

PEER TEAM REPORT
OF
JD BIRLA INSTITUTE
11 Lower Rowdon Street, Kolkata – 700020

PEER TEAM

1. **PROF. PREM SHARDA**
Former Vice Chancellor, Veer Narmad South Gujarat University, Surat
2. **Dr. (Ms.) K. K. SEETHAMMA**
Head, Department of Economics, Bangalore University
3. **Dr. (Ms.) CHITRALEKHA CHOUHAN**
Principal, Govt. M.H College of Home Science & Science for Women
(Autonomous), Napier Town, Jabalpur

09.8.2010 – 11.08.2010

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O Box. No. 1075, Narbhavi, Bangalore – 560072, INDIA

Section II: CRITERION WISE ANALYSIS	Observations (Strengths and/or Weaknesses) on Key-Aspects
2.1 Curricular Aspects :	
2.1.1 Curricular Design & Development	<ul style="list-style-type: none"> • College designs and updates curricular changes which are considered and approved by the University as per its rules. • Introduced four new UG and 2 PG degree and one PG Diploma courses in 2009-10 • Basic Computer Education is given to all the students at U.G, Level.
2.1.2 Academic Flexibility	<ul style="list-style-type: none"> • Flexibility available to change streams at the time of admissions. • 8 Short term add-on Certificate Courses available to students.
2.1.3 Feedback on Curriculum	<ul style="list-style-type: none"> • Formal feedback by students through external agency. • Informal feedback from other stakeholders.
2.1.4 Curriculum Update	<ul style="list-style-type: none"> • Curriculum updated as per perceived needs. • After the NAAC accreditation, curriculum was revised once by Department of Home Science & Commerce
2.1.5 Best Practices in Curricular Aspects (If any)	<ul style="list-style-type: none"> • College has fair degree of freedom to design and update curriculum. • Practical exposure is given to the students through industrial training and field trips
2.2 Teaching-Learning & Evaluation:	
2.2.1 Admission Process and Student Profile	<ul style="list-style-type: none"> • Admission process systematic & transparent. • It is a women college; however, BBA Course run in the Satellite Campus is co-education. • Government reservation policy is adhered to.
2.2.2 Catering to the Diverse Needs:	<ul style="list-style-type: none"> • Remedial and bridge courses for weaker students • Special Bridge course is offered to non Science background students of Home Science in Physics, Chemistry and Physiology and to Commerce Students in Mathematics & Accountancy.
2.2.3 Teaching-Learning Process	<ul style="list-style-type: none"> • Academic calendar is prepared • Continuous internal evaluation is carried out at the end of 7th & 12th week of each semester. • Seminars and lectures are organized to support teaching – learning process

2.2.4 Teacher Quality:	<ul style="list-style-type: none"> • 08 teachers have completed Ph.D • 05 teachers M.Phil, 16 NET/SET and 2 are pursuing Ph.D • Teachers are encouraged to attend workshops/seminars/refresher courses. • Teachers are computer savvy.
2.2.5 Evaluation Process and Reforms	<ul style="list-style-type: none"> • Special orientation classes to students in the beginning • Internal tests are held periodically • Mechanism for redressal of grievances in place.
2.2.6 Best practices in teaching-Learning and Evaluation (If any)	<ul style="list-style-type: none"> • Students are encouraged to use ICT in all their presentations. • A well structured method of obtaining students feed back through external agency has been introduced.
2.3 Research, Consultancy & Extension	
2.3.1 Promotion of Research	<ul style="list-style-type: none"> • Research Committee constituted. • Institution has a provision to provide seed money of 5000/- to the faculty to initiate research. • A separate research journal section and internet facility in the library
2.3.2 Research and Publications Output:	<ul style="list-style-type: none"> • 4 faculty members have been awarded with Ph.D. and 5 faculties have obtained M.Phil. in last 5 years. • Some faculty members have published books and research papers in refereed journals • Some faculty members have participated as resource persons
2.3.3 Consultancy	<ul style="list-style-type: none"> • Consultancy provided by individual teachers to academic bodies/institutions/ NGOs on honorary basis.
2.3.4 Extension Activities	<ul style="list-style-type: none"> • "Each one teach one" is a good activity. • Extension activities are carried out through NSS and Helping Hands (the social welfare club of the institute)
2.3.5 Collaborations	<ul style="list-style-type: none"> • The institute has some collaborations at national and international levels. • Agreement for advancement entry to MBA in New Castle Business School with Northumbria University, UK. • With Supersoft, an NGO for soft skills training and with Arena Animation for course in Digital Design.
2.3.6 Best practices in Research, Consultancy & Extension (if any)	<ul style="list-style-type: none"> • Absorbing the outgoing P.G. students in the ongoing research projects as assistants. • Publication of "Reflection" a compilation of students' research work.

2.4 Infrastructure and Learning Resources	
2.4.1 Physical facilities for learning	<ul style="list-style-type: none"> • Good airconditioned class rooms with power back-ups, 20 Class rooms fitted with LCDs and an attractive website. • 4 Computer Labs out of which 2 Labs are hired from a sister Trust and shared with a school and a college, which are part of the Trust. • Sports and Games facilities are inadequate.
2.4.2 Maintenance of Infrastructure	<ul style="list-style-type: none"> • Infrastructure is well maintained • Advance budget allocation for maintenance of the infrastructure. • A supervisor appointed for maintenance
2.4.3 Library as a learning resources	<ul style="list-style-type: none"> • 11510 books, 24 journals 33 magazines in main campus - books 14,720, 21journals, 22 magazines in Satellite campus. • Library is yet to be adequately automated. • Libraries have computers, internet and photocopy facilities and open access system for students and good ambience.
2.4.4 ICT as Learning Resources	<ul style="list-style-type: none"> • Effective use of ICT has both teaching and learning. • The institute has 196 computers including 82 hired computers and a central computing facility connected with a server through LAN.
2.4.5 Other Facilities	<ul style="list-style-type: none"> • Canteen, Health Centre, Common room are available.
2.4.6 Best Practices in the development of Infrastructure and Learning Resources (if any)	<ul style="list-style-type: none"> • Conducive environment for teaching and learning exists • The institution has International membership with British Council Library and American Library
2.5 Student Support and Progression:	
2.5.1 Student Progression	<ul style="list-style-type: none"> • More than 75% students progress to higher education. • Six students have cleared the NET examination.
2.5.2 Student Support	<ul style="list-style-type: none"> • A few freeships for meritorious and needy students and Accident insurance of Rs.50,000/- for each student. • Psychological counseling given to the students by a trained counselor. • Some soft skill courses conducted for personality development for 1st year students.
2.5.3 Students Activities	<ul style="list-style-type: none"> • Students Council and Alumni Association constituted. • Students participate in inter-departmental and inter-collegiate competition in co-curricular activities. • Student internship is encouraged.
2.5.4 Best Practices in Student Support and Progression (if any)	<ul style="list-style-type: none"> • Student internship and "Earn while you learn" are notable activities.

**Peer Team Document * NAAC for Quality and Excellence in Higher Education*

*Praveen S.
K.K. Srinivasan*

2.6 Governance and Leadership:	
2.6.1 Institutional Vision and Leadership	<ul style="list-style-type: none"> • Institutional leadership is resourceful and experienced. • There is Board of Studies for academic development
2.6.2 Organizational Arrangement:	<ul style="list-style-type: none"> • Institute is headed by Chairperson, assisted by local Governing Council and Principal as member Secretary and Director in charge of BBA Course. • Organizational work is effectively carried out through various committees. • Effective mechanism for grievance redressal.
2.6.3 Strategy Development and Deployment:	<ul style="list-style-type: none"> • Strategies are developed by the Trust, aided by Chief Administrator, Principal and Director for BBA course.. • Feedback from stakeholders considered in strategy formulation.
2.6.4 Human Resource Management	<ul style="list-style-type: none"> • Selection for various categories of teaching and non teaching staff is streamlined' • Incentive provided for research, teaching and publication output. • Self-appraisal, Student appraisal and appraised by Institution heads used for HRM
2.6.5 Financial Management and Resource Mobilization	<ul style="list-style-type: none"> • Fees constitute the key source of funds • Institute has surplus budget • Its accounts are audited regularly
2.6.6 Best Practices in Governance and Leadership (if any)	<ul style="list-style-type: none"> • Accident Insurance of Rs.1,00,000/- for teaching staff and Rs.50,000/- for non-teaching staff..
2.7 Innovative Practices	
2.7.1 Internal Quality Assurance System	<ul style="list-style-type: none"> • Quality Advisory Committee (in lieu of IQAC) constituted. • A student is part of selection panel for recruitment of teachers.
2.7.2 Inclusive Practices	<ul style="list-style-type: none"> • Students are sensitized on gender issues through workshops and seminars. • Attention is given to the students of rural/tribal background. • Values of good citizenship are provided by making students and staff aware of societal issues.
2.7.3 Stakeholder Relationships	<ul style="list-style-type: none"> • Healthy relationship with students, alumni and parents and affiliating University

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Section III: OVERALL ANALYSIS	Observations (Please limit to five major ones for each and use telegraphic language)
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • College permitted to design and update its courses and curriculum and implement after approval by University. • Teachers are committed and sincere. • Young dynamic Principal • ICT based teaching and learning.
3.2 Institutional Weakness	<ul style="list-style-type: none"> • Inadequate space for academic and co-curricular activities in satellite campus. • Computer Labs are shared with a school and a college at the department of Management. • Sports and Games space is limited. • Institute's administration is entrusted to sister Trust.
3.3 Institutional Opportunities	<ul style="list-style-type: none"> • Start new courses like MBA and IT supported course in emerging areas. • Student participation in state and national level co-curricular and extra-curricular activities. • Enhancing administrative powers and accountability of Principal and Director. • Promoting entrepreneurship skills by establishing a Business Incubation Centre.
3.4 Institutional Challenges	<ul style="list-style-type: none"> • Acquisition of independently owned campus instead of working in satellite campus leased from sister Trust. • Establish independent infrastructure for sports and games. • Computerization of Library needs to be speeded up.

Princ.
24/03/16

Section IV : Recommendation for Quality Enhancement of the Institution

- More teachers be persuaded to do Ph.D
- Industry – Institute linkage may be strengthened by taking up paid for industry related projects.
- NSS wing be made more active
- Trust may try to acquire and develop added campus space for academic and sports infrastructure for this Institute, instead of using a hired satellite campus.
- Main campus library needs more space, books, journals and speedy automation..
- Students be given more opportunities and coaching to participate in state and national level events.
- Since most courses are vocational, a Placement cell, an Entrepreneurship Development Cell and Business Incubation Cell may be established.
- Explore possibility of starting an NCC Wing

I agree with the Observations of the Peer Team as mentioned in this report

[Signature]
11.8.10
Signature of the Head of the Institution
PRINCIPAL
J. D. BIRLA INSTITUTE
11, Lower Rawdon Street
Kolkata - 700 020

Seal of the Institution



Signature of Peer Team Members:

Name and Designation		Signature with date
Prof. Prem Sharda	Chairperson	<i>Prem Sharda</i> 11/08/10
Dr. Chitrlekha Chouhan	Member Co-ordinator	<i>Chouhan</i> 11-8-10
Prof. K.K. Seethamma	Member	<i>K.K. Seethamma</i> 11/08/10
NAAC Officer Name Dr. Ganesh Hegde	Designation	

Place: Kolkata

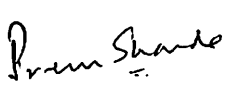

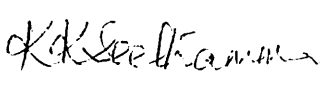
Date: 11-8-2010

*Peer Team Document *

NAAC for Quality and Excellence in Higher Education

Profile of the College

Name of the Institution	J. D. Birla Institute			
	Place:	Kolkata	State	West Bengal
Date of visit	9 th – 11 th August 2010			
Affiliating University	Jadavpur University			
Status of the College	Affiliated <input checked="" type="checkbox"/>	Constituent <input type="checkbox"/>	Autonomous <input type="checkbox"/>	
Financial Category	Grant-in-aid <input type="checkbox"/>	Government funded <input type="checkbox"/>	Self Financing <input checked="" type="checkbox"/>	
Type of College	Men <input type="checkbox"/>	Women <input checked="" type="checkbox"/>	Co-education <input checked="" type="checkbox"/>	
No. of Departments	Arts: NA Science: 13 Commerce: 01 Management : 01			
	Any other: Certificate Courses: 08		Total: 23	
No. of Programmes	UG: 07		PG:7 MPhil: NA	
	Ph.D: 01		Any other: N.A Total: 15	
Year of Establishment	1962			
UGC recognition	Under 2 (f), September 1976			
Location of the College	Urban <input checked="" type="checkbox"/>	Semi-urban <input type="checkbox"/>	Rural <input type="checkbox"/>	Tribal <input type="checkbox"/>
Area of the campus (in acres)	0.48 acres (Main Campus) and 3,771 sq m. (Satellite Campus)			
No. Of Teachers	Men	Women	Total	
Permanent:	07	22	29	
Temporary:	01	25	26	
Total no. of Teachers Ph.D:	01	07	08	
Total no. of Teacher M.Phil:	NA	05	05	
Total no. of P.G:	08	47	55	
No. of Non-teaching staff:	Men	Women	Total	
Technical Staff:	6	6	12	
Administrative Staff:	7	6	13	
No. of Students:				
UG:	251	1,238	1,489	
PG:	N/A	63	63	
M.Phil:	N/A	N/A	N/A	
Ph.D:	N/A	N/A	N/A	
Any other	N/A	N/A	N/A	

	Name	Signature with date	
1	Chairperson: Prof. Prem Sharda	 11/08/2010	Signature of the Principal and Seal
2	Member-Co-ordinator Dr. Chitralekha Chouhan	 11-8-10	
3	Member: Prof. K.K. Seethamma	 11-8-10	
4	NAAC Officer: Dr. Ganesh Hegde		

Peer Team Document

J.D. Birla Institute
NAAC – Peer Team Visit Schedule

Day 0: 8th August 2010

19:00 – 20:00 hrs Peer Team Discussion – I at the place of stay(Private)

Day 1: 9th August 2010

Session 1: 9:00 – 10:00 hrs

Meeting with the Principal

Session 2: 10:00 – 10:45 hrs

Meeting with the Steering Committee / IQAC Members

Session 3: 10:45 – 11.45 hrs

Visit to the Departments of Science

Session 4: 11.45 – 13.30 hrs

Visit to the Department of Commerce

Session 5: 13:30 – 14:00 hrs

Lunch on Meeting with the Governing Body / Management / State Govt. Representatives / University Representatives

Session 6: 14:00 – 14:30 hrs

Interaction with Students

Session 7: 14:30 – 15:00 hrs

Interaction with Alumni

Session 8: 15:00 – 15:30 hrs

Interaction with Non-teaching Staff

Session 9: 15:30 – 16:00 hrs

Interaction with Parents

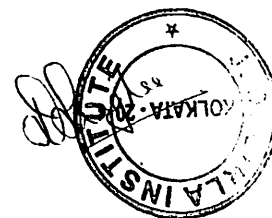
Session 10: 16:00 – 18:30 hrs

Visit to the Departments of Business Management

20:00 – 21:00 hrs

Team Discussion – II at the place of stay (Private)

PRINCIPAL
J. D. BIRLA INSTITUTE
11, Lower Rawdon Street
Kolkata - 700 020



10/08/10

Pran Shaha
11/08/2010

K. S. Sathyan
11.8.10

Day 2: 10th August 2010

Session 11: 9:00 – 13:00 hrs

Visit to the facilities (Library, Health Centre, Canteen, Guest House, etc)

Session 12 13:00 to 14:00

Lunch

Session 13: 14:00 – 14:30 hrs

Interaction with Faculty Members

Session 14: 14:30 – 17:30 hrs

Checking Documentary Evidence

Session 15: 18:00 – 18:40 hrs

Cultural Programme

19:00 – 21:00 hrs

Team Discussion – III at the place of stay (Private)

Day 3: 11th August 2010

Session 16: 08:30 – 10:00 hrs

Sharing the Peer Team Report with Head of the Institution

Session 17: 10:00 – 11:30 hrs

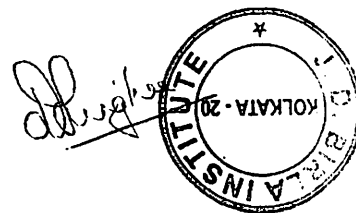
Finalizing the Peer Team Report

Session 18: 12:00 – 13:00 hrs

Exit Meeting

13:00 – 14:00 hrs

Lunch with all Faculty Members



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