few DVDs on academic issues have been purchased
- **Career Guidance:** The Institute has the following procedures outlined for the ensuing session:
 - a. Database on the bio-data of the registered students is being maintained by the Placement Cell.
 - b. Bio-data of students registered with Placement Cell would be sent to the different placement agencies
 - c. Mock interviews and group discussions would be organized for present as well as the ex- students.

- d. **Maintaining contacts with different organizations for the purpose of Industrial Training for the students of Department of Commerce and future placements. Also following up with the placement requisitions of the present employers.**
- e. **Efforts to increase contacts with prospective employers.**
 - i All sectional in-charges of the Department of Home Science have been asked to maintain bio-data of their respective UG and PG students.
 - ii Many students are being recruited by the establishments where they undergo Vocational Training programmes.
 - iii Sectional in-charges are maintaining records of ex-students who are already placed in different profession. Such a move would aid in the placement of current students.
- **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 night / dandia etc. would be organized for the present students and the alumni members.**
 - i The Alumni Association of the Institute organized a musical evening steered by DJ Akash on September 27, 2007 for the entertainment of its members as well as the present students. The event was organized to popularize and raise funds for the association.
 - ii Alumni members were given a chance to work as research assistants in various college research projects.
 - iii A reunion was held in the month of June.
 - iv The Alumni is trying to maintain a database of the ex- students of the college.
- **Linkages with other Institutes: Talks are going on regarding linkages with CII, ICFAI, ARENA multimedia and Institute of Jute Technology.**
 - i Faculty from Arena Multi Media conducted classes on Communication Technology for the post-graduate students of the Department of Home Science.

- ii The Department of Commerce started a course in BEC (Business English Certificate) in collaboration with the British Council. 40 students enrolled for this course and undertook a final exam in the month of December. Department of Home science is also planning to conduct a similar course in collaboration with the British Council for their students.
- iii The Institute has signed an MOU with the ICFAI Business School for conducting a 1-year Diploma programme on Banking and Insurance. The Programme is expected to commence from the month of August.
- iv The linkage with the Institute of Jute Technology has been maintained as before and some practical classes were conducted for the Final year students of the Department of Home Science specializing in Textile & Clothing.
- v Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, met Dr. Rajan Suxena, Director, S P Jain Institute of Management and Research, Mumbai, to discuss possible academic links to start post-graduate Course on Family Businesses / SBM.
- vi Professor John Hartwright, Head of Recruitment & Admissions, Newcastle Business School, and Padmini Parameswaran, Operations Manager, Northumbria University Liaison office, India, visited the Management Department of the Institute in November to discuss about next batch student intake and scholarships for them. The possibility of carrying the first semester preparation at J. D. Birla Institute for an MBA degree programme to be finally concluded at the Northumbria University was also discussed.
- vii Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, met Mr. Alex Metcalfe, Northumbria University, in November to discuss the admission modality with NU India representative, Ms. Padmini Parameshwaran
- viii Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, also met Mr. Arvind Agarwal (CEO, Vedika Software) to discuss incorporation of FACT into the Academic Curriculum of Department of Management, and to appoint interns in the Company with a view to permanent placements. On 22.12.06 an MOU to that effect was signed between the two organizations. Mr. Arvind Agarwal had also agreed to extend help to J. D. Birla Institute to establish academic links with SMU, Singapore. On 13.01.07 a press conference was organized to announce this tie-up.

- ix Dr. Patrick Boyle, Associate Provost of Loyola, and Dr. Abol Jalilvand, Dean of the Business School and Prof. Arup Varma, Head HRD, Loyola University Chicago, USA visited our institute (Department of Management) on 14.02.07 and discussed the possibility of J. D. Birla Institute students being admitted for their postgraduate management programmes.
- x Professor John Hartwright, Head of Recruitment & Admissions, Newcastle Business School, met Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, on 14.02.07 and interviewed seven students for admission to Newcastle Business School.
- xi Professor John Hartwright, Head of Recruitment & Admissions, NewCastle Business School, Northumbria University on 13.06.07. handed over the draft agreement for Advanced Level Entry to the Director, J D Birla Institute.
- **College Magazine:** An annual college magazine is brought out every year. This would encourage students and faculty members and provide them a platform to showcase their aptitude in creative writing. Modifications will be undertaken to overcome the previous problems by
Contributions for the college magazine have been put together and are in the process of final compilation and editing. Students have been enthusiastic about submitting essays, stories, compositions and poems for the college magazine.
- **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.
 - i To foster a spirit of team building among the faculty members, the management had organized a cruise on the Ganges for all its teaching and administrative staff members on February 19, 2007.
 - ii A number of staff members were sanctioned duty leave for attending Orientation/Conferences/Workshops/Seminars during the academic year (2006-2007).
- **Research Activity:**
 1. Two seminars approved by the UGC will be held during the next session on February 23 and 24, 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.
 - i A UGC-Sponsored National Seminar on "*Necessity & scope of collaborative Research in the field of Higher Education*" was held on 23.02.07. The seminar had three technical sessions in all and was attended by about 150 delegates comprising of students, teaching faculty, scientists, and industrialists.
 - ii A UGC-Sponsored National Seminar on "*The Necessity & Scope of Industry Institute Linkage in the Field of Commerce Education*" was held on 24.02.07. The seminar was divided into three sessions and a panel discussion. List of eminent speakers delivered motivating lectures.
 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 and is under consideration of the sponsoring body.
 - 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
 - i Publishing of the research journal is under consideration.
 - ii All the above-mentioned research projects are continuing.
- **Grievance Cell:** Students committee would be meeting the Principal regularly henceforth.
The Student's Council meets the principal regularly and the principal handles any grievances of the students directly.
 - **Selection Committee:** Comprises of the Principal, Constituted Attorney, Head of the Department, and an expert from the relevant field.
No change has been made in the composition of the selection committee
 - **Admission Committee** Comprises of the Principal and the Head of the Department.

The Principal and the Head of the Departments conducted the admission for both the Departments of Home Science and Commerce. Departments of Commerce and Home Science selected their students on the basis of marks and individualized interview, whereas in the Department of Management, written examination, group discussion and personal interview was conducted to determine the selection of a student candidate.

- **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 various other cultural programs. Some of the planned events are projected as below-
 - a. **Hold an Election for the Student Council Members**
 - b. **Organize a Fresher's Party for first year students shall be arranged by the second and the third years**
 - c. **Organize a cultural programme to celebrate the Independence Day and Saraswati Puja**
 - d. **Plan and organize the Annual Function of the Institute.**
 - e. **Organize Annual Sports. This event shall be organized by all the departments in order to enable to foster a spirit of team building among the students.**
 - f. **To arrange for an internal Quiz and Debate activity thereby enabling the students to judge their own talents, and to shortlist participants for the prestigious annual L. N. Birla National Debate Competition**
 - g. **Encourage students to participate in the various events at the Inter-College Fests organized by other colleges.**
 - h. **Arrange a Farewell Party for the outgoing students**
 - i **Elections for the Student's Council Body comprising of representatives from each section of each class, Head Girls from each Department and two assistant Head girls from each department was held in the month of July 2006.**
 - ii **The Department of Commerce and Home Science separately organized a Fresher's Party for the first year students in the month of August with the theme "Devils and Angels" and "Mela" respectively.**

- iii **Independence Day** was celebrated at the main campus on August 15, 2006. Students from the departments of Home Science and Commerce had put up a short cultural programme which followed the flag hoisting ceremony.
- iv A turncoat Debate on "*Caste Based Quota in Higher Education is Progressive for the Country*" was held on November 15, 2006. Twenty-one students participated in the debate.
- v **Sarawati Puja** was celebrated on January 23, 2007 at the main campus. A small cultural programme was organized by the students which was followed by offering flowers to goddess and distribution of the prasad.
- vi **The Annual Show** was jointly organized by the students of the Departments of Home Science and Commerce on February 16, 2007 at the Vidya Mandir Auditorium. Prof. Shyamal Kanti Sanyal, Vice Chancellor, Jadavpur University graced the occasion as the Chief Guest. The theme of the cultural programme was 'Indian Mythology in a Contemporary Setting'. The programme included dances, songs, magic show, etc. Awards were also given away to meritorious students for their outstanding academic performance during the session 2005 – 2006.
- vii **The Annual Sports** of the Institute was held on March 1, 2007 at Rabindra Sarovar Grounds. Major General Harkirat Singh graced the occasion as the Chief Guest. Indoor events such as Darts, Chess and Carom were held in the college premises; Badminton and Table Tennis were held at Bengal Rowing Club while Throw Ball competition was held at the satellite campus. Events were also organized for the teaching, office as well as the Class IV staff.
- viii The students of the Institute participated in various events of the Spring Fest organized by IIT Kharagpur. The College team won First Prize in the Rangoli competition.
- ix **A Farewell Party** for the outgoing students from both the departments of Home Science and Commerce was jointly held at the satellite campus on April 30, 2007.
- x Students from the Departments of Home Science and Commerce went for a Picnic to the IBIZA club, Kolkata on February 9, 2007. This provided a

good platform for the students from both the departments to interact with one another.

- **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.
 - Panel Discussions on Diabetes
 - Panel Discussion on HIV-AIDS
 - Sex Education
 - Lecture/Debate on Substance Abuse

Student members of the NSS wing of the college participated actively in the following events and learnt to work together as a team.

- i Students participated in the Debate and Slogan competition held during the NSS Day celebration on 20th September 2006 at the Jadavpur University.
- ii To promote literacy in our society, dictionaries and books on value addition were donated to the library of the SOS village.
- iii NSS wing of the Institute this year supported the efforts of the Nutrition Rehabilitation center at CINI by educating the mothers on hygiene and sanitation, correct cooking methods etc.
- iv The institute in association with CINI adopted A Street child and the education of the adopted child was paid for an entire year.
- v On 19th March 2007 a lecture was conducted to create awareness about the activities of CRY. Students were shown a film on child labour and an interactive session was conducted by the NSS wing to find a few solutions to this enormous problem.

- vi Keeping in mind the child's right to education, NSS volunteers of Department of Commerce were engaged in a Literacy Programme. They taught the students basic language and arithmetic.
- vii Students of the Human Development section, department of Home science organized an "Aids Awareness Session" by means of skit, lectures, pictorial aids etc. on April 14, 2007 with the aim to spread AIDS awareness among adolescent girls of SOS children's village Salt Lake, Kolkata
- viii Lectures on various health related programmes were conducted for the Home Science students of the Institute. Food & Nutrition section of the Institute organized demonstration lectures at CINI on various health related issues including diarrhoea .

- **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.

Phase II of Street Food Project included the intervention programmes, whereby 50 street food vendors were trained on issues like food hygiene, unit hygiene, personal hygiene, environment hygiene and health and nutrition. A report on the outcome of the programme would be submitted to the Nodal Centre in the month of July 2007.

Some preliminary work has been done related to the collaborative research on Natural Dyes.

PART B

1. Activities reflecting the goals and objectives of the institution

The objective of the Institute is to promote and sustain activities that will provide freedom to learners to pursue their aspirations without restrictions and to instill values that are of universal significance. To achieve these goals efforts were made to help the students develop themselves in an integrated manner, through team building, excursion, academic excellence and concern for the nation.

2. New academic programmes initiated (UG and PG)

- A new one year post-graduate diploma programme on Banking and Insurance has been initiated in collaboration with ICFAI (Institute of Chartered Financial Analysts of India) and a Memorandum of Understanding has been signed.
- A curriculum for the different areas of specializations of the Home Science stream is being developed for the purpose of starting individual departments in these areas of specialization (B.Sc. in Food & Nutrition, B.Sc. in Interior Designing, B.Sc. in Textile Technology & Clothing Science, B.Sc. in Human Development and B.Sc. in Consumer Science). The new curriculum is underway and a peer review meeting is being planned before the curriculum and the syllabus is sent to the UGC and the affiliating university (Jadavpur University) for approval.

1. Innovations in curricular design and transaction

- Six staff meetings were held in the each Department of the institute during this period, regarding rules of pedagogy to be used for classroom teaching.
- Teachers have been advised to use the Personal Computers provided to them for LCD projector presentation in class in the Department of Management. This presentation could subsequently be e-mailed to all students in the form of notes. Faculty of Home Science and Commerce also used LCD projector for lecture presentations.

2. Inter-disciplinary programmes started

None

3. Examination reforms implemented

None

6. Candidates qualified: NET/SLET/GATE etc

Ms. Deepika Chowdhry, Food & Nutrition Section, Department of Home Science qualified the NET Examination held in the month of December 2006.

7. Initiative towards faculty development programme

The institute supports and encourages participation of faculty members in seminars, conferences, workshops either as delegates or as resource persons by granting them duty leave and also reimbursing registration charges in some cases.

• SEMINARS/ CONFERENCES/WORKSHOPS ATTENDED

Sl. No.	Content / Topic Organized At / By	Name of the Faculty Attended / Participated	Date
1	Workshop on post accreditation review of NAAC Assessment and Activation of Internal Quality Assurance cell (NAAC)	Mrs Komal Sharma, Sr Lecturer (Selection Grade), Department of Home Science and Dr. Vipasha Chakraborty, Sr Lecturer, Department of Home Science	August 7, 2006
2	Workshop on Research Methodology and Multivariate Statistics at Department of Psychology, Calcutta University	Dr Krishnakali Bhattacharya, Sr Lecturer, Department of Home Science	August 11, 2006
3	"Attitude not aptitude determines altitude". NSS Day debate organized by the NSS wing of Jadavpur University	Ms. Shivarati Bose, Sr. lecturer, Department of Home Science	September 20, 2006
4	Workshop on Hypnosis: Experimental and Clinical approach at Department of Psychology, Calcutta University	Dr Krishnakali Bhattacharya, Sr Lecturer, Department of Home Science	September 25-27, 2006
5	The CII National SME Forum	Professor [Dr] Suman K Mukerjee, Director, JDBI	September 22, 2006

6	Moderated the Panel Discussion on 'Challenges before the United Nations in the New World Order' jointly hosted by Calcutta Rotary Victoria. Panelists	Professor [Dr] Suman K Mukerjee, Director, JDBI	October 26, 2006
7	Three day seminar on "Emerging trends in dietary management of diseases (Part I)" organised by International college of nutrition, Calcutta Chapter.	Mrs Lilu Mancha, Sr Lecturers (Selection Grade), Department of Home Science Ms. Shivarati Bose, Sr. lecturer, Department of Home Science Ms. Indrani Biswas, lecturer, Department of Home Science	October 27 - 29, 2006.
8	Workshop on Developmental Disability at Department of Psychology, Calcutta University	Dr Krishnakali Bhattacharya, Sr Lecturer, Department of Home Science Ms Punam Mehra and Ms Shraddha Agrawal, Lecturers, Department of Home Science	November 3-4, 2006
9	Workshop on Psycholinguistics at Department of Psychology, Calcutta University	Dr Krishnakali Bhattacharya, Sr Lecturer, Department of Home Science	November 9, 2006
10	Speaker on 'Global Ancilliarization of SMEs and Systems Integration Model at the 'Global SME Summit' jointly sponsored by Ministry of Finance, in association with NSCI and Small Industries Development Bank of India and City of Ballarat, Australia as the Partner City.	Professor (Dr) Suman K Mukerjee, Director, JDBirla Institute	November 22 & 23, 2006
11	Review Meeting and Presentation of Intervention Program of Street Food Project Phase II, Sponsored by Ministry of Health and Family Welfare, Govt. of India and organized by the National Coordinator, G.B. Pant University of Agriculture at Panaji, Goa	Mrs Lilu Mancha, Sr Lecturer (Selection Grade), Department of Home Science	February 16-17, 2007
12	A Seminar on "Fruit juices and health benefits" organised by Indian Dietetic Association (IDA) and DABUR.	Ms. Shivarati Bose, Sr. lecturer, Department of Home Science Ms. Indrani Biswas, lecturer, Department of Home Science	February 17 th , 2007

13	One day Seminar on "Retraining of College Teachers on the Role of Microbes in Food Technology" organized by Department of Food Technology and Biochemical Engineering, Jadavpur University, Kolkata	Dr Banani De, Lecturer, Department of Home Science and Dr Nandita Das, Lecturer, Department of Home Science,	February 24, 2007
14	Two day UGC Sponsored State Level seminar on "Urbanization and India - 20 th century and after" held at Sri Shikshayatan College	Dr Soma Dasgupta, Sr Lecturer, Department of Home Science and Mrs Baishali Agarwal, Lecturer, Department of Commerce	March 9-10, 2007
15	Speaker on "Value addition and diversification of Handloom products" at Basanta Mela organized by National Handloom Development Corporation at Durgapur	Dr Deepali Singhee, Principal, J D Birla Institute	March 12, 2007
16	Speaker in the 7 th Biennial Conference on 'The New Frontiers of Entrepreneurship'	Professor (Dr) Suman K Mukerjee, Director, JD Birla Institute	March 21-23, 2007
17	Speaker at the interactive session on Managing Groups and Individuals held by West Bengal University of Technology, Kolkata	Professor (Dr) Suman K Mukerjee, Director, JD Birla Institute	April 30, 2007
18	An International Consumer Science Research Conference at University of Ulster, Belfast, Northern Ireland, UK. organized by the School of Hospitality and Tourism Management, University of Ulster	Dr Soma Dasgupta, Sr Lecturer, Department of Home Science	June 27- 29, 2007.
19	A one day course on Fundamentals of Lighting Methods organized by Indian society of Lighting Engineers at Electrical Engineering Department, Jadavpur University	Mrs Komal Sharma, Sr Lecturer (Selection Grade), Department of Home Science	June 29, 2007

• **REFRESHER /ORIENTATION /TRAINI NG COURSE ATTENDED**

For stimulating the knowledge of the faculty members, teachers of the Institute are expected to attend Refresher and Orientation Courses as and when required.

Sl. No.	Content / Topic	Organized At / By	Name of the Faculty Attended / Participated	Date
1	Five day Training of Trainers of Street Food Project Phase -II	Sponsored by Ministry of Health and Family Welfare, Govt. of India and organized by the National Coordinator, G.B. Pant University of Agriculture and Technology at NIN , Hyderabad	Mrs Lili Mancha, Sr Lecturer (Selection Grade), Department of Home Science and Mrs Komal Sharma, Sr Lecturer (Selection Grade), Department of Home Science	August 22 -26, 2006
2.	Orientation Course	UGC Academic Staff College, Jadavpur University, Kolkata	Ms Manushi Tiwari, Lecturer in Textile and Clothing, Department of Home Science.	November 11, 2006-December 2, 2006
3	Orientation Course	UGC Academic Staff College, Jadavpur University, Kolkata	Dr Banani De, Lecturer in Chemistry, Department of Home Science.	June-July 2007

• **PAPERS PRESENTED**

- i Dr. Soma Dasgupta, Sr. Lecturer, Department of Home Science, presented a paper on 'Financing Aged Healthcare: A Study of the Burden of Elderly Healthcare Consumption in the Private Sector of Kolkata', at the International Consumer Science Research Conference at University of Ulster, Belfast, Northern Ireland, UK.
- ii Dr. (Ms.) Deepali Singhee, Principal, presented papers on 'Diversification of Handloom Products' and 'Value Add-on of Handloom Products', at the Basanta Mela organized by National Handloom Development Corporation at Durgapur, March 12, 2007
- iii Dr Banani De, Lecturer in Chemistry, Department of Home Science, presented a research poster entitled 'Unusual Behaviour Observed during the study of Claisent Rearrangemeny on Methyl-Y (8-Acyl/Aroyl-7-Coumarinyloxy) Crotonotes' at Saha Institute of Nuclear Physics, Kolkata on December 15-16, 2007. She was awarded the Best Poster Presentation at the Conference.

- **ENROLLMENT FOR HIGHER EDUCATION**

- i. Mrs Mitali Mazumdar, Librarian has enrolled for M Phil programme through correspondence at Annamalai University, Chennai.
- ii. Ms Ruchi Jain, faculty, Department of Commerce has also enrolled for M Phil program in English at the University of Periyar, Salem, Tamil Nadu

8. Total number of seminars/workshops conducted

To enhance the knowledge of all concerned, various seminars/workshops pertaining to subjects of relevance are periodically conducted / organized by the Institute.

- Dr. Suman K. Mukerjee, Director, J D Birla Institute conducted two seminars on 'Research: A way of thinking' and 'Global Ancillarisation of SMEs and Systems Integration Model' at the Newcastle Business School, UK.
- A Life Skill Development programme was conducted by Sankalp at the Department of Management on April 13, 2007 and the classes were held from April 23-24, 2007 for second semester and from April 25-26, 2007 for fourth semester.
- As a part of the Institute's Environmental Management program the Department of Management Research team comprising of students, collaborated with the American Center, Indian Chamber of Commerce to organize the corporate environmental quiz 'Green Biz Quiz' on 21.04.07.
- A workshop on First Aid was conducted by Resource Management Section, Department of Home Science from April 9 - 16, 2007.
- J. D. Birla Institute (Management Department) & Birla School of Management in association with Times of India, Education Times Knowledge Session organized a workshop on 'Orientation Programme for Entrepreneurship Development' on March 30, 2007. Professor Raman Gujral, Director, SIRT Group of Institutions, Bhopal, Former faculty, EDI, Ahmedabad, was invited as the Guest Speaker for the event.
- J. D. Birla Institute (Management Department) & Birla School of Management jointly organized a workshop on 'Analysing the Union Budget 2007' on March 26, 2007 in association with Times of India, Education Times Knowledge Session. The speakers were Dr. Debi Prasad Pal, Former Union

Minister for State for Finance; Mr. Somnath Ballav & Mr Rahul Krishna Mitra, Executive Directors, PricewaterHouse Coopers; and Mr. Narayan Jain, Advocate & Tax Consultant.

- A UGC-sponsored national level seminar on 'The Necessity & Scope of Industry Institute Linkage in the Field of Commerce Education' was organized by J. D. Birla Institute on February 24, 2007. Mr. Sanjay Budhia, Director, Patton India was the chief guest and Dr. (Mrs.) Mariamma Varghese, Senior Advisor, NAAC delivered the keynote address. The seminar was divided into three sessions and a panel discussion. The list of speakers was notable and they delivered motivating lectures.
- A UGC-sponsored national level seminar on 'Necessity & Scope of Collaborative Research in the Field of Higher Education' was organized by J. D. Birla Institute on February 23, 2007. Dr. (Mrs.) Mariamma Varghese, Senior Advisor, NAAC graced the occasion as the chief guest. Mr. Alok Mukherjee, Chairman, Flakt and Consul General, Sweden and Prof S M Chatterjee, Advisor, State Council of Technical Education, Government of West Bengal delivered the inaugural speech and the keynote address respectively. The seminar had three technical sessions in all and was attended by about 150 delegates comprised of students, teaching faculty, scientists, industrialists from various field.

9. Research projects a) newly implemented b) Completed

NEWLY IMPLEMENTED

UGC-Sponsored Minor Research Projects

- Sponsor Body: UGC, Title: 'Reliability and Validity of Life Satisfaction Scale of Elderly Parents with Distant Living Adult Children', Principle Investigator: Dr. (Mrs.) Soma Dasgupta, Sr. Lecturer in Economics, Department of Home Science.

The project aims to evaluate the validity and reliability of the scale and thereby to raise the applicability of the scale. Later separate percentile norms for the scale will also be calculated. This study will not only allow us to get a robust scale that will help deeper understanding of the problems that afflict the concerned people but also point methods of rectifying the ills.

- **Sponsor Body:** UGC, **Title:** 'An Eco-friendly Approach for the Treatment of Industrial Effluents', **Principle Investigator:** Dr. (Mrs.) Banani De, Lecturer in Chemistry, Department of Home Science.

The disposal of waste material leading to environmental pollution is at present a matter of worldwide concern. Biodegradation of environment pollutants employing microorganism is a highly emerging technique since it is an eco friendly and green method as compared to chemical methods of degradations.

Other Projects

- **Sponsor Body:** Project proposal submitted to Inter University Consortium for Department of Atomic Energy Facilities (IUC-DAEF), **Title:** 'The Study of Magnetic Properties of Mono Ferrite Particles', **Collaborator:** Dr. (Mrs.) Vipasha Chakraborty, Sr Lecturer, Department of Home Science
Preparations of samples and initial studies have commenced at the IUC-DAEF, Kolkata. IUC-DAEF only offers its experimental facilities and TA to researchers under the project. No other grants are received.

ONGOING PROJECTS

Major Projects

- **Sponsor Body:** World Bank and Ministry of Health and Family Welfare, Govt. of India, **'Street Food Project - Phase II'**, **Principle Investigator:** Mrs. Lilu Mancha, **Co-Investigator:** Mrs. Komal Sharma
The Ministry of Health & Family Welfare, Govt. of India has implemented a Capacity Building Project on Food Safety and Quality Control of Street Food with assistance from World Bank. Creating awareness on food hygiene and quality aspects in the unorganized sector including the street food sector through training has been identified as one of the components of this Capacity Building Project. The project has been divided into three Phases. The first phase of the Street Food Project identified indicators on the awareness; attitude and practices related to food hygiene and safety through an extensive survey and identified five main problems of street food vendors for intervention in the second phase, such as Food Hygiene, Unit hygiene, Personal Hygiene, Environmental Hygiene including Fuel, Nutrition & health Practices.

Minor Projects

- **Sponsor Body:** UGC, **Title:** 'Trade Liberalization and its Impact on Forest - A Case Study of India', **Principle Investigator:** Mrs. Gargi Mitra, Lecturer, Department of Commerce

COMPLETED

First Phase of the Street food Project, a Capacity Building Project on food supply and quality control of food with assistance from the World Bank and implemented by the Ministry of Health and Welfare, Govt. of India has been completed. 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.

10. Patents generated, if any

None

11. New collaborative research work

- Although no new collaborative research work was undertaken, the Phase II of the Street Food Project in collaboration with Government of India was started. It is a Capacity Building Project on food supply and quality control of food that is being implemented with assistance from the World Bank. Two senior faculty members, Mrs. Lilu Mancha and Mrs. Komal Sharma from the Department of Home Science are working on the second phase. This phase deals with the intervention programmes whereby the street food vendors are given training to improve the hygienic conditions and improving their standard and sale.

12. Research grants received from various agencies

- UGC-sponsored Minor Research Project on 'Reliability and Validity of Life satisfaction scale of Elderly Parents with Distant Living Adult Children', Period: 2007-2009, Approved Allocation: Rs.1,00,000/-, Amount sanctioned and Received: Rs.32,500/-
- UGC-sponsored Minor Research Project on 'Trade Liberalization and its Impact on Forests- A Case Study', Period: 2006-2008, Approved Allocation: Rs.1,00,000/-, Amount sanctioned and Received: Rs.37,500/-

- UGC-sponsored Minor Research Project on 'An Eco Friendly Approach to the Treatment of Industrial Effluents', Period: 2007-2009, Approved Allocation: Rs.1,00,000/-, Amount sanctioned and Received: Rs.45,500/-
- World Bank and Ministry of Health and Family Welfare, Govt. of India sponsored Major Project on 'Street Food', Approved Allocation: 3,33,000/-, Amount Sanctioned & Received: 2,80,000/-

13. Details of research scholar

No student has registered as a research scholar during session 2006-2007.

14. Citation index of faculty members and impact factor

- A K Samanta, Deepali Singhee, K K Mahalonobis and G Basu "Hydrogen peroxide and potassium per-oxo-disulphate combined room temperature bleaching of jute-cotton union fabrics – An energy efficient eco friendly process", Indian Journal of Fibre and Textile Research, Vol 32, June 2007, Pg 221-231
- Soma Dasgupta, "Migration: Impact on Family and Community: A study of growing old in Kolkata (Calcutta) with the Emigrating young" in the proceedings of the International Household and Family Research Conference held at University of Ulster, Belfast, Northern Ireland, UK, June 27-29, 2007.
- Professor (Dr.) Sunman K Mukerjee, Director, J D Birla Institute, writes a column on 'Management Matters' every Monday in Times of India. The following issues were published on the following dates. February 5, 2007 'Cutting across borders and cultures', February 12, 2007 'Minding the Gap' and on February 26, 2007 'Raising Revenues'.
- Article entitled "Muhamad Yunus, Nobel Bjeta" by Soma Dasgupta in the Bengali periodical Chaturanga, October, 2006.

15. Honors/Awards to the faculty

- Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, was awarded 'Rashtriya Vidya Saraswati Puraskar' from the Hon'ble Minister of Defence

for production, from Indian Solidarity Council, in Association with IIEM (International Institute of Education and Management) and IBC (Indian Business Council), in presence of Dr. Bhanu Pratap Singh and former Election Commissioner of India, on August 23, 2006 at New Delhi.

- Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, received the 'Eminent citizen of India award' by IIEM (International Institute of Education & Management) in recognition of his exceptional caliber and outstanding performance in his chosen area of activity.
- National Integration & Economic Council also awarded Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, the 'Indira Gandhi Sadbhavna Award' for outstanding services, achievements and contributions to be held on November 20, 2006.
- Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, has been appointed as 'Visiting Professor' in Newcastle Business School, Northumbria University [till May 2008].
- Professor (Dr.) Suman K Mukerjee, Director, J D Birla Institute, was also invited to join the National SME CII Committee by Ms. Sarita Nagpal, Principal Counsellor & Head, Manufacturing Services, CII.

16. Internal Resources Generate

Revenue was generated through following short term / crash courses:

- i Montessori Training (*nine months duration*)
- ii Artistic Craft (*eleven months duration*)
- ii 2 groups of Certificate Course in Home Science (*eight months duration*)
- iii 3 groups of Finishing School course (*six weeks duration*)
- iv Jewellery Designing (*three months duration*)
- vi Tanjore Painting (*two months duration*)
- vii Complete Cookery and Bakery (*one month duration*)
- viii Specialized Craft (*one month duration*)
- ix Sari Draping (*two days duration*)
- v Assorted Chocolate Making (*two days duration*)
- vi Application of Computers in Commerce (*nine months duration*)

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

None in this academic session.

18. Community services

Our institute encourages social activities and awareness programmes which are organized with full interest and zest. This year the NSS wing of the institute conducted various activities for the betterment of the society. The students participated actively during all events and learnt to work together as a team.

- Students participated in the Debate and Slogan competition held during the NSS Day celebration on 20th September 2006 at the Jadavpur University. Ms. Tishya Ghosh from First B.Sc. Home Science won the second prize for slogan competition. Ms. Aditi Mehta, First B.Sc. Home Science won the second prize and Ms. Sneha Pandey, Inter B.Sc. Home Science won the third prize in debate competition.
- To promote literacy in our society, dictionaries and books on value addition were donated to the library of the SOS village.
- The NSS wing of the institute this year supported the efforts of the Nutrition Rehabilitation Center at CINI. This project takes care of sick children by monitoring their nutritional needs by admitting them in the hospital along with their mothers. The mothers were educated on hygiene & sanitation, correct cooking methods etc.
- NSS volunteers of Department of Commerce were engaged in a literacy programme. They taught the less privileged children basic language and arithmetic.
- To support such a cause, a street child was adopted by NSS wing of the Institute and his education was paid for an entire year. This project was in association with CINI.
- On 19th March 2007 a lecture was conducted to create awareness about the activities of CRY. Students were shown a film on child labour and an interactive session was conducted to find a few solutions to this enormous problem.

- Human Development students of J. D. Birla Institute organized an "Aids Awareness Session" by means of skit, lecture pictorial aids etc. on April 14, 2007 with the aim to spread AIDS awareness among adolescent girls of SOS children's village Salt Lake, Kolkata

19. Teachers and officers newly recruited

Department of Home Science

Full time teaching staff (regular and contractual)

Dr. (Mrs) Nandita Das (*lecture in Physiology*)
 Ms. Shradha Agarwal (*lecturer in Human Development*)
 Ms. Indrani Biswas (*lecturer in Food & Nutrition*)
 Ms. Sweta Daga (*lecturer in Textiles & Clothing*)
 Mrs. Shweta Patney (*lecturer in Resource Management*)
 Mrs. Malabika Maity (*lecturer in Resource Management*)
 Mrs. Amrita Karmakar (*Laboratory Assistant*)

Part time (contractual) teaching staff

Ms. Pooja Chatterjee (*Lecturer in Psychology*)
 Ms. Kasturi Thakur (*Lecturer in Psychology*)
 Ms. Shalini Choudhury (*Lecturer in Sociology*)
 Dr. (Mrs) Binny Deka (*Lecturer in Communication Skills*)
 Ms. Sushmita Jha (*Lecturer in Resource Management*)
 Mrs. Meenakshi Musaddi (*lecturer in Resource Management*)
 Ms. Sreyasi Ray (*Lecturer in Sociology*)
 Mrs. Mona Chatwal (*Lecturer in Resource Management*)
 Mrs. Smita Parekh (*Science*) *Lecturer in Home*
 Ms. Deepika Choudhary (*Lecturer in Food & Nutrition*)
 Mrs. Jaya Basu Sarbadhikary (*Lecturer in Extension Education*)
 Mrs. Shaoli Banik (*Lecturer in Physiology*)
 Mrs. Sarmistha Sinharay (*Lecturer in Adult Education*)
 Ms. Sambrita Jana (*Lecturer in Physics*)
 Dr. (Mrs.) Gita Zutshi (*Lecturer in physiology*)
 Dr. (Mrs.) Suroopa Chakraborty (*Lecturer in Chemistry*)
 Ms. Debarati Das (*Lecturer in Food & Nutrition*)
 Ms. Ruchi Jain (*Lecturer in Computer*)
 Dr (Mrs) Bharati Mukherjee (*Lecturer in Biochemistry*)
 Ms Nayantara Bannerji (*Lecturer in Human Development*)

Department of Commerce

Full time teaching staff (regular and contractual)

Ms Rachna Kejriwal (*Lecturer in Commerce*)
 Dr (Mrs) Manisha Singh (*Lecturer in Commerce*)
 Mrs A S Manjulakshmi (*Lecturer in Commerce*)
 Mrs N Bhanu (*Lecturer in Commerce*)
 Ms Sucharita Roy (*Lecturer in Commerce*)
 Ms Sreetama De (*Lecturer in Commerce*)

Ms Ruchi Jain (*Lecturer in English and Computers*)

Part time teaching staff

Ms. Ricci Chatterjee

Ms. Shashi Bajaj

Ms. Nisha Nahata

Ms. Soumika Bardhan

Ms. Debbarna Banerjee

Ms. Atri Chakraborty

Ms. Susmita Ganguly

Department of Management

Mr Masiur Rahaman (*Assistant Librarian*)

20. Teaching – Non-teaching staff ratio

5:4

[Teaching 54 (*full-time 31, part-time 23*), non-teaching 41]

21. Improvements in the library services

- i. The layout of the library has been reorganized to provide more elbow space for the students.
- ii. A new computer zone has been added to the library in an annex room; students can now browse on the computers without disturbing the library.
- iii. Another extension of the library is the addition of the new research journal & magazine section in the adjacent room. This is expected to provide exclusive space for faculty and students wishing to carry out 'research review search'.
- iv. Around 3744 new books have added to the existing lot during this session.
- v. A large number of books have also been donated to the college library.
- vi. A few DVDs have also been purchased
- vii. The Open Source Dspace (Digital Space) for Local Digital Library had been installed in the library at the satellite campus. The Local Digital Library or an Institutional Repository helps to organize and disseminate the materials such as TSB lists, lecture plans, handouts, question papers, internship projects reports, etc. The user can search the topics through LAN and download for their needs. The teachers can submit their published articles in the faculty community also. Data installation is still on the process.

22. New books/journals subscribed and their value

Category	Nos.	Value (in Rs)
New Books	3744	11,02,709.50
Journals	24	38,140.00
Magazines	32	43,315.00
Newspaper	12	11,604.00
TOTAL	3812	11,95,768.50

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

Student assessment of teachers is done at the end of every semester at both UG and PG levels. Students assess both the permanent as well as part-time teachers on a five-point scale. The feedback is collected and assessed by an outside agency. Each faculty member is given their respective student's feedback reports confidentially; in addition the Principal / Director appraises each faculty regarding their pedagogy skills, contribution to the institute and self development and advises them to take corrective steps wherever necessary.

- Faculty members were handed the reports on feedback by students and Principal / Director for both the semesters and annual pattern.

24. Unit cost of education

- Unit Cost of Education (*including salary component*)

= Total Annual Expenditure / Total No. of Students

= Rs 2,47,87,000/ 1255

= Rs19,750

- Unit Cost of Education (*excluding salary component*)

= Total Annual expenditure / Total No. of Students

= Rs 1,17,22,000/1255

= Rs 9340.20

(No. of Students: Home Science -388, Commerce - 461, Management - 406)

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

The admission procedure is completely computerized with the database of all the newly admitted students. Their academic details along with residential address and other necessary details are recorded. Lists of students required for Attendance Registers etc are generated on computers.

26. Increase in the infrastructural facilities

- Vertical expansion of the building has been done to have more space for the existing courses as well as new courses that may be introduced in future.
- Following items were purchased during the year

Sl. No.	Product	Quantity
1	Air Conditioning machines for Department of Management	6
2	Attendance Marking Machine (Main campus)	1
3	Microwave Oven	1
4	Water Cooler for Main Campus	1
5	Chairs	158
6	Visitors Chairs	5
7	Computer Tables	4
8	Computer Chairs	5
9	Wooden Almirah	1
10	Bookracks for department of Management	12
11	Cabinet	1
12	Ladder	1
13	Table for Office	1
14	Sony Camera with bag and battery	1
15	Car (Hyundai Santro)	1

27. Technology upgradation

- The Open Source Dspace (Digital Space) for Local Digital Library had been installed at the satellite centre library.

- The MIS reporting at the Department of Management have been audited by a professional group and is given daily reports on academic matters and other activities.
- Swipe cards for faculty and non-teaching staff at all the three departments and for the students at the Department of Management have been introduced for maintaining punctuality and attendance records.
- All computers in the college have LAN Connectivity
- The new computers purchased along with other peripherals and softwares have been listed below

Item Type	Description	Quantity
Computers	Pentium IV, 101 board systems with 3.0GHz intel CPU, 512 MB DDR RAM, .44FDD,CD Writer, 15"/17"LCD monitor, with keyboard and mouse	3
	HCL EB Systems, Pentium IV, 3.0GHZ HT/2MB 12 CACHE , 800 MHz, Intel 915 Chipset motherboard, 512 MB DDR, combo drive, optical mouse	6
	Laptop	1
Other Peripherals / Hardwares	HP LJ Printers 1020	2
	APC UPS 500VA	7
	Microtek 1000KV	2
	TFT Monitors	10
	Scanner HP 2400	1
	Speakers	6
Softwares	Management Information System(MIS)	

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

All computers have Internet connections and teachers are free to access them for research and tutorial purposes as and when they feel necessary. 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 their respective Departmental work. At the Department of Management, computer and Internet access is provided to each individual faculty.

Students from all the three Departments of the institute have access to Internet facility through computers available in the Library.

29. Financial aid to students

To ensure that no student discontinues his / her studies due to financial constraints, the Management has instituted scholarships. The four students who received financial assistance in the session 2006 –2007 are:

- Ms. Sutapa Chanda (Inter B.Sc, Department of Home Science)
- Ms. Limka Bhaiya (Final B.Sc, Department of Home science)
- Ms. Renu Poddar (Final B.Sc, Department of Commerce)
- Ms. Samina Shamin (Third year, Department of Commerce)

30. Activities and support from the Alumni Association

- The 3rd Annual Reunion was held on June 30, 2007 at the college premises. Members exchanged their ideas and gave suggestions about how the event could be made more successful in the near future.
- The association organized a Dandiya programme on September 27, 2006 at the Birla High School (for boys) campus. Nearly 550 students including the alumni and the current students participated and made the programme a great success. DJ Akash delivered foot-tapping music. Number of sponsors helped the association to raise funds for the association.
- Ex- students were invited for the Annual Cultural Show and Annual Sports Day organized by the institute.
- Alumni members were recruited as field investigators/assistants in the research projects carried out at the college.
- Potential of the alumni members is recognized by the institute and hence they are invited from time to time 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, Chocolate making classes and others.
- The Alumni is trying 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 meritorious students.

32. Health services

- Several lectures were organized for the students of Post Graduate Diploma Programme in Dietetics and Applied Nutrition Course and Final B.Sc. (Food and Nutrition Section) during the session 2006-07. Eminent doctors and experts from relevant field were invited to deliver lectures for the same.
 - i 'Nutrition for Oral and Dental Health' by Dr. Sankalp Tapashi, Special Resident, Department of Pedodontics and Preventive Dentistry, Manipal College of Dental Sciences, Mangalore
 - ii 'Medical Nutrition Therapy for Rheumatic Disorders' by Dr. D. Deb, Orthopedic
 - iii 'Osteoporosis' by Dr. M. Lakhotia, Osteoporosis Association of India
 - iv 'Cancer Related to Women – Cancer of the Uterus and Breast' by Dr. Vajpayee Rathi
 - v 'Cardiovascular Diseases' by Dr. S. Mishra, Head, Department of Cardiology, B M Birla Heart Research Institute, Kolkata
 - vi 'Pulmonary Diseases' by Dr. Partho Bhattacharya, MBBS (AFMC), MD (Medicine)
 - vii 'Diseases Related to Children' by Dr Ashok Modi, Pediatrician
 - viii 'Diabetes, Gall Bladder and Pancreatic Diseases' by Dr. Gopalka, Diabetologist
 - ix 'Cancer' by Ms. Babita Hazarika, Chief Dietician, Appollo Gleneagles Hospital, Kolkata
 - x 'Renal Diseases' by Ms. Babita Hazarika, Chief Dietician, Appollo Gleneagles Hospital, Kolkata

xi 'Obesity and Weight Management' by Ms. Shilpa Mimani, Chief Instructor, Golds Gym, Kolkata

- A First Aid Box with all necessary medicines is regularly maintained at the college.
- A 16 hour Certificate Program on First Aid by the St John's Ambulance Association was conducted in April, 2007 for students of Final B.Sc (Resource Management Section). The St John's Ambulance Association conducted an examination after completion of the said training and the successful candidates were awarded certificates.

33. Performance in sports activities

- Annual Sports was celebrated on March 1st 2007 at Rabindra sarobar stadium and students from all the three departments of Home Science, Commerce, and Management took part in the event. Major General Harkirat Singh from Fort Williams graced the occasion as the Chief Guest.

34. Incentives to outstanding sportspersons

None given so far during this session

35. Student achievements and awards

- Aditi Mehta of First B.Sc and Sneha Pandey of Inter B.Sc, Department of Home Science bagged the 2nd and 3rd prize, respectively at the debate competition on 'Attitude not Aptitude Determines Altitude' organized by the NSS wing of Jadavpur University on the National Service Scheme Day.
- Tishya Ghosh from the Department of Home Science won the 2nd prize for slogan writing (within 20 words) on the theme 'Social Responsibility of the Students for Building the Nation' within 20 words organized by NSS, Jadavpur University.
- Students from the Department of Home Science participated in various events at the Inter-College Spring fest organized by IIT Kharagpur. Suravita Banerjee, Sunayna Dutt and Madhu Bohra, Inter B.Sc. students were awarded in Rangoli competition. Each of the three winners of the team were given a certificate and the team was collectively given a cash prize of Rs.1000/- along with a gift voucher of Rs.1000

- The affiliating University awards gold medals to the toppers in each department for their academic excellence. Similarly, the Institute also gives awards to meritorious students from each class.

36. Activities of the Guidance and Counseling units

Currently each teacher provides informal counseling to students as and when required.

37. Placement services provided to students

- The final year students of Department of Management conducted their Internship programme from May 2007. This is a unique eight weeks training programme, gives students an opportunity to work in real life situations. The selection process for the internship starts from the beginning of the semester. Various organizations come down to our institute campus to conduct group discussion and personal interviews whereby the students are selected for the internship project work. All students were duly placed in different corporate and most of them end up firm offers though many of them opt to pursue higher studies.
- A number of students from the different specializations of the Department Home Science and Commerce got recruited in the same organization while undergoing their respective Vocational Training Programme. Students got absorbed into as export houses, garment manufacturing units, architectural firms, hospitals, hotels, schools and other organizations.
- Kidzee had conducted a career counseling session for the undergraduate Home Science students specializing in Human Development and Composite Home Science and the students undergoing the short-term course in Montessori Training. Educational consultants from KIDZEE informed these students on the requisites for joining their organization.
- The Department of Commerce had liaison with organizations such as Reliance Telecom and ICICI Prudential for facilitating placement of their students.

38. Development programmes for the non-teaching staff

- A workshop on Loans and Investments scheduled to be held in the academic session 2006-07 could not be held during the planned time frame; however, the same would be held during the current session.
- The chief accounts officer, Mr. Sampat Kumar Kedia attended a one day awareness workshop on 'TDS Issues' on 12th December 2006 at the Jadavpur University.

39. Healthy practices of the institution

- **EXCURSIONS:**

- i Students from **Department of Commerce** undertook a pleasure trip to Bangkok and Pattaya in January 2007 and were accompanied by 3 faculty members.
- ii **Department of Management** organized team building exercises during their excursion to Bangkok in April 3 – 7, 2007. 89 students undertook this trip and were accompanied by the Director and all full time faculty members.
- iii Final year students of the **Textiles and Clothing Section of the Department of Home Science** undertook a 4 day educational excursion to Kalimpong and Darjeeling to visit the Sericulture Institute at Kalimpong in June 2007.
- iv **Food and Nutrition Section of the Department of Home Science** undertook an educational excursion to Bangalore, Chennai and Pondicherry in January 2007. They visited numerous hospitals, hotels and Auroville Ashram to familiarize students with the working of such organizations
- v 63 students from the **Textiles and Clothing, Human Development and Composite Home Science Sections of the Department of Home Science** undertook an educational excursion to Delhi-Churu-Kota-Sanganer-Sujargarh-Jaipur. 12 faculty members accompanied the group. They visited various centers manufacturing/dealing with sandalwood carving, furniture making, jewellery designing, printing units etc. The students of Human Development visited SOS village, Rehabilitation

Centres, Psychiatric Center and also Santokba Durlabhji Memorial Hospital. The trip helped in developing team spirit.

vi **Resource Management Section of the Department of Home Science** went to Hyderabad and Bangalore for educational visit in October 2007. Their visits to hotels, furniture manufacturing units, eco-friendly buildings, green building and IT sector was fruitful. The exposure to the calm and serene atmosphere at the Art of Living Ashram helped in stimulating their spiritual well-being.

- Transparency is maintained by showing the evaluated answer scripts to students and discussing their various shortcomings thereby facilitating better teacher-student interaction.
- The Institute has an elected Student Council Body in both the Departments of Commerce and Home Science. Members are elected for the posts of a Head Girl (one from each Department), Assistant Head Girl (one from each Department) and Class Representatives from all the sections of under-graduate and post graduate courses. The student council members meet the principal once in every two months. Their suggestions, grievances are noted and exchange of ideas and any information related to college activities is disseminated during these meetings.
- Reports of the internal assessments are intimated to the guardians to apprise them of the progress of their wards through report cards.
- Students from the Departments of Home Science and Commerce along with 26 faculty members undertook a picnic to IBIZA club, Kolkata on February 9, 2007. The club had large open spaces with landscaped gardens, facilities for indoor and outdoor games, dance floor and a swimming pool. The occasion served to foster team building among the students of both the department.
- 36 faculty members undertook a cruise on the Ganges on February 19, 2007. This outing facilitated team building between the faculties.
- Teaching and non-teaching staff members from the three departments of the Institute attended the Teacher's Day celebration followed by lunch, which was organized by the management.
- Software Training Courses on TALLY and FACT were conducted for students of the Department of Commerce.

- In an innovative procedure introduced for the first time in the college, three part time faculty members were recruited on the basis of feedback in terms of percentage ratings given by the concerned students on the demonstration lecturer delivered by the probable candidates.
- Groups comprised of both strong and weak students are given assignments for better peer interaction and learning.
- Student's feedback on teacher's performance is collected and evaluated by an external agency.
- Student's grievances box is installed and the Principal attends to their complaints/ suggestions regularly and directly.
- The Institute awards financial assistance in the form of Scholarships to financially weaker students in the form of waiver of the entire tuition fee for one complete academic session. Five such scholarships can be awarded per year.
- 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.
- 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 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, Sarswati puja etc.
- Morning Assembly is conducted everyday for all students. It begins with a prayer, followed by the recitation of a thought for the day. Any information to be disseminated to the students is announced during this time.
- Teachers of the Institute are allowed to deliver lectures as guest faculty in other educational institutes and organizations
- As a motivational gesture, an incentive of Rs 12,000/- was given to all full time teaching faculty.

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

- A new agreement that would facilitate waiving off the entire first semester during the course of study at the Newcastle Business School for students provided they satisfy completion of certain topics and be certified for the same is awaited.
- An MOU has been signed on 21.12.06 between Mr. Arvind Agarwal CEO, Vedika Software and Department of Management to incorporate FACT into the academic curriculum; this would be used as a teaching aid for Finance, Accounting and IT Concepts and to appoint interns in the Company with a view to permanent placements.
- Professor John Hartwright, Head of Recruitment & Admissions, Newcastle Business School, and Padmini Parameswaran, Operations Manager, Northumbria University Liaison office, India, visited the Management Department of the Institute in November to discuss about next batch student intake and scholarships for them. The possibility of carrying the first semester preparation at J. D. Birla Institute for an MBA degree programme to be finally concluded at the Northumbria University was also discussed
- Faculty from Arena Multi Media conducted classes on Communication Technology and Computer Aided Designing for the post-graduate students from the Home Science.
- Department of Commerce conducted a course in BEC (Business English Certificate) in collaboration with the British Council. 40 students enrolled for this course. The British Council conducted the final examination in the month of December. The same course would be conducted for the students from the Department of Home Science.
- An MOU has been signed with the ICFAI Business School for starting a one year post-graduate diploma programme on Banking and Insurance. This would provide vertical mobility to our existing students (from the Department of Commerce) after completion of their graduation from the Institute.

41. Any other relevant information

- Faculties regularly visit the organizations where the students of various departments are sent for internship training. This helps in promoting interaction between the industry and Institute and also helps in providing feedback about the progress of the student as well as the course.
- In order to create awareness among media and general public and to promote education in the field of Home Science, a press conference was organized at the main campus of the institute on February 22, 2007. Dr Mariamma Varghese, Senior Advisor to NAAC was chaired the conference.
- Students of different schools (Birla High School for Girls, Mahadevi Birla School) were given an orientation lecture on scope and prospects of Home Science education. Information regarding the curriculum, highlights of the different specializations offered and prospective career opportunities was provided to the students of classes VIII –XI. Certain common misconceptions regarding this subject (Home Science) were clarified
- 15 students accompanied by one faculty member of Ghanapriya Women's College, Babupara, Imphal, Manipur and 42 students accompanied by two faculty members from Department of Textiles and Clothing, Nirmala Niketan College of Home Science, Mumbai visited the Home Science Department. Both the students as well as the concerned faculty were impressed with the facilities available to the students.
- On November 15, 2006, the extra curricular activity cell of the Institute organized a turncoat debate on the topic "*Caste based quota in higher education is progressive for the country*". 21 students participated in the debate exhibiting their eloquence and wit at the college premises. The winners of the last session were given certificates.

PART C

Detailed plans of the Institution for the next year

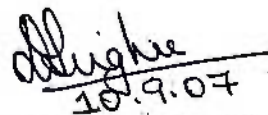
- **Autonomy** The Institute is planning to apply for an autonomous status from the affiliating university and for this efforts are being made to gather information related to the said issue. A "peer review" meeting is being planned during the next session; thereafter a proposal would be sent to the Jadavpur University. A workshop will be shortly conducted to orient faculty members in this matter.
- The Institute is planning to **increase the number of seats in the Department of Commerce**, as there is more demand for this particular programme.
- Keeping the demand for specialized professional courses in mind, faculty members from the Department of Home Science have initiated the preparation of the proposed curriculum and syllabi for the following specialized degree programmes; B.Sc in Food Science & Nutrition, B.Sc in Textile Science & Clothing Technology, B.Sc in Interior Designing, B.Sc in Human Development, B.Sc in Consumer Science. Following this an attempt shall be made to get the programme reviewed and finally approved both by the UGC as well as the affiliating University. It is planned to offer at least one or two of the above mentioned programmes to the students in the forthcoming session.
- Both the Departments of Home Science and Commerce is planning to carry out the process of admissions online during the forthcoming session; this would enable students to download the admission forms, etc directly from the website of the college. This system is currently operative with the Department of Management.
- Remedial classes would continue as usual for weaker students in relevant subject areas.
- **Computerization:** The MIS that would assist in efficient administration would be operative from the next session. To make this effective each faculty members would be provided with individual computers.
- A seminar on 'Environment related issues' and another on 'Women related issues' is being planned during the academic session 2007-08. A lecture on substance abuse would be held for the students of the Institute.

- **Staff Development**

1. A lecture on loans and investment for Class IV staff will be held in the future
 2. A tie-up with medical centres for regular and routine medical check-up at discounted rates for teaching and non-teaching staff is being considered.
- The Alumni association of the Institute would hold its annual reunion, organize fund raising activities and try to maintain data base of ex students even in the forthcoming session.
 - Research: Two faculty members of the Department of Commerce are planning to enroll themselves for their respective doctoral degrees. Faculty members are also preparing proposals for new research projects.
 - Linkages: Department of Management is making efforts to develop linkages with international universities. Further, all the three departments will continue to develop linkages with the various industry houses for the industrial training and also for the placement of students.
 - Placement Cell: Efforts will be made to maintain records of the progression of students to higher studies or to their places of employment. Students will also be directed in getting placement.
 - Health Services: Panel discussions/workshops on health related issues are intended to be undertaken.
 - The Extra Curricular Activities such as Independence Day celebrations, Saraswati Puja, Quiz, Debate, annual show and annual sports, fresher's party, farewell party, inter college fests etc will be continued.
 - To bring in awareness about the changes made /to be made in the Home Science syllabus an orientation lecture /workshop would be conducted for the teachers of various schools teaching Home Science.

The Institute plans to fulfill the unrealized goals of the previous year, strengthen the already existing ones.


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J D Birla Institute


10.9.07
Dr. (Ms) Deepali Singhee
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