

From :-

The Principal
Dr. Kanailal Bhattacharyya College,
Dharmatala, Ramrajatala,
Santragachi, Howrah - 711 104.

To

Prof. V. N. Rajasekharan Pillai,
The Director, National Assessment and Accreditation Council,
P.O. Box No.: 1075, 2/A DR. RAJKUMAR ROAD,
Rajaji Nagar, Bangalore - 560 010.

Ref. No.: NAAC/A&A/LP/2002/6876 dated 6th August 2002.

Subject :- Submission of Self Study Report and
Relevant documents of NAAC.

Sir,

With reference to your letter (vide letter no. NAAC/A&A/LP/2002/6876 dated 6th August 2002, I hereby inform you that Dr. Kanailal Bhattacharyya College, Santragachi, Howrah - 711 104, volunteers to be assessed by the National Assessment and Accreditation Council (NAAC) and hereby submits the document on institutional accreditation as detailed below :-

It is presented in three sections :-

Section-A :- The general introduction to the methodology of assessment and accreditation.

Section-B :- Two parts of the Self-Study Report :-

Part I - The Format for Self-Study.

Part II - The Self-analysis of the institution based on Part I.

Section-C :- The interactive Computer Package of the Format for Self-Study in two Computer diskettes.

A Bank draft of Rs. 25,000/- as accreditation fees is also enclosed.

In view of financial constraints it is our humble submission that we will be able to provide only First Class Train Fare to members of the visiting Team.

With regards,

Yours Sincerely



(Dr. Dilip Kumar Sahoo)

Principal,

Dr. Kanailal Bhattacharyya College,
Santragachi, Howrah-4.



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FORMAT FOR SELF-STUDY

Profile of the College

PROFILE OF THE COLLEGE

1. Name and address of the College : **DR. KANAILAL BHATTACHARYYA COLLEGE**
Dharmatala , Ramrajatala, Santragachi, Howrah-711104

2. For communication :
Office

Name	Telephone		Ext. No.
	Code	Number	
Principal : Dr. Dilip Kumar Sahoo	033	2627-2490	
Vice Principal :			
Steering Committee Co-ordinator : Prof Sipra Ganguly	033	2627-2490	

Fax No. :

Email : drklbcollege@vsnl.net

Residence:

Name	Telephone	
	Code	Number
Principal : Dr. Dilip Kumar Sahoo	033	2240-4707
Vice Principal :		
Steering Committee Co-ordinator : Prof Sipra Ganguly	033	2241-8066

Fax No. :

Email : drklbcollege@vsnl.net

3. Type of the College :

Affiliated ☒ Constituent ☐

4. University to which the college is affiliated : **University of Calcutta**

5. Financial category of the college :

Grant-in-aid ☐ Self-financing ☐ Government funded ☒

6. Does the University Act provide for autonomy to college ?

Yes ☐ No ☒

If yes, has the college applied for autonomy ?

Yes ☐ No ☒

7. Date of establishment of the college :

Date: 22

Month: 09

Year: 1985

8. Date of UGC recognition:

	Month & Year (mm - yyyy)
i. Under 2f	22-10-1994
ii. Under 12B	9-11-1994

[Annex : A-1]

9. Is it a recognised minority college ?

Yes ☐No ☒

10. Campus area in acres : 0.75 acres

11. Location of the college :

Urban ☐Semi-urban ☒Rural ☐Tribal ☐Any other ☐

12. Courses / Programmes and Departments :

a) Number of Programmes :

Courses / Programmes	Number
UG	09
PG	NIL
M.Phil	NIL
Ph.D.	NIL
Post-Doctoral	NIL
Certificate Course	02
Diploma	NIL
PG Diploma	NIL
Any Other	
Total	11

b) List of the departments in the college : Facultywise

Faculty of Science : N.A.
Departments : N.A.
Faculty of Arts :
Departments : Bengali, English, History, Philosophy, Political Science, Education, Geography.
Faculty of Commerce :
Departments : Commerce, B.B.A.

13. Number of permanent and temporary members of the teaching staff at present :

	Female	Male	Total
Permanent teachers (Total)	04	05	09
Teachers with Ph.D. as the highest qualification		01	01
Teachers with M.Phil. as the highest qualification	02	01	03
Teachers with PG as the highest qualification	02	03	05
Temporary teachers (Total)	NIL	NIL	NIL
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification			
Part-time teachers* (Total)	10	19	29
Teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
Teachers with M.Phil. as the highest qualification	03	01	04
Teachers with PG as the highest qualification	07	18	25

The details of average number of hours/week or month:

8 periods of 45 minutes each week.

Although the Calcutta University Statutes provides for 6 classes per week for a part-time teachers, 8 classes per week were allotted to them to meet the exigency of the situation and financial constraint of the college.

14. Number of members of non-teaching staff of the college at present :

	Female	Male	Total
Technical Staff	NIL	NIL	NIL
Administrative Staff	04	08	12

15. Number of students enrolled in the college according to regions and countries : Jan. 2022 - Dec. 2023

Certificate / Diploma (Vocational Course)	Female	Male	Total
Students from the same state where the college is located	13	32	45
Students from other state of India	NIL	NIL	NIL
NRI Students	NIL	NIL	NIL
Grand Total	13	32	45

UG as per Audit Report 2002	Female	Male	Total
Students from the same state where the college is located	398	220	618
Students from other state of India	NIL	02	02
NRI Students	NIL	NIL	NIL
Other Overseas Students	NIL	NIL	NIL
Grand Total	398	222	620

PG Diploma	Female	Male	Total
Students from the same state where the college is located	NIL	NIL	NIL
Students from other state of India	NIL	NIL	NIL
NRI Students	NIL	NIL	NIL
Other Overseas Students	NIL	NIL	NIL
Grand Total			

PG	Female	Male	Total
Students from the same state where the college is located	NIL	NIL	NIL
Students from other state of India	NIL	NIL	NIL
NRI Students	NIL	NIL	NIL
Other Overseas Students	NIL	NIL	NIL
Grand Total			

M.Phil.	Female	Male	Total
Students from the same state where the college is located	NIL	NIL	NIL
Students from other state of India	NIL	NIL	NIL
NRI Students	NIL	NIL	NIL
Other Overseas Students	NIL	NIL	NIL
Grand Total			

Ph.D.	Female	Male	Total
Students from the same state where the college is located	NIL	NIL	NIL
Students from other state of India	NIL	NIL	NIL
NRI Students	NIL	NIL	NIL
Other Overseas Students	NIL	NIL	NIL
Grand Total			

Self-financing courses B.B.A.(Hons)	Female	Male	Total
Students from the same state where the college is located	NIL	02	02
Students from other state of India	NIL	NIL	NIL
NRI Students	NIL	NIL	NIL
Other Overseas Students	NIL	NIL	NIL
Grand Total	NIL	02	02

16. Details of the two batches of Students : Vide Annexure below :-
[Plz. see Annexure Number -1]

	Batch-1			Batch-2		
	Year of entry			Year of entry		
	UG	PG	Total	UG	PG	Total
Admitted to the program (entry year)						
Appeared for the final year examination						
Passed in the final examination						
Passed in first class						
University ranks, if any						

17. Give a copy of the last annual budget of the college with details of plan and non-plan revenue / expenditure (attach separately). Vide Annexure below :
18. What is the 'unit cost' of the college education ? (unit cost = total revenue budget (actual) divided by the number of students enrolled). Rs. ...5653..... /-(approx.)

19. What is the temporal plan of academic work in the college ?

Semester System ☐

Annual System ☒

Any other (specify) :

20. Is the credit system of instruction followed ?

Yes ☐

No ☒

21. Does the college have the following support service :

Central library ☒

Computer Center ☐

Press ☐

Guest Room ☒

Grievance redressal cell ☒

Non-resident students center ☒

Health Center ☐

Sports facilities ☒

Workshop ☐

Housing ☐

Vehicle parking shed ☐

Canteen ☐

Hostel (Girls) : ☒ Students not admitted due to non-approval of Hostel employees from the state Govt..

Welfare schemes : ☒ Students Common Room, Vocational Training Center
Membership of Students Health Home.

22. Does the college have collaborations / linkages with national / International institutions ?

Yes ☒

No ☐

If yes, list them giving important details : Vide Departmental Inputs.

[Credentials of Abhishek Lahiri attached]

23. Does the management run other educational institutions besides the college ?

Yes ☐

No ☒

If yes, give details.

24. Give details of the resources generated by the college last year through the following means :

Source of funding	Number	Quantity (Rs.)
i. Donations	11	43,251-00
ii. Fund raising drives	07	74,001-00
iii. Alumni association	05	900-00
iv. Self-financing courses	02	60,000-00

INPUTS FROM THE DEPARTMENTS :-

- **ARTS FACULTY :**
 - * BENGALI [2.1-2.4]
 - * ENGLISH [2.5-2.8]
 - * EDUCATION [2.9-2.12]
 - * HISTORY [2.13-2.16]
 - * PHILOSOPHY [2.17-2.20]
 - * POLITICAL SCIENCE [2.21-2.25]
 - * GEOGRAPHY [2.26-2.29]

- **COMMERCE FACULTY :**
 - * COMMERCE [2.30-2.33]
 - * B.B.A. [2.34-2.37]

- **NETAJI SUBHAS OPEN UNIVERSITY [2.38-2.41]**

DEPARTMENT OF BENGALI

1. Name and address of the department : **BENGALI LANGUAGE & LITERATURE**
2. Telephone number : **2627-2490**
3. Date of establishment of the department : **22nd Sept. 1985**
4. Build-up area of the department in sq.m.: There is no separate building for the department
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.A. (Hons.)	UG	47 %	50
B.A. (Genl.)	UG	30 %	100
B.A. Compl. Beng.	UG	30 %	200

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	2	1	3
Teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
Teachers with M.Phil. as the highest qualification	2	NIL	2
Teachers with P.G. as the highest qualification	NIL	1	1
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ? [Admissions and promotion of Students]

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	27 (H)	07 (H)	34
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	27	07	34

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☒

No ☐

10. Furnish the following details (in figures)

Books in the department library : 1192 (till 31.05.2003)

Journals / periodicals subscribed by the department : Desh, Parichaya.

Computers in the department : NIL

Research projects completed during the last three years and their total outlay :NIL

Ongoing research projects :

Teacher who have attended national / international workshops seminars during the last two years :

Prof. Keshab Ch. Khanra attended Seminar in State Level.

Prof. Abdur Rafik Sardar.

11. Mention the following details of the last two batches of Students :

	Batch-I			Batch-I		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	20(H) + 51(P)	NIL	71	22(H) + 71(P)	NIL	93
Drop-outs	1(H) + 38(P)	NIL	39	7(H) + 44(P)	NIL	51
Appeared for the final year examination.	19(H) + 13(P)	NIL	32	15(H) + 27(P)	NIL	42
Passed in the final examination.	19(H) + 13(P)	NIL	32	15(H) + 27(P)	NIL	42
Passed in first class	NIL	NIL	NIL	NIL	NIL	NIL
University ranks, if any	NIL	NIL	NIL	NIL	NIL	NIL

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 1

Filled : 1

13. How often were national/international seminars, workshops etc. organised at the department ?

[Only Departmental Extempore/Seminar/Debate,2002]

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest qualification	Specialisation	Experience in years	Age	Sex
Prof. Keshab ch Khara (Full Time)	Lecturer	M.A./ M.Phil	Novel & Short Story	17	45	M
Prof. Supta Pathak (Part Time)	Lecturer	M.A.	Drama	17	46	F
Prof. Rafique Sardar (Part Time)	Lecturer	M.A. / M.Phil	Comparative Literature	2	29	M

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc. ? : 01
18. List the major thrust areas within the subjects in which research activities are being pursued. :
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : N.A.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ?
[Full-time teachers 24 periods per week and Part-time teachers 06 periods per week]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[Total work day = 180 days (Direct teaching) and others 55 days.]
24. Does the department monitor overall performance of students through regular assessments ?
Yes ☒ No ☐
If yes, give methods and details of assessment.

Through class test, Half-yearly & Annual Examinations.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?
[Through University Syllabus Review Committee/joining at Refreshers course / seminar]
26. What is the annual budget allocation of the college to the department ?
[As granted by the college authority subject to the availability of funds from UGC and Govt. of W.B.]
27. How much of research funding has been generated by the teachers from other agencies ? : NIL
28. Do the teachers offer consultancy services and earn revenue for the college / department ?
Yes ☐ No ☒
If yes, how much have been earned during the last two years ?
29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	50 : 100	NIL	NIL
Success rate (Examination results)	90 %	NIL	NIL
Progression to higher education	20 %	NIL	NIL
Employment rate	05 %	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	2 : 1	NIL	NIL
Ratio of Academic staff to administrative staff	3 : 12	NIL	NIL
Ratio of Students to Teachers	100 : 1	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?
Yes ☐ No ☒
31. Any others highlights :
Organised academic tour on 02 May 2003 at " Samtaber" - Deulti, Bati of Renowned novelist Sarat Chandra Chattopadhyay. Organised Debate Competition inter- Department and Inter-College on 24/12/2002.

DEPARTMENT OF ENGLISH

1. Name and address of the department : **DEPARTMENT OF ENGLISH.**
2. Telephone number : **2627-2490**
3. Date of establishment of the department : **22nd Sept. 1985**
4. Build-up area of the department in sq.m.: **There is no separate building for the department**
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/ Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.A. (Hons.)	UG	50 %	11
B.Com. (Genl.)	UG	30 %	75
B.A. (Genl.)	UG	30 %	200

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	02	01	03
Teachers with Ph.D. as the highest qualification	01	NIL	01
Teachers with M.Phil. as the highest qualification	NIL	01	01
Teachers with P.G. as the highest qualification	01	NIL	01
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ?

The academic autonomy of the Department is in the ability to prepare book-list for the library, setting up of questions and assessing students during examinations, reorganization of syllabus. *as well as admission of students*

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	201	55	256
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	201	55	256

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☒

No ☐

10. Furnish the following details (in figures)

Books in the department library : 300 (till 31.05.2003)

Journals / periodicals subscribed by the department :

Computers in the department : NIL

Research projects completed during the last three years and their total outlay :NIL

Ongoing research projects :

Teacher who have attended national / international workshops seminars during the last two years : None

11. Mention the following details of the last two batches of Students :

	Batch-I			Batch-I		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	342	NIL	342	116	NIL	116
Appeared for the final year examination.	174	NIL	174	97	NIL	97
Passed in the final examination.	168	NIL	168	62	NIL	62
Passed in first class	NIL	NIL	NIL	NIL	NIL	NIL
University ranks, if any	NIL	NIL	NIL	NIL	NIL	NIL

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : One Full-time post.

Filled : the above

13. How often were national/international seminars, workshops etc. organised at the department ? : None

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest qualification	Specialisation	Experience in years	Age	Sex
Ms. Swati Mustaphi	Lecturer	M.A./ M.Phil	Literature & Literary Criticism	3	30	F
Dr. Apurba kr. Sanyal	Lecturer	M.A./ Ph.D.	Elizabethan & Jacobian Drama	35	70	M
Arindom Roy	Lecturer	M.A.	Rabindranath	8 Month	26	M

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ?

One Full-time teacher is a fellow being the recipient of the JRF Through NET examination of UGC in English.

17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc. ? : NIL.
18. List the major thrust areas within the subjects in which research activities are being pursued. :
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : N.A.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL.
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ?
[22 classes per week for a single full-time teacher]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[20 hours of class per week & regular teacher's council & academic committee meetings]

24. Does the department monitor overall performance of students through regular assessments ?

Yes ☒

No ☐

If yes, give methods and details of assessment.

Through half-yearly, annuals & test examinations & oral tests in class.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining
at Refreshers course / seminar, Reading library books]

26. What is the annual budget allocation of the college to the department ?

[As granted by the college authority subject to the availability of funds from
UGC and Govt. of W.B.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐

No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	261:250	NIL	NIL
Success rate (Examination results)	90 %	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	3 : 1	NIL	NIL
Ratio of Academic staff to administrative staff	3:12	NIL	NIL
Ratio of Students to Teachers	700 : 4	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐

No ☒

31. Any others highlights :

Departmental Debate, Competition
(Sports & Culture)

DEPARTMENT OF EDUCATION

1. Name and address of the department : **DEPARTMENT OF EDUCATION**
2. Telephone number : **2627-2490**
3. Date of establishment of the department : **22nd Sept. 1985**
4. Build-up area of the department in sq.m.: There is no separate building for the department
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.A. (Hons.)	UG	50 %	38
B.A. (Genl.)	UG	40 %	274

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	03	NIL	03
Teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
Teachers with M.Phil. as the highest qualification	NIL	NIL	NIL
Teachers with P.G. as the highest qualification	03	NIL	03
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ?

Academic autonomy is enjoyed by the department in Students Intake Process, Curriculum Transaction and Re-organisation of Syllabus, Selection of Library Books, Evaluation & Promotion of the students in next higher classes.

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	248	64	312
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	248	64	312

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☒

No ☐

10. Furnish the following details (in figures)

Books in the department library : 538 (till 31.05.2003)

Journals / periodicals subscribed by the department :

Computers in the department : NIL

Research projects completed during the last three years and their total outlay :NIL

Ongoing research projects : NIL

Teacher who have attended national / international workshops seminars during the last two years : Prof. Kamal kr. Basu attended seminar at Bangabasi College Kolkata.

11. Mention the following details of the last two batches of Students :

	Batch-I			Batch-I		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	01(H) + 92(P)	NIL	93	8(H) + 101(P)	NIL	109
Drop-outs	75(P)	NIL	75	2(H) + 62(P)	NIL	64
Appeared for the final year examination.	01(H) + 17(P)	NIL	18	06(H) + 39(P)	NIL	45
Passed in the final examination.	01(H) + 17(P)	NIL	18	06(H) + 39(P)	NIL	45
Passed in first class	NIL	NIL	NIL	NIL	NIL	NIL
University ranks, if any	NIL	NIL	NIL	NIL	NIL	NIL

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 01

Filled : 01

[One full-time post, sanctioned by the Education Department, Govt. of W.B. & two part-time post sanctioned by the Governing Body of the college.]

13. How often were national/international seminars, workshops etc. organised at the department ?

[Does not arise since the college is a Degree College of Genl. Education]

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest qualification	Specialisation	Experience In years	Age	Sex
Kamal Kumar Basu	Lecturer	M.A.	Curriculum Studies	18	59	M
Subhas Sarkar	Lecturer	M.A.	Measurement & Evaluation	3 months	25	M
Buddhadev Das	Lecturer	M.A.	Intelligence & Creating Evaluation	3 Months	48	M

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL.
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc. ? : NIL.
18. List the major thrust areas within the subjects in which research activities are being pursued. : NIL.
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : NIL.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL.
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ?
[Full-time teachers 24 periods per week and Part-time teachers 08 periods per week]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[About 99 % of time is spent with students and 1 % on the committees to deal with academic matters.]

24. Does the department monitor overall performance of students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

- a) Formative : Through class tests.
b) Summative : Through half-yearly, Annual & test examinations.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining
at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?

[As granted by the college authority subject to the availability of funds from
UGC and Govt. of W.B.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL.

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	3.5 : 2	NIL	NIL
Success rate (Examination results)	90 %	NIL	NIL
Progression to higher education	15 %	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	2 : 1	NIL	NIL
Ratio of Academic staff to administrative staff	N.A.	NIL	NIL
Ratio of Students to Teachers	100 : 1	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐ No ☒

31. Any others highlights :

- * The department organises Departmental Quiz Contest, Competition of Extempore Speech & Debate, Students Lecture, Excursion.
- * Publishes a Departmental Wall-magazine.
- * The department organised a seminar on "Extension Programme for the Community" Education, Psychology & Health of the Children of age group 2.5 years to 5 years on Children's Day (14th Nov. 2003)
- * An Educational Tour organised by the Department on 16.11.03 & 17.11.03 [Annex-5]

DEPARTMENT OF HISTORY

1. Name and address of the department : **DEPARTMENT OF HISTORY**
2. Telephone number : **2627-2490**
3. Date of establishment of the department : 22nd Sept, 1985
4. Build-up area of the department in sq.m.: There is no separate building for the department
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.A. (Hons.)	UG	50 %	106
B.A. (Genl.)	UG	40 %	232

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	01	02	03
Teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
Teachers with M.Phil. as the highest qualification	NIL	NIL	NIL
Teachers with P.G. as the highest qualification	01	02	03
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ? : Admission and Promotion of students.

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	73	265	338
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	73	265	338

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☒

No ☐

10. Furnish the following details (in figures)

Books in the department library : 480 (till 31.05.2003)

Journals / periodicals subscribed by the department : 01

[Journal of the Asiatic Society]

Computers in the department : NIL.

Research projects completed during the last three years and their total outlay :NIL.

Ongoing research projects : NIL.

Teacher who have attended national / international workshops seminars during the last two years : One

11. Mention the following details of the last two batches of Students :

	Batch-I			Batch-II		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	96	NIL	96	116	NIL	116
Drop-outs	81	NIL	81	74	NIL	74
Appeared for the final year examination.	15	NIL	15	42	NIL	42
Passed in the final examination.	15	NIL	15	38	NIL	38
Passed in first class	NIL	NIL	NIL	NIL	NIL	NIL
University ranks, if any	NIL	NIL	NIL	NIL	NIL	NIL

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 01

Filled : 01

13. How often were national/international seminars, workshops etc. organised at the department ? [Once in a year.]

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

- 2.15
15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) ;

Name of the Teaching staff	Designation	Highest qualification	Specialisation	Experience In years	Age	Sex
Subhasish Ghosh	Lecturer	M.A.	Economic History	22	46	M
Chandra Chowdhury	Lecturer	M.A./ M.Phil. B.Ed.	Modern India Bengali Literature	6 Months	33	F
Ruma Banerjee	Lecturer	M.A. / M.Phil.	Modern India	6 Months	39	F

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL.
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.) ? : 33 %
18. List the major thrust areas within the subjects in which research activities are being pursued. :
- Economic History of 18th Bengal.
 - Impact of Electronic Media in Contemporary Society in India.
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : [Computer facility provided by the college]
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL.
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ?
- [Full-time teachers 24 periods per week and Part-time teachers 08 periods per week]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
- [3 to 5 hours per working day.]

24. Does the department monitor overall performance of students through regular assessments ?

Yes ☒

No ☐

If yes, give methods and details of assessment.

c) Formative : Through class tests.

d) Summative : Through half-yearly, Annual & test examinations.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining
at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?

[As granted by the college authority subject to the availability of funds from
UGC and Govt. of W.B.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐

No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	149 : 180	NIL	NIL
Success rate (Examination results)	79 %	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	2 : 1	NIL	NIL
Ratio of Academic staff to administrative staff	3 : 12	NIL	NIL
Ratio of Students to Teachers		NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐

No ☒

31. Any others highlights :

The Department organizes an educational tour for the visit of Indian
Museum and Asiatic Society at Kolkata on 27/09/2003.

DEPARTMENT OF PHILOSOPHY

1. Name and address of the department : **DEPARTMENT OF PHILOSOPHY**
2. Telephone number : **(033) 2627-2490**
3. Date of establishment of the department : **22nd Sept. 1985**
4. Build-up area of the department in sq.m.: **There is no separate building for the department**
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.A. (Genl.)	UG	50 %	242

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	NIL	02	02
Teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
Teachers with M.Phil. as the highest qualification	NIL	01	01
Teachers with P.G. as the highest qualification	NIL	01	01
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ? : [Admission and Promotion of students.]

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	212	30	242
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	212	30	242

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☒ No ☐

10. Furnish the following details (in figures)

2.18

Books in the department library : 516 (till 31.05.2003)
 Journals / periodicals subscribed by the department : Darshan.
 Computers in the department : NIL.
 Research projects completed during the last three years and their total outlay :NIL.
 Ongoing research projects : NIL.
 Teacher who have attended national / international workshops seminars during the last two years : One

11. Mention the following details of the last two batches of Students :

	Batch-I			Batch-II		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	50	NIL	50	44	NIL	44
Drop-outs	41	NIL	41	29	NIL	29
Appeared for the final year examination.	09	NIL	09	15	NIL	15
Passed in the final examination.	09	NIL	09	15	NIL	15
Passed in first class	NIL	NIL	NIL	NIL	NIL	NIL
University ranks, if any	NIL	NIL	NIL	NIL	NIL	NIL

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 01

Filled : 01

13. How often were national/international seminars, workshops etc. organised at the department ? [Occasionally]

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience In years	Age	Sex
Sipra Ganguly	Lecturer & HOD	M.A.	Epistemology & Buddhism	18	43	F
Ratna Banerjee	Lecturer	M.A./ M.Phil.	Nyaya	6	36	F

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : 01 [J.R.F. in Visva Bharati]
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc. ? : NIL
18. List the major thrust areas within the subjects in which research activities are being pursued. :
- Logic
 - Indian Philosophy.
 - Social and Political Philosophy.
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : N.A.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ?
[Full-time teachers 18 periods per week and Part-time teachers 06 periods per week]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[5 hours per working day.]
24. Does the department monitor overall performance of students through regular assessments ?
Yes ☒ No ☐
If yes, give methods and details of assessment.
e) Formative : Through class tests.
f) Summative : Through half-yearly, Annual & test examinations.
25. How do the teachers update themselves for discharging their teaching/research responsibilities ?
[Through University Syllabus Review Committee/joining at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?
[As granted by the college authority subject to the availability of funds from UGC and Govt. of W.B.]
27. How much of research funding has been generated by the teachers from other agencies ? : NIL
28. Do the teachers offer consultancy services and earn revenue for the college / department ?
Yes ☐ No ☒
If yes, how much have been earned during the last two years ?
29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	2 : 1	NIL	NIL
Success rate (Examination results)	98 %	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	1 : 1	NIL	NIL
Ratio of Academic staff to administrative staff	2 : 12	NIL	NIL
Ratio of Students to Teachers	121 : 1	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?
Yes ☐ No ☒

31. Any others highlights :

- The department publishes a Departmental Wall Magazine.
- The dept. organises Departmental Debate, Quiz Contest, Students Lecture.
- Teachers are involved in various learned bodies in Philosophy.
- Major Works of the Teachers:-
i) Prof. Sipra Ganguly (Head of the deptt of Philosophy) " Theory of Perception According To Buddhist Logician" – Minor Research Project.

DEPARTMENT OF POLITICAL SCIENCE

1. Name and address of the department : **DEPARTMENT OF POLITICAL SCIENCE**
2. Telephone number : **(033) 2627-2490**
3. Date of establishment of the department : **22nd Sept. 1985**
4. Build-up area of the department in sq.m.: There is no separate building for the department
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/ Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.A. (Hons.)	UG	50 %	15 (44-48)
B.A. (Genl.)	UG	40 %	150

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	01	03	04
Teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
Teachers with M.Phil. as the highest qualification	NIL	NIL	NIL
Teachers with P.G. as the highest qualification	01	03	04
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ? : Admission and Promotion of students.

8. Furnish the number of students in the departments during the current year. (2002-2003)

	Male	Female	Total
Students from the same state where the college is located	68	42	110
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	68	42	110

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☒

No ☐

Through class-test

10. Furnish the following details (in figures)

Books in the department library : 500 (till 31.05.2003)

Journals/periodicals subscribed by the department : Economic & Political Weekly

Computers in the department : NIL

Research projects completed during the last three years and their total outlay :NIL

Ongoing research projects : NIL

Teacher who have attended national / international workshops seminars during the last two years : One

[Anasua Chatterjee as the Head of the department participated in the National UGC sponsored seminar organised by Belur Vidyamandir In the year 2001.]

11. Mention the following details of the last two batches of Students :

	Batch-I			Batch-II		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	02(H) + 67(P)	NIL	69	17(H) + 72(P)	NIL	89
Drop-outs	01(H) + 57(P)	NIL	58	09(H) + 40(P)	NIL	49
Appeared for the final year examination.	01(H) + 10(P)	NIL	11	08(H) + 32(P)	NIL	40
Passed in the final examination.	01(H) + 10(P)	NIL	11	07(H) + 20(P)	NIL	27
Passed in first class	NIL	NIL	NIL	NIL	NIL	NIL
University ranks, if any	NIL	NIL	NIL	NIL	NIL	NIL

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 01

Filled : 01

13. How often were national/international seminars, workshops etc. organised at the department ?

National and International seminars havenot yet been organised by the Department due to lack of infrastructure and insufficiency of fund. But the teachers participate in workshops organised by other institutions to make themselves enriched for future.

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience In years	Age	Sex
Anasua Chatterjee	Lecturer & HOD	M.A.	Socialism Theory & Practice	3	30	F
Debonita Chatterjee	Lecturer	M.A. B.Ed	Political Sociology & Anthropology	3	30	F
Ellora Bhattacharyya	Lecturer	M.A.	International Relations	3	30	F
Umashankar Santra	Lecturer	M.A.	Political Sociology & Anthropology	3	28	M

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL.
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.) ? : NIL.
18. List the major thrust areas within the subjects in which research activities are being pursued. : NIL.
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : NIL.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL.
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ?
[Full-time teachers 24 periods per week and Part-time teachers 08 periods per week]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[3 to 5 hours per working day.]

24. Does the department monitor overall performance of students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Through regular class-test after the completion of every topic both for general and honours students. Besides answer scripts are shown to enable themselves to rectify their mistakes. Attention is given both to the meritorious students by helping them to enrich themselves and also to the weaker students by special consultation after the classes.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?

[As granted by the college authority subject to the availability of funds from UGC and Govt. of W.B.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	5 : 1	NIL	NIL
Success rate (Examination results)	90 %	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	1 : 3	NIL	NIL
Ratio of Academic staff to administrative staff	4 : 12	NIL	NIL
Ratio of Students to Teachers	28 : 1	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐ No ☒

31 Any others highlights :

This Department organises Youth Parliament Competition every year to make the students knowledgeable about the Indian Constitution and the procedure of Government activities. Students of this department stood first at the district level Youth competition in the year 2001 and it also bagged several prizes for the Best Opposition Leader, Chief Minister Award etc. at the State Level. Moreover, debates and departmental quiz competition are also held on burning topics and students are allowed to express their feelings about the present system and also suggest remedies for the future.

DEPARTMENT OF GEOGRAPHY

1. Name and address of the department : **DEPARTMENT OF GEOGRAPHY**
2. Telephone number : **(033) 2627-2490**
3. Date of establishment of the department : **17.01.2003**
4. Build-up area of the department in sq.m.: The department uses common class rooms and infrastructure facilities.
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/ Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.A.(General)	UG	50 %	20

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	NIL	02	02
Teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
Teachers with M.Phil. as the highest qualification	NIL	NIL	NIL
Teachers with P.G. as the highest qualification	NIL	02	02
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ? : Admission and Promotion of students.

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	14	06	20
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	14	06	20

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☐ No ☒

Not yet started

10. Furnish the following details (in figures)

Books in the department library : 21(till 31.05.2003)
 Journals / periodicals subscribed by the department : NIL
 Computers in the department : NIL.
 Research projects completed during the last three years and their total outlay :NIL
 Ongoing research projects : NIL
 Teacher who have attended national / international workshops seminars during the last two years : NIL.

11. Mention the following details of the last two batches of Students : N.A.

	Batch-1			Batch-1		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)						
Drop-outs						
Appeared for the final year examination.						
Passed in the final examination.						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 02 [By G.B. & Calcutta University]

Filled : 02

13. How often were national/international seminars, workshops etc. organised at the department ? : NIL

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15 List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience In years	Age	Sex
Kakali Ganguli	Lecturer	M.Sc.	Cartography	3 Months	31	F
Kuheli Nag	Lecturer	M.A.	Agriculture	2 Months	30	F

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc. ? : NIL
18. List the major thrust areas within the subjects in which research activities are being pursued. : NIL
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : NIL.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL.
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ? : [6 Classes per week for Part-time teacher.]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[Monthly sitting with the students.]
24. Does the department monitor overall performance of students through regular assessments ?
Yes ☒ No ☐
If yes, give methods and details of assessment.
[Through regular class test and weekly test.]
25. How do the teachers update themselves for discharging their teaching/research responsibilities ?
[Through University Syllabus Review Committee/joining at Refreshers course / seminar, Through library works]
26. What is the annual budget allocation of the college to the department ?
[As granted by the college authority subject to the availability of funds from UGC and Govt. of W.B.]
27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	20 : 20	NIL	NIL
Success rate (Examination results)	N.A.	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	2 : 0	NIL	NIL
Ratio of Academic staff to administrative staff	2 : 0	NIL	NIL
Ratio of Students to Teachers	10 : 1	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐ No ☒

31. Any other highlights :

Departmental Debate, Competition (Sports & Culture). Academic Tour to be held in Feb 2004 at Puri.

DEPARTMENT OF COMMERCE

1. Name and address of the department : **DEPARTMENT OF COMMERCE**
2. Telephone number : **(033) 2627-2490**
3. Date of establishment of the department : Academic session 1995-1996
4. Build-up area of the department in sq.m.: There is no separate building for the department
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/ Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.A. (Hons.)	UG	50 %	100
B.A. (Genl.)	UG	40 %	50

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	08	02	10
Teachers with Ph.D. as the highest qualification	NIL	NIL	NIL
Teachers with M.Phil. as the highest qualification	NIL	01	01
Teachers with P.G. as the highest qualification	08	01	09
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ? : Admission and Promotion of students.

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	23	52	75
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	23	52	75

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☒

No ☐

10. Furnish the following details (in figures)

Books in the department library : 768 (till 31.05.2003)

Journals / periodicals subscribed by the department : NIL

Computers in the department : 01.

Research projects completed during the last three years and their total outlay :NIL

Ongoing research projects : NIL

Teacher who have attended national / international workshops seminars during the last two years : National Level (Prof. A.K.Roy)

11. Mention the following details of the last two batches of Students :

	Batch-I			Batch-I		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	21	NIL	21	13	NIL	13
Drop-outs	NIL	NIL	NIL	NIL	NIL	NIL
Appeared for the final year examination.	21	NIL	21	13	NIL	13
Passed in the final examination.	21	NIL	21	13	NIL	13
Passed in first class	NIL	NIL	NIL	NIL	NIL	NIL
University ranks, if any	NIL	NIL	NIL	NIL	NIL	NIL

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 02

Filled : 02

13. How often were national/international seminars, workshops etc. organised at the department ? : 3 in College.

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience In years	Age	Sex
Somnath Mukherjee	Lecturer	M.Com.	Accountancy	7	36	M
Kuntal Chaulia	Lecturer	M.Com.	Accountancy	7	37	M
Asanta Maity	Lecturer	M.Com.	Accountancy	7	40	M
Subhas Dalui	Lecturer	M.Com.	Accountancy	7	33	M
Asim Kr. Roy	Lecturer	M.Com.	Accountancy	3.5	41.8	M
Prabir Kr. Sanki	Lecturer	M.Com.	Finance	3	29	M
Sourav Mondal	Lecturer	M.Com.	Accountancy	2	30	M
Subhankar Samanta	Lecturer	M.Com.	Accountancy	2	27	M
Rakhi Banerjee	Lecturer	M.sc.(Econ)	Int Economics	2	26	F
Srabani Dey(Ghosh)	Lecturer	M.Com.	Accountancy	3	28	F

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.) ? : NIL
18. List the major thrust areas within the subjects in which research activities are being pursued. : NIL
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : Computer facilities.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ? : 21
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[5 hours per working day.]
24. Does the department monitor overall performance of students through regular assessments ?
Yes ☐ No ☒
If yes, give methods and details of assessment.

Through class-test, Half-yearly, Annual & Test Examinations.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?

[As granted by the college authority subject to the availability of funds from UGC and Govt. of W.B.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☒ No ☐

If yes, how much have been earned during the last two years ?

Prof. Srabani Dey delivered one lecture at neighbouring college and earned a token amount of Rs. 150/- [Annex:- A-43]

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	3 : 2	NIL	NIL
Success rate (Examination results)	100 %	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	4 : 1	NIL	NIL
Ratio of Academic staff to administrative staff	5 : 0	NIL	NIL
Ratio of Students to Teachers	10 : 1	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐ No ☒

31. Any other highlights :

Departmental Debate, Competition (Sports & Culture), Publication of Wall Magazine.

DEPARTMENT OF B.B.A.

1. Name and address of the department : **DEPARTMENT OF B.B.A.**
2. Telephone number : **(033) 2627-2490**
3. Date of establishment of the department : **02-06-2002.**
4. Build-up area of the department in sq.m.: **600 sqm.**
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/
Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.B.A.(Hons)	UG	Selected in CAT with 55% marks in H.S. or Equivalent.	30

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	08	02	10
Teachers with Ph.D. as the highest qualification	01	NIL	01
Teachers with M.Phil. as the highest qualification	NIL	NIL	NIL
Teachers with P.G. as the highest qualification	07	02	09
Technical Staff	NIL	NIL	NIL
Administrative Staff	01	NIL	01

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If yes , what extent ? : Admission and Promotion of students.

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	03	NIL	03
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	03	NIL	03

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☒

No ☐

10. Furnish the following details (in figures)

Books in the department library : 20 and other related books of B.Com.

Journals / periodicals subscribed by the department : Business World

Computers in the department : 02.

Research projects completed during the last three years and their total outlay :NIL

Ongoing research projects : NIL.

Teacher who have attended national / international workshops seminars during the last two years : 01.

11. Mention the following details of the last two batches of Students : N.A.

	Batch-I			Batch-I		
	Year of entry 1998-2001			Year of entry 1999-2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)						
Drop-outs						
Appeared for the final year examination.						
Passed in the final examination.						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 10 [By Governing Body]

Filled : 10

13. How often were national/international seminars, workshops etc. organised at the department ? : Yes.

14. Are there any national or international links/collaborations for teaching, research or both ? : Yes.

- 15 List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience In years	Age	Sex
Dr. Dilip Kr. Sahoo	Principal	Ph.D.		20		M
Prabir Kr. Banerjee	Lecturer	M.Com.		10		M
Arijit Das	Lecturer	M.Com.		6 months		M
Rakhi Banerjee	Lecturer	M.Sc.		2 years		F
Tarun Kanti Sen	Lecturer	M.Com.		6 months		M
Asim Kr. Ray	Lecturer	M.Com.		6 months		M
Srabani Dey	Lecturer	M.Com.		6 months		F
Gourish Paik	Lecturer	MCA		6 months		M
Somnath Mukherjee	Lecturer	M.Com.		5 years		F
Bodhisatta Khan	Lecturer	M.A.		6 months		F

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.) ? : NIL
18. List the major thrust areas within the subjects in which research activities are being pursued. : NIL
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : Computer facilities.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ? : [4 Classes per week per teacher.]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[5 hours per working days on an average.]

24. Does the department monitor overall performance of students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining
at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?

[As granted by the college authority subject to the availability of funds from
UGC and Govt. of W.B.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	15 : 30	NIL	NIL
Success rate (Examination results)	N.A.	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	4 : 1	NIL	NIL
Ratio of Academic staff to administrative staff	N.A.	NIL	NIL
Ratio of Students to Teachers	3 : 10	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐ No ☒

31. Any other highlights :

Departmental Debate, Competition (Sports & Culture).

NETAJI SUBHAS OPEN UNIVERSITY

1. Name and address of the department :NETAJI SUBHAS OPEN UNIVERSITY
2. Telephone number : (033) 2627-2471
3. Date of establishment of the department : 01.06.2003
4. Build-up area of the department in sq.m.: 600 sqm
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/ Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.P.P.	Higher Secondary	NIL	08
B.P.P.	U.G	NIL	14
Certificate Diploma		NIL	01
M. A.- Bengali	P.G.	NIL	60
M. A.-English	P.G.	NIL	29
M. A.-Mathematics	P.G.	NIL	50

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	05	NIL	05
Teachers with Ph.D. as the highest qualification	01	NIL	01
Teachers with M.Phil. as the highest qualification	01	NIL	01
Teachers with P.G. as the highest qualification	05	NIL	05
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ? : Admission and Promotion of students.

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	116	46	162
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students.	NIL	NIL	NIL
Grand Total	116	46	162

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☐

No ☒

10. Furnish the following details (in figures)

Books in the department library : 15(till 31.05.2003)

Journals / periodicals subscribed by the department : NIL

Computers in the department : NIL.

Research projects completed during the last three years and their total outlay :NIL

Ongoing research projects : NIL

Teacher who have attended national / international workshops seminars during the last two years : NIL.

11. Mention the following details of the last two batches of Students : N.A.

	Batch-I			Batch-I		
	Year of entry			Year of entry		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	23	139	162	N.A.	N.A.	N.A.
Drop-outs	NIL	NIL	NIL	N.A.	N.A.	N.A.
Appeared for the final year examination.	NIL	NIL	NIL	N.A.	N.A.	N.A.
Passed in the final examination.	NIL	NIL	NIL	N.A.	N.A.	N.A.
Passed in first class	NIL	NIL	NIL	N.A.	N.A.	N.A.
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : The approved list of Counsellor made by NSOU

Filled :

13. How often were national/international seminars, workshops etc. organised at the department ? : NIL

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience In years	Age	Sex
Dr. Dilip Kr. Sahoo	Principal	Ph.D.	Economics	20	47	M
Keshab Ch. Khawa	Lecturer	M.A./M.Phil	Bengali	18	45	M
Somnath Mukherjee	Lecturer	M.Com.	Commerce	8	37	M
Prabir Kr Sanki	Lecturer	M.Com.	Commerce	5	34	M
Uma Sankar Samanta	Lecturer	M.A.	Pol.Science	5	34	M
Bodhisatya Khan	Lecturer	M.A.	English	3	28	M

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc. ? : NIL.
18. List the major thrust areas within the subjects in which research activities are being pursued. : NIL.
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : NIL.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL.
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ? : [Weekly Counseling 4 hours on Saturday & Sunday only.]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[The department is open on Saturday & Sunday only in a week.]
24. Does the department monitor overall performance of students through regular assessments ?
Yes ☒ No ☐
If yes, give methods and details of assessment.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining
at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?

[Fixed by NSOU.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	1 : 1	NIL	NIL
Success rate (Examination results)	N.A.	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	N.A.	NIL	NIL
Ratio of Academic staff to administrative staff	N.A.	NIL	NIL
Ratio of Students to Teachers	162 : 6	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐ No ☒

31. Any other highlights :

Netaji Subhas Open University is to open
a six months Pre-Primary Teachers'
Training Certificate Course from January 2009
(Annex-17)

Part-2

SELF ANALYSIS

PREFACE

This report which constitutes Part-II of the Self-study Report has been prepared by the NAAC Committee members of Dr. Kanailal Bhattacharyya College- Prof. Sipra Ganguly (Head of the department of Philosophy), Co-ordinator, Prof. Kamal Kumar Bose, Prof. Keshab Chandra Kharra, Prof. Subhasish Ghosh, Prof. Asim Roy, Prof. Anasua Chatterjee, Prof. Swati Mustaphi, Prof. Srabani Dey and Prof. Gourish Paik. The Committee gratefully acknowledges the guidance and co-ordinations of the Principal of the college Dr. Dilip Kumar Sahoo, towards the preparations of the Report. The Committee is also deeply indebted to all the members of the teaching faculty (part-time teachers) and non-teaching staff who came forward with the necessary help to facilitate the process of data collection and finalization of NAAC Report.

A long cherished dream of the local people of Ramrajatala and Santragachi came into existence on 22nd September, 1985 by way of foundation of this co-educational Degree College, **Dr. Kanailal Bhattacharyya College**, named after one of the most illustrious sons of the soil Late Dr. Kanailal Bhattacharyya ,ex-Commerce and Industry Minister, Govt. of West Bengal.

The collective initiative of some eminent persons like local M.L.A. Sri Satyen Ghosh (President of the present Governing Body), Late Raghudas baul (the Founder president of the Trust Body) and Sri Sudhir Kumar Ghosh, the generous donor of the old college building, who has donated his own dwelling house along with 20 kathas of vacant land, was crowned with success.

Fund collection drive under the chairmanship of the District Magistrate Sri Sumantra Chaudhuri together with other eight members of the working committee resulted in repairs and renovation of the gifted old college building.

The college primarily started functioning with Arts stream only with combination of subjects like Bengali, English, History, Philosophy and Education. From the session 1989-90 affiliation was received for introducing Political Science (Genl.). Honours course in Bengali, Education and Political Science were introducing from academic session 1998-99. Thus the dream of the people of the locality came to a reality.

Minimum infrastructure facilities needed for getting permanent affiliation to Calcutta University were not available. Number of students were also gradually increasing. Moreover, the demand of local people for opening Commerce stream led the college authority to find the way out for extension of college building. The local M.P. Sri Priyaranjan Dasmunshi came forward with his co-operative hands. Mr. Dasmunshi donated Rs. 2,00,000 through Dakshinibarta journal. Mr. Dev Kumar Chaudhuri, the distinguished local educationist donated Rs. 1,00,000. With this total amount of Rs. 3,00,000 a new storied building comprising of two class rooms and one small staff room were constructed.

The untiring effort of college authority succeeded in having affiliation of degree course in commerce in the academic year 1995-96.

Next vision was securing extension of affiliation to honors course in few subjects of Arts stream and in Commerce. But that too demanded further extension of college building.

The Late M.P. Sri Sushanta Chakraborty was very generous and donated Rs. 3,17,000 from his M.P. Development Fund. At that time the Howrah Municipal Corporation stood by the college authority and constructed the second floor of the new building with an amount of Rs. 3,34,000 together with its own contribution of Rs. 17,000.

Honours courses in three subjects such as Bengali, Education and Political Science were launched in the academic session 1998-99. It was possible under the leadership of the first full time Principal Sri Nripendranath Bhattacharyya and the teacher-in-charge Prof. Keshab Chandra Kharra. The number of students in this college is increasing year after year owing to good academic results. Steps have been taken to improve the infrastructure of the college. Special drive has been taken for collection of funds necessary for construction of a new building and extension of the old building.

Sri Bikram Sarkar, the Member of 10th Parliament of Howrah Sadar constituency donated Rs. 2,00,000 from his development fund for the construction of class rooms for honours students.

Sri Bhattacharyya retired on May, 1998. The present Principal Dr. Dilip Kumar Sahoo has taken the load of the college on 1st December, 1999.

Second phase of development started under the leadership of Dr. Sahoo. Mr. Swadesh Chakraborty, the present M.P. of Howrah Sadar Constituency donated Rs. 10,00,000 and state Govt. matching grant of Rs. 6,63,000 were received for construction of womens hostel of the college.

The local educationists Sri Saliendranath Das, Sri Bimal Kumar Das, Sri Sashanka Kumar Das And Sri Arun Kumar Das donated around 18 kathas of land for construction of the said hostel. On July 7, 2002, the construction of the said hostel has been completed and it has been named after the mother of donors, Late Sudharani Das, i.e. *Sudharani Womens Hostel*. The hostel was inaugurated by Sri Satyasadhan Chakraborty, the Higher Education Minister, Govt. of West Bengal on 22nd February, 2002.

Honours course in Commerce has been started in the year 2000-01 and honours in History has been started in the year 2001-02. The amount of Rs. 50,000 was received from U.G.C. under 9th Plan period for providing remedial coaching facility to the weaker section of students. Two vocational courses namely, Interior Decoration & Beautification, and Travel & Tourism Management are also run under the self employment scheme of Govt. of West Bengal from 2002. During 9th plan the college bought one xerox machine worth Rs. 1,00,000 and two computers with internet facility, costing Rs. 1,25,000 from UGC fund.

B.B.A.(hons.) course has been launched from July, 2003. From July, 2003, degree course in Geography has been introduced. Steps are being taken to enrich the college library.

For spreading Distant Education among the people, our college has taken the initiative to open '**Netaji Subhas Open University**' Study Centre. Formal inspection was made on March 27, 2003 by Dr. Asish Guha, Course Director, Netaji Subhas Open University, Smt. Jayasree Ghosh, Co-ordinator, Netaji Subhas Open University, Basanti Devi College Study Centre. Netaji Subhas Open University Study Centre started its function from the academic session 2003-2004 at our college.

CRITERION-WISE REPORT :-

| 4.0 – 4.17|

- Curricular Aspects. | 4.1 – 4.2 |
- Teaching – Learning and Evaluation | 4.3 – 4.6|
- Research, Consultancy and Extension | 4.7 – 4.8 |
- Infrastructure and Learning Resources| 4.9 – 4.11|
- Student Support and Progression |4.12– 4.13|
- Organisation and Management |4.14– 4.15|
- Healthy Practices |4.16– 4.17|

Curricular Aspects

1. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?

[3 years degree course of B.A. & B.Com. (Hons / Gen.)

Certificate Course in (i) Travel & Tour, (ii) Interior Design]

2. To what extent are the programme options career oriented?

This is degree(University) oriented, after completion of degree course, students can pursue Post-Graduate / M.Phil / Ph.D. Course at University.

3. Do students have flexibility to pursue a programme with reference to :

i) Time frame : Yes, 3 years regarding Hons/Gen. Course ; 6 months for vocational Course & B.B.A. Course (3 years Hons).

ii) Horizontal mobility : 6 months Vocational Course Training Course.

iii) Elective options : Bengali, English, Mathematics. The students have a choice of subjects offered by the college.

iv) Non-core options : a) Travel & Tourism management,
b) Interior Decoration & Beautification course are offered to the students for self-employment.

4. How are the college mission and goals, if any (other than the general transmission and generation of knowledge), reflected through the curricula?

[To make the student responsible of the country]

5. Is there any mechanism to obtain feedback from academic peers and employers on the teaching programmes?

Yes ☒

No ☐

Feedback from 3rd year students (B.A.) have been taken.

If yes, how is the feedback used in the initiation, review and redesigning of teaching programmes? Give details.

[Feedback of B.A. 3yr students have been received in the classroom through printed proforma duly filled by the students.

Feedback has been reviewed in the Academic Sub-committee meeting]

6. How long does it take for the college to introduce a new programme within the present University system :

[As soon as C.U. completed its inspection and sends the inspection reports to the college, the new course comes into operation.]

7. Has the college introduced any new courses inspite of delay in University process?

Yes ☐

No ☒

If yes, give details.

8. Give details on college-industry-neighbourhood networking, if any
[The college maintains relationship with the industry especially in the B.B.A. department of the college.]
9. Furnish details on the following aspects of curriculum design :
 - i) Innovation such as modular curricula : The entire syllabus is reorganized into
 - a) Half-yearly
 - b) H.Y.-Annual
 - c) Annual-Test
 - ii) Interdisciplinary/Multidisciplinary approach : Observation of youth parliament, holding of inter-departmental seminar (UGC) and publication of News-Letter, July'2003.
10. Any other highlights :
Holding of University (C.U.) final examination at the College Center during May-July of every year.

Teaching-Learning and Evaluation

1. How are students selected for admission into various courses ?

- a) Through special entrance tests ☐
 b) Through interviews ☐
 c) Through their academic record ☒
 d) any other reorganised into different modules. ☐

2. a) Is there a provision for assessing students knowledge and skills for a particular programme (after admission) ?

Yes ☐ No ☒

b) Does the college provide/remedial courses to the educationally disadvantaged students ?

Yes ☒ No ☐

If yes, cite examples ::

The Remedial Course were continued upto 2000-2001 session with UGC Grant for the purpose. It may further be continued if similar funds are available from UGC.

c) How are advanced learners challenged to work ahead of the rest ?

Through their achievement in subsequent examinations.

3. Does the college encourage the teachers to make a teaching plan ?

Yes ☒ No ☐

4. Are syllabi unitised according to a teaching schedule through the semester/year ?

Yes ☒ No ☐

If yes, give details of implementation in terms of monitoring, mid-course correction, etc.

After monitoring and mid-term corrections are made in the 1st year before half-yearly and annual examinations and in the 2nd year before test examination. Special classes are held even after test examinations for enrichment, revision and make-up (if any) of the contents of each subject.

5. How does the college supplement the lecture of teaching with other learner-centered teaching methods ?

Through subject-wise (1) Panel Discussion (2) Debate (3) Seminar/Discussions
 (4) Quiz Session (5) Extempore in different departments.

6. Is there a centralised media facility to prepare audio visuals and other teaching aids ?

Yes ☐ No ☒

7. Furnish the following information (previous year) ::

- * Teaching days :: 184 (2002-2003 upto May 15,2003)
- * Working days :: 238 (2002-2003 upto June 15,2003)
- * Ratio of full-time teachers to part-time teachers :: B.Com (2:9), B.A.(1:2)
- * Ratio of Teaching Staff to Non-teaching Staff :: 8 : 12 (27 : 12) along with
Part-time Teachers
- * Percentage of classes taught by full-time faculty ::
54 % taught by full-time faculty.
46 % taught by part-time faculty

8. Are evaluation methods communicated to students at the beginning of the year ?

Yes ☒ No ☐

If yes, give details ::

At the beginning of the academic session students are made aware of the evaluation methods while introducing them to the scope of the syllabus of individual subjects.

9. Does the college monitor the overall performance of students to ensure the achievements of the course objectives ?

Yes ☒ No ☐

If yes, give details ::

Departmental unit test are held throughout the year apart from half-yearly, annual and test examinations. After each examination evaluated answer scripts are shown to the students and necessary guidance and counseling are made by the respective subject teachers.

10. How are teachers recruited ? When and how are new teaching positions created ?

i) Full-time teachers are recruited by W.B.C.S. Commission which forward the names of the candidates from the subjectwise panels prepared by them time to time. New teaching positions (full-time) are created by the State Government on the basis of subjectwise requirement of the college and obviously availability of their funds & budgetary provisions.

ii) Part-time teachers are recruited by the Governing body through interview conducted by a Selection Committee formed by the G.B., from amongst the applicants who apply in response to newspaper advertisements. The posts for new teaching positions (part-time) are created by the G.B. on the basis of requirement of the respective departments and with the concurrence of the finance Sub-Committee, a statutory body formed by the G.B.

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same		Other State
Same Institution	Other Institution	Nil
Nil	01	

12. Does the college have the freedom and the resources to appoint and pay temporary teaching staff?

Yes ☒

No ☐

If yes, give details ::

The College have the freedom and resources to appoint and pay temporary (part-time) teaching staff as per requirement of the respective departments of the college and subject to the availability of the college fund, as they are paid from the college funds exclusively.

13. Give the number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last two years ::

	Participants	Resource Persons
National Level	03	02
International Level	Not Applicable	Not Applicable

14. Does the college follow the self-appraisal method to evaluate to performance of the faculty in teaching, research and extension?

Yes ☒

No ☐

If yes, how are teachers encouraged to use the feedback ::

Staff meeting are convened by the Principal to encourage the teachers to use the feedbacks through professional counseling.

15. Does the college follow any other teacher performance appraisal method?

Yes ☒

No ☐

If yes, give details of the same and state how the results of the appraisal are used.

A system of obtaining students appraisal through specific format has introduced and the Principal appraises the individual teachers about the finding of such appraisal for future rectification.

16. Does the college conduct refresher courses / seminars / conferences / symposia workshop / programmes for faculty development?

Yes ☒

No ☐

If yes, give details ::

- (i) UGC & College sponsored seminars are organised atleast one per year.
- (ii) West Bengal College & University Teachers Association Howrah District Conference held in 25/04/2003

17. Give details on a few faculty development programmes & the number of teachers who benefited out of them, during the last two years.

Faculty Development Programme	Number of Beneficiaries
1. Crisis in Higher Education and Environment Pollution – 2000. 2. Role of a women in the present Era – 2001. 3. Trends in Indigenous Education: Past, Present and Future – 2002. 4. Some Recent Findings on Netaji's Life – 2003.	All members of the different Faculties of the college.

18. How many members of faculty have received teaching awards ? NIL

19. What are the national and international linkages established for teaching and/or research ?

Agreement with Howrah Foundry recruitment training and placement of Students .

20. Any other highlights :

The college is going to launch shortly a programme of compulsory Computer Literacy for all the students of the college as soon as the necessary infrastructure are made available out of a grant of 10 lakhs provided through M.P.L.A.D. Scheme.

It will surely equip the students for a brighter future and enhance their scope for further higher education or employment.

Research, Consultancy and Extension

1. How does the college promote research ?

PG Students doing project work : None

Teachers are given study leave : Yes

Teachers provided with seed money : As provided by the UGC / State Govt..

Research Committee for submitting proposals :

A Research Committee has been formed for submitting minor research projects.

Adjustment in teaching schedule : No.

2. What percentage of teachers are engaged in active research in the college ?
(guiding research scholars, operating projects, publishing regularly etc.)
[Please see "Inputs from Departments"]

3. How many are full-time research scholars and how many have registered as part-time research scholars ? (Research scholar means M.Phil. Or Ph.D. student)

Full-time	M.Phil :: NIL	Ph.D :: Nil
Part-time	M.Phil :: 03	Ph.D :: 01

4. Does the college provide financial support to research students ?

Yes ☐

No ☒

5. Provide details of the ongoing research projects :

Total number of projects	One minor project has been submitted to UGC
Total outlay in Rs.	Rs. 1 lakh.

6. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
Nil	Nil	Nil	Nil

7. Does the college publicise the expertise for consultancy service ?

Yes ☐

No ☒

If yes, give details.

8. Does the college have a designated person for extension activities ?

Yes ☒

No ☐

If yes, indicate the nature of the post.

Full-time ☐

Part-time ☐

Additional charge ☒

9. Indicate broad areas of the various extension activities of the college :

- | | | | |
|-----------------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| i. Community development | <input type="checkbox"/> | ii. Social work | <input type="checkbox"/> |
| iii. Health and hygiene awareness | <input checked="" type="checkbox"/> | iv. Medical camp | <input checked="" type="checkbox"/> |
| v. Adult education and literacy | <input type="checkbox"/> | vi. Blood donation camp | <input checked="" type="checkbox"/> |
| vii. AIDS awareness | <input checked="" type="checkbox"/> | viii. Environment awareness | <input type="checkbox"/> |

Any others

Fund raising to help earthquake victims of Gujarat.

10. Are there any outreach programmes carried out by the college other than NSS & NCC for example Population Education Club, Adult Education, National Literacy Mission or any other ?

Yes ☐ No ☒

11. How are students and teachers encouraged to participate in extension activities ?

[College always encourages students and teachers to participate in various extension activities at their personal level.]

12. How does the college work and plan the extension activities along with NGO's and GO's ?

- (i) The blood donation camp was organized with the help of an NGO.
- (ii) Howrah District Consumers Protection Society held on 13/05/2003

Infrastructure and Learning Resources

1. Enclose the master plan of the college campus indicating the existing building and the projected expansion in the future.

Attached with the printed copy of this document.

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

2nd floor of the Science Block is to be constructed, covering an area of 1600 sq. ft, and the cost of construction will be 5.50 lakhs under U.G.C's 10th plan. The College Building Committee had approved the plan on 19.07.2003.

2nd floor of the Sudharani Women's Hostel will be constructed under MPLAD-2003 scheme worth Rs. 10 lakhs. The Computer Education Project will be accommodated in the newly constructed floor, with a full fledged Computer Lab.

Old shade will be demolished and a new 2-storied multipurpose building will be constructed under the financial help of the Govt. of West Bengal.

A plan for a women's hostel is placed to the U.G.C. for the grant of Rs. 20 lakhs under special scheme of the 10th plan of U.G.C. This proposed building will be built upon an acquired land, donated by a well-wisher. Extension of the old building first floor will be made out of the college fund. The proposed scheme worth Rs. 1.10 lakhs.

3. How does the college maintain its infrastructure?

College maintains its infrastructure through a) student's fees b) Self-financing courses c) donations d) Service contracts (Photocopier, Aquaguard, Computer)

4. How does the college ensure optimum utilisation of its infrastructure facilities?

Besides utilisation of its infrastructure during day time a) the college ensures usage of the building and offers building to non-govt. organisations for holding competitive examinations in Sunday and holidays, b) offers auditorium for different cultural and educational programmes for internal and external purposes.

5. Does the college encourage use of the academic facilities by external agencies?

Yes ☐ No ☒

6. What efforts are made to keep the campus beautiful and pollution free?

Best efforts are made for a) regular clearing
b) safe drinking water facility.

7. Is there an advisory committee for the library?

Yes ☒ No ☐

8. Is the library interconnected with other libraries for inter-library borrowing?

Yes ☐ No ☒

9. Is there a book bank facility in the library?

Yes ☐ No ☒

10. Are the following activities of the central library computerised ?

- i) Lending of books ☐
 ii) Purchase of books ☒
 iii) Lending of audio-visual Materials ☒
 iv) Book bank ☐
 v) Stock verification ☐

11. Provide the number of books / journals / periodicals that have been added to the central library during the last two years and their cost.

	Year before last 2000-2001		Year before 2001-2002	
	Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)
i. Text Books	1682	15,351.00	1168	60,221.15
ii. Other books	2016	2,796.50	1212	16,714.00
iii. Journals / Periodicals	24 48	240.00 240.00	24 48	240.00 240.00

12. Does the library have the following facilities ?

- Reprography ☐
 Computers ☒
 Audio & Video Cassettes ☐
 Internet ☒
 Any other ☐

13. Furnish the following details :

- Working days of the library 6 days a week
 Working hour of the library 6 hours a day (11-5).
 Total number of books in the library

14. Is there a central computer facility in the college?

Yes ☐ No ☒

If yes, give the configuration and other hardware and software details.

15. Give the working hours of the computer centre and its access on holidays and off hours. [Not available.]

16. How many departments of computers have their own? Give the configuration and details.

Only BBA department- 2 computers(PIV)

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years? [Not yet received.]

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

Newly installed, services contract.

19. What are the various health services available to the students, members of teaching and non-teaching staff of the college?

Tie-up with reputed public health clinic for check-up of the staff. Tie-up with the West Bank Hospitals. Andul is being work-out and membership of Student-Health Home, Kolkata, has been obtained for the students of the College.

20. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.

There are moderate facilities for equipments in Indoors & Outdoors sports. Future plan for a playground of our own on a land to be provided by the District Authority.

21. What are the incentives to out standing sports persons?

Through endowment (private donor)

22. Give details of the participation of students during the last year at the university, State, Regional, National and international meets.

	Participation of students	Outcome
State	02	01 Qualifier
Regional	01	01
National	-	
International	-	

23. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation? [Not available]

24. Give detailed of the hostel facilities available in the campus?

A women's hostel, State Govt. not yet sanctioned the post of hostel staff.

25. Any other highlights.

The college submitted the building proposal to UGC during tenth plan amounting Rs-3,81,480(sanctioned).

STUDENT SUPPORT AND PROGRESSION

1. Furnish the following details ::

- * Percentage of students appearing for the qualifying exam after the minimum period of study :: 100%
- * Drop out rate :: Nil
- * Progression to employment and further study :: N.A.
- * Prominent Position held by alumni :: Four meeting have been held by 31.07.03

2. How many students have passed the following examinations in the last five years ?

UGC-CSIR (NET) Examination

UGO-SLET

GATE

Indian Civil Services Examination

GRE

TOEFL

GMAT

[Data is not applicable]

3. Does the college publish its updated prospectus annually ?

Yes ☒ No ☐

If yes, what are the contents of the Prospectus ? [Prospectus enclosed.]

4. What kinds of financial aids are available to students from the central government, state government, the institution and others ? Give details.

[S.C. & S.T. scholarship from state government]

5. Mention the number of students who have received financial aid during the last two years :

Financial aid	Year before last	Year before
Merit scholarship	NIL	NIL
Merit-cum-Means	NIL	NIL
Scholarship	01	05

6. Does the college have an employment cell and a placement officer who offers career counseling to students ? No.

7. Do teachers participate in academic and personal counseling ? Give details .

[Participate at *all* levels]

8. How many students were employed through placement service during the last year ? N.A.

9. Does the employment cell motivate the students to seek self-employment ?

Yes ☐ No ☒

10. Does the college have an Alumni Association ?

Yes ☒ No. ☐

If yes, indicate the activities of the Alumni Association :

The Alumni Association organised a health check-up camp for the current students of the college on 29.09.2003

11. How are the policies and criteria of admission made clear to prospective students ?
By way of proper ventilation of policy decision to prospective students.

12. State the admission policy of the college with regard to overseas students :: N.A.

13. What are the support service given to overseas students :: N.A.

14. What are the recreational / leisure time facilities available to students ?

- | | | | |
|-----------------------------|-------------------------------------|-------------------------------|-------------------------------------|
| i) In-door games | <input checked="" type="checkbox"/> | ii) Out-door games | <input checked="" type="checkbox"/> |
| iii) Nature Clubs | <input checked="" type="checkbox"/> | iv) Debate Clubs | <input checked="" type="checkbox"/> |
| v) Students Magazines | <input checked="" type="checkbox"/> | vi) Cultural Programs | <input checked="" type="checkbox"/> |
| vii) Audio-Video facilities | <input type="checkbox"/> | viii) Dance/Music Competition | <input checked="" type="checkbox"/> |
| ix) Essay writing | <input checked="" type="checkbox"/> | x) Antakshari Competition. | <input checked="" type="checkbox"/> |
| xi) Poetry writing | <input checked="" type="checkbox"/> | xii) Staging of drama | <input checked="" type="checkbox"/> |

[Annex.-A-14-1 &
A-14-2]

ORGANISATION AND MANAGEMENT

1. Does the college have an efficient internal co-ordinating and monitoring mechanism ?
 Yes ☒ No ☐
 If yes, give details :
 The Principal take every policy decision after consultation with Teachers Council, Non-teaching Council, Finance Sub-commits, Union Sub-commits.
2. Were any committee / external agencies appointed during the last three years to improve the organisation and management ?
 Yes ☐ No ☒
3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff ?
 Yes ☐ No ☒
4. Is there a special committee for preparing the academic calendar ?
 Yes ☒ No ☐
 If yes, give details :: Academic Sub-Committee.
5. During the last two years have all the decisions of the selection committee/general body been approved ?
 Yes ☒ No ☐
6. Does the college conduct professional development programs for non-teaching staff ?
 Yes ☒ No ☐
 If yes, give details :: Introduction of Group Insurance Schema and Health Card (Teaching and Non-Teaching Staff)
7. What is the current tuition and other fee structure ?
 [Please see the Current College Prospectus
 Govt. Notification enclosed Annexure-]
8. Have there been changes in the tuition and other fees during the last three years, give details.
 Yes, from 2002-2003 new fees structure approved by D.P.I. And Government of the West Bengal (Higher Education)
9. Furnish the amount spent under the various heads of expenditure last year.
 [Vide annexure below]
10. During the last two years did the college have an excess/deficit budget ?
 Yes ☒ No ☐

11. Is there an internal audit mechanism ?

Yes ☐ No ☒

12. What are the various welfare programs of the college ? Give details.

- a) Establishment of WBCS coaching center at the college submitted to the Govt.
- b) Introduction B.Sc.. Stream with Statistics, Mathematics and Computer Science submitted to D.P.I.

13. Is there a grievance redressal cell in the college ?

Yes ☒ No ☐

If yes, how does it deal with grievances of the employees and others ?

It interacts deeply.

14. List the various loans available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available ?

- a) Provident Fund Loan.
- b) Employees Co-operative Loan.

Any teaching and non-teaching member appointed on substantive posts can avail of the P.F. Loan from their P.F. Account upto seventy five percent of their total deposit.

Non-teaching staff can take loan from their Employees Co-operative Association.

15. Any other highlight ?

Health cards (both T.S. & N.T.S.)
have been issued by Nert Bank Hospital,
Andul, Howrah.

HEALTHY PRACTICES

1. Has the college adopted any mechanism / process for internal quality checks ?
 Yes ☒ No ☐

If yes, give details :

Internal quality of the college is regularly checked up by :-

- a) Proper sub-committees for this purpose.
- b) Students Union.
- c) Teachers Council.
- d) Non-Teaching Staff Council.
- e) Security Staff.

2. Is the college sensitised to latest managerial concepts such as strategic planning, team work, decision making and computerisation ?
 Yes ☒ No ☐

3. Does the college have

- * Twinning programs.
- * Students Exchange Programs :- Students are sent to participate debate, Essay, Dance, Srutinatak and Music competitions held in Different colleges
- * Mou's with :-
 - * Industries.
 - * Research Organisations :- *Hawrah Foundry Association*

4. What are the national / international linkages established by the college for training and research ? NIL

5. How does the college strengthen the regular academic programs through other complementary system like self-financing courses, non-formal mode and distance education ?

1) Self Financing Courses : (a) B.B.A.

(b) Vocational : i) Travel & Tourism

ii) Interior Decoration & Beautification.

2) Distance Education : Netaji Subhas Open University Study Center (UG & PG)

6. What are the practices of the college to impart value based education ? Nil.

7. How does the college inculcate civic responsibilities among the students ?

Teachers, Non_teaching and student representative always inculcate civic responsibilities among the students at large through different programs.

8. What are the effects of the college towards allround personality development of the learners ?

Our learners develop their allround personality through :-

- a) Sports facilities.
- b) Regular Cultural Programmes.
- c) Debate, Eassay, Dance, Drama and Music Competition.
- d) Inter-college Sports meet.
- e) Youth Parliament.

9. How is the college geared to achieve its specific goals and objectives ?

All round effort to achieve its respective goals and objectives are always initiated by the college with the help of its Teachers, Non-teaching Staff and students under the guidance of Principal and Governing Body.

10. What are the efforts of the college to bring in "community orientation" in its activities ?

Howrah District Consumers Protection Society held on 13/05/2003.

11. Indicate the efforts of the college to promote general / transferable skills among the students such as :-

- a) Capacity to learn :- Involvement of students in libraries, field and classrooms.
- b) Communication skills.
- c) Numerical skills.
- d) Use of information technology :-
 - Availability of Internet facility in Library.
 - The college is going to launch a programme of compulsory computer literacy for all the students of the college. It will surely enhance the scope of the students for further higher education or employment.
- e) The college always develops a team spirit and individual upliftment among the students as an essential part of the society through its allround teaching methods and time to tome different cultural and sport activities.

12. Any other college specific innovations which have contributed to its growth.

Guardian's meet (departmental) with the teachers & Principal of the college.

SUMMARY :-

[5.0 – 5.11]

- Curricular Aspects. [5.1]
- Teaching – Learning and Evaluation [5.2 – 5.3]
- Research, Consultancy and Extension [5.4]
- Infrastructure and Learning Resources[5.5 – 5.6]
- Student Support and Progression [5.7 – 5.8]
- Organisation and Management [5.9]
- Healthy Practices [5.10 – 5.11]

CURRICULAR ASPECTS

There is a limited and eclectic choice subject at the undergraduate level. Students have limited scope to exercise their elective options. The Vocational Course has been undertaken to suit the complex job market. The College follows a multidisciplinary approach in that Honors and pass degree course students are allowed a limited number of subject combinations. At present the college is equipped with seven teaching departments. All undergraduate courses are affiliated to Calcutta University. The College authorities are abreast of the developments regarding UGC's suggestion to Universities to effect a revision of their undergraduate course syllabus. We are also aware of the fact that the UGC and University have attached model syllabus for all 32 subjects taught in Indian Universities and Universities have been asked to revise, upgrade and overhaul their syllabus, wholly or partially along the lines of the model provided. The Universities given their autonomous status, can also bring in changes in course content in accordance with societal needs. In such situation, we are looking forward to alternations in curricular design of degree courses and expect that such changes will modernise the traditional courses of higher education and equip our students to be more in tune with the rapidly changing times and competitive job market. Teachers in Bengali, Education, Commerce, Political Science, History and English have already attended workshops where impending changes in syllabus have been discussed and deliberated.

TEACHING, LEARNING AND EVALUATION

In this College students we admitted in to various courses according to their merit and academic record. The cut-off marks are generally 50 % in subject. However, there is no provision for assessing student's knowledge and skills after admission. This College provides bridge and remedial courses to the educationally backward students. The remedial courses were continued upto 2000-01 session with UGC Grant released for the purpose. It may further be continued if similar funds are available. The advanced learners are challenged to work ahead of the rest through their achievement in subsequent examinations.

At the beginning of the academic session, the teachers of various departments are encouraged to make a teaching plan by distributing the respective syllabus reorganized into different modules. This syllabus is utilized according to a teaching schedule. After monitoring, mid-term corrections are made in the 1st year before half-yearly and annual examinations and in the 2nd year before test examination. Special classes are held even after test examinations for enrichment, revision and make-up (if any) of the contents of each subjects. Not only this, the College supplements the lecture method with subject-wise (1) Panel discussion (2) Debate (3) Seminar/Discussions etc.

The evaluative methods are communicated to the students at the beginning of the academic session and the College monitors the overall performance of the students through departmental unit tests which are held through out the year apart from half-yearly, annual and test examinations. After each examination evaluated answer scripts are shown to the students and necessary guidance given.

As far as the recruitment of teachers are concerned full-time teachers are recruited by the Governing Body through W.B.C.S. commission. New teaching positions (full-time) are created by the State Govt. on the basis of subject-wise requirement of the College and availability of their funds. However, the College have the freedom and resources to appoint and pay temporary / adhoc (part-time) teaching staff as per requirement of the Governing Body through interview conducted by a Selection Committee. Teaching Staff are recruited from the same state where the College is located.

Teachers are encouraged to participate in national seminars and conferences. Moreover, there is a system of self-appraisal method by which the teachers are encouraged to evaluate their performances. There is also a system of obtaining student's appraisal about teachers through specific format.

The College also organises UGC sponsored seminars at least one per year. The teachers spend about 45 minutes on average every class. Full-time teachers take at least 25 classes per week while part-time teachers take 6 classes per week. The College had 238 working days and 184 direct teaching days in the year 2002-03 (July to June). The ratio of full-time teachers to part-time teachers are as follow : B.Com (2:9) and B.A.(1:2 or 3),ratio of teaching staff to non-teaching staff is 8:12 along with part-time teachers. Percentage of classes taught by full-time faculty is 59.6 % where that of part-time faculty is 41.4 %.

The College is going to launch shortly a programme of compulsory computer literacy for all the students of the College as soon as the necessary infrastructure are available out of a grant of 10 lakhs provided through M.P.L.A.D. Scheme. It will surely equip the students for a brighter future and enhance their scope for further higher education or employment.

RESEARCH CONSULTANCY AND EXTENSION

The college is primarily an Undergraduate Degree College. Here some if the faculty members possess M.Phil. Degrees, even a few of the guest lecturers are working on their doctoral theses. However, the research skills of the faculty cannot be utilised in guiding research scholars or operating projects. With a few departments not enjoying their full faculty strength, the teachers are constrained to involve themselves in direct teaching for a larger share of their schedules.

A Research Committee chaired by the Principal of the college has approved a couple of proposals for Major Research Projects. It is also in the process of approving the proposals for some Minor Research Projects.

Extension Activities in the college are carried out with the voluntary efforts of teachers and students though there is no faculty member assigned particularly for the job. A Blood Donation Camp was organised on 22nd March, 2003 in collaboration with an NGO. A Medical Camp, a Health and Hygiene Awareness camp and an Environment Awareness Programme are also being contemplated. The faculty is enthusiastic to plan and execute many more. Such programmes and takes care to ensure that participation from the students and involvement of the local people are at their best.

The Students of the college participate in the NSS activities like Planting Tree, Imparting Education and Distributing Food and Clothes to the underprivileged. In the year 2001, the students of the college collected money to the tune of Rs 1000/- for the earthquake stricken people at Bhuj, Gujrat and the donation was made to the Prime Minister's Relief Fund on behalf of the College.

This is a newly established institution that is endeavoring hard to build on its potentials and reach certain goals like setting up of academic research programmes and establishing consultancy services. For this more resources- both infrastructural and human need to be generated and optimised utilisation of their potentials is required.

INFRASTRUCTURE AND LEARNING RESOURCES

The college shares in infrastructure with two other separate full-fledge campus within 100 yards radius. As such, the college, continuously adjusting to its contextual demands, has constraints in meeting many growing demands. There are serious infrastructural constraints of space and constraints of modern equipment's. Another major cause of concern is the resources crunch.

The college is trying hard to overcome the limitations, regarding the physical infrastructure, by augmenting funds for adding new stor~~age~~^{es} for the existing building as well as constructing new ones. The college acquired a land of 18 kata, donated by a well wisher, after providing adequate compensation to the old settlers. We have a plan to construct a new building on the vacated plot.

The college is not in position, for the time being, to encourage the use of the academic facilities by the external agencies.

The college tries to keep the campus green with planting of trees, as well as the open space is available. The toilet of both staff and students are regularly cleaned with disinfectant. The classrooms are kept free of dust, by everyday sweeping.

Further the library facilities need to be improved. Although the library does not have a separate reading room, it is reasonably updated with a total of 6078 subject related books. The problem areas are basically a lack of shortage space and lack of adequate staff. The lack of shortage space has been dealt with by improvising various measures. For instant, certain basic reference books mainly in lab based subjects have been sent to the respective departments, such as Geography and Mathematics. These departments thereby develop a separate stock of subject books (an average of 25-40 books) which are stored in departmental almirahs (specially provided for the purpose). Such a departmental collection of books serves several purposes.

Firstly, it eases the space shortage problem in the library; secondly, departmental teachers can make use of the books in their collective possession to prepare class lectures or even occasionally distribute them among their students on a demand- oriented basis. Due to lack of adequate staff, stocktaking of books is conducted at intervals of two years. Another problem has been that the lack of technical library staff has made it difficult to build an efficient cataloguing system with the growing number of newly acquired, unprocessed books. However, measures will be initiated to tackle

the backlog very soon. It is also necessary to update the library with a storehouse of periodicals.

The college is not in a position to provide spacious library reading room. It also lacks modern documentation centre. The college has no plan of modernization independently of the whole college campus because of the lack of funds.

There is an advisory body for the college library, which serves as a monitoring authority in regard to purchase of books and proper maintenance of the library. The library remains open for both the students and the staff round the clock during working days of the college.

It is true that infrastructural disabilities have not impeded the progress of normal institutional operations, efforts are being made to improve on the perceived areas of weakness. In the near future, we hope to make some headway in dealing with the infrastructural problems and addressing the critical issues with the right kind of solutions, with a combination of expertise, experience and commitment, through collaborative dialogue. Efforts must be made to generate funds to build proper infrastructural facilities and optimise our resources. The college also intends to chalk out proposals for mobilising its machinery and managing its resources more efficiently to upgrade the standard of education imparted. Future plans with specifications and a time frame to upgrade equipment are also on the anvil.

The establishment of a computer centre is on the anvil. We are poised to acquire a few computer sets, with which, we will be able to initiate a computer centre in the college.

We are on the way of starting a regular clinic in the college and a tie-up with a major private hospital for time health check-up of the staff and students of the college are in the stage of negotiation.

The participation of our students in state and regional level sports-meet are not very encouraging. Even then, some student's performance creditable in the university-meets. These successful sports-persons are felicitated with citation by the college authority.

There is no workshop or centre for instrumentation in the college.

Committed to the ideal of building up educated and responsible citizen, we have been making efforts to overcome the obstacles on the way and forge ahead with a positive content of faith. The resilience and co-operation of the college community has so far weathered the problems of scares resources and the lack of provisional aid in the form of not enough class rooms and equipment. We hope that, a bright future for our students will provide a vindication of our collective efforts.

STUDENTS SUPPORT AND PROGRESSION

So far as the percentage of students appearing for the qualifying examination after a minimum period of study is concerned; it has been noticed that it is highly satisfactory because 100% students are appearing in the Annual examination i.e. qualifying examination after study of one year. Student drop out rates are 33.75% and 0.02% for Arts and Commerce streams respectively and that is because of taking transfer to other colleges within few months after taking admission to first year class. Data are not available in respect of progression of employment and further study.

Data are not available about number of student passed in UGC-CSIR, GRF, and GMAT etc. examination in last five years.

Upgraded prospectus is published annually containing detailed Information about the members of Governing body, College profile, Course Offered, Course contents with mark allotment. Academic Calendar, Admission procedure, Monitoring and Evaluation of students performance, Co-curricular activities, Extension activities, Sports and Games, Library, Vocational Courses, Computer facilities, Grievance Redressal Cell, Alumni Association, Special facilities, Scholarships and prizes, Result of University examinations, Rules & Regulation of the college, Fees Structure, Teaching and Non-teaching Staff, List of Holidays.

Meritorious students are encouraged and honored with eight types of Scholarships stipends in each. Free studentship facilities are also granted. SC and ST Scholarships of State Government are also given to concerned students.

During last two years, any student has not received any merit scholarships.

The college does not have an employment cell or placement officer. If students seek advice of teachers after completion of Graduation Course at personal level, certainly teachers co-operate in the respect.

Teachers certainly participate in academic and personal counseling of students on the basis of their need and requirement and not on a routine basis.

Number of students employed through placement service is irrelevant since there is no placement cell or officer.

Teachers always motivate students for seeking self-employment taking into consideration the unemployment scenario of the country as in the state.

The college has just formed an Alumni Association. It is just on the way of setting out future course of action.

It is always made clear to prospective students that on the basis of merit list students are admitted. The merit list is prepared on the basis of performance of students in the just proceeding examination in Higher Secondary of equivalent examinations.

There is no specific admission policy of the College with regard to international students, since no such student has been admitted so far, but the college is very liberal in this matter.

The question of support service to international students does not arise because of non-admission of such students till date.

Following are the recreational / leisure time facilities which are available to students.

- (i) Indoor Games, (ii) Outdoor Games, (iii) Debate Clubs,
- (iv) Nature Clubs, (v) Student Magazine, (vi) Cultural Programs,
- (vii) Dance / Music Competition, (viii) Essay / Poetry Writing
- (ix) Antakshari, (x) Drama.

ORGANISATION AND MANAGEMENT

The College has several Committees with a distinct frame of reference to ensure efficiency of institutional management. The overall functioning of the College is monitored by the Governing Body, which is constituted in accordance with the C.U. First Statutes 1979, CttVII (Governing Bodies of Colleges), clause 97 (Powers and functions of the Governing Body). Other Committees constituted to look in to specialised aspects of College functioning are the Finance Committee, Academic Sub-Committee, UGC Sub-Committee, Library Sub-Committee, Students Activity Sub-Committee

Building Sub-Committee, Examination Sub-Committee, SC/ST Standing Committee, Grievance Redressal Committee, Dr. Kanailal Bhattacharyya Birth/Death Day Celebration Committee, Academic Calendar Sub-Committee, Faculty Development Sub-Committee, Seminar Sub-Committee and the NAAC Sub-Committee.

The total numbers of non-teaching employee's vis-à-vis the volume and nature of service to be rendered has been perceived to be adequate. A continuous process of rationalisation of workload and re-allocation of staff among different departments and sections has been in operation in order to streamline the functioning of the institution. The average quality of administrative performance has been perceived to be satisfactory and conducive to the smooth day-to-day running of the institutional set-up. However, the quality of management techniques needs to be updated with this purpose, the college intends to broaden its perspective and negotiate channels to look into professional development programmes for the non-teaching staff so as to standardize, facilitate and expedite all office transactions and to optimize office performance. In fact, our non-teaching members are being persuaded to undertake computer courses at the computer center run by the college.

All constituents of the college can articulate their concerns through their respective representative associations. Other than the elected Students Union, recognised democratic associations of teachers and non-teaching employees are constantly helping the administrative with constructive service related suggestions and Co-operative responses.

OTHER HEALTHY PRACTICES

Internal quality of the college is regularly checked up by proper Sub-Committees, Teachers Council, Students Union, Non-Teaching Staff Council. The college is sensitized to latest managerial concepts, such as strategic planning, teamwork, decision making and computerisation. Students are regularly sent to attend different seminars held at various colleges. The college has signed Mou's with a number of industries, such as peerless and Techno India. The college strengthens the regular academic programmes with modern Self-Financing courses, such as the short term Vocational Training Course Programmes with the specific objective of career orientation of students in the age group 18-25. Travel and tourism, Interior Design and Beautification sponsored and recognised by the West Bengal State Council of Technical Education, Govt. of West Bengal.

The college remain alert to the necessity of value based education outside the classroom by arranging seminars for enlightenment of teachers, Non-teaching staff and students always inculcate civic responsibilities among the students at the large through different programmes. ' Voluntary Blood Donation' camps, exhibition on ' life and work' of Netaji Subhas Chandra Bose were organised in this direction. Our learners develop their allround personality through regular cultural programmes, such as debate, drama, essay writing, dance and music competition together with inter college sports meet.

Allround efforts to achieve its respective goals and objectives are always initiated by the college with the help of its teacher, non-teaching staff and students under the guidance of Principal and Governing Body. Students are involved in libraries, field and classrooms. The college always endeavors to foster team spirit and individual upliftment among the students as an essential part of society through its all-round teaching methods and activities.

The college has specific innovation and route map for its growth that are reflected in the following: -

i) Introducing self-financial course

Bachelor degree in Business Administration and Vocational Courses like Travel and Tourism, Interior Design and Beautification have already been introduced to meet the Financial crisis of the college.

- ii) Hostel accommodation for distant girls' students.
The college has recently build-up Sudharani Women's Hostel on the 18 kathas donated land. This women's hostel was inaugurated by Hon'ble Higher Education Minister Shri Satya Sadhan Chakraborty on 28 February 2001.
- iii) Availability of transport concession for the students.
- iv) Special assistance to socially and educationally backward Students.
- v) Computerisation of the office and library with Internet, website and multimedia facility.

Future plans include introduction of B.Sc. (General & Honors) courses in Computer Science, Statistics and Mathematics. One year certificate course in Fashion Designing, 10 bed Health Home, Certificate Course in Music, B.Ed. course for women, Physical Education Center for Women Studies, Provided there are enough funds in reserve after meeting regular commitments. The college can not remain oblivious of the social and environmental surrounding as emerging in the present time. We have thought it befitting to hold this seminar in our college dated 19-20 December 2004, to nurture the spirit of awareness. In the near future, we sincerely hope that we may do our bit in spreading environmental awareness. The NSS Units of the college have also contributed towards disseminating civic values and community orientation among the students.

CONCLUSION

The College proceeded to build-up Women's Hostel in the sweet memory of late Sudharani Das, beloved mother of Sri Bimal kr Das, Sri Sailen kr Das, Sri Sasanka Das and Sri Arun kr Das with the appropriateness it deserved. A major initiative spearheaded by the Principal of our college, Dr. Dilip kr Sahoo, led to the construction of Sudharani Womens Hostel on the 18 katas donated land of Sri Bimal kr Das and three other brothers under the financial sponsorship of UGC and Govt. of West Bengal. This Women's Hostel was inaugurated by Honorable Higher Education Minister Shri Satya Sadhan Chakraborty on 28th Feb 2001. This auspicious inauguration was accomplished with extensive coverage in the local and national media. Dr. Kanailal Bhattacharyya College has also provided the setting for a new NSOU (Netaji Subhas Open University) Study Centre. Regular teachings Facilities with modern teaching-aids are available at the authorized study Center of the NSOU. Dr.Kanailal Bhattacharyya College has also served as forum for various academic seminars (Annexature) graced by distinguished city academicians

Notwithstanding the positive achievements, as we take stock of our performance as a college, in the year gone by, we must concede that much remains to be done although two separate campus (one at science block constructed under MPLAD scheme of shri Swadesh Chakraborty , M.P., Howrah) and second at the annexes building under the MPLAD scheme of Ex. M.P. Shri Bikram Serkar, have already been completed. In spite of this we are trying our best to shoulder our responsibilities adequately. The college provides its students with the best of facilities within its resource. Infrastructural difficulties are not allowed to hamper educational and examination services.

We realise that changing situation and the current stress on 'holistic education' imparting composite knowledge has spawned a gamut of issues which an educational institution must understand and structure its agenda accordingly. In spite of a continuing battle against heavy odds, the college authorities have a commitment to affirmative actions to combat the funds crunch, various resource procurement schemes aimed at increasing college revenue are under consideration. Self-financing courses like Bachelor degree in Business Administration and vocational courses like Travel & Tourism have already been in progress to meet the financial crisis of the college. There is a need for more efficient space utilization as well. Governing Body meetings are held at reasonable intervals (two-three months

gap) where, in addition to deliberating upon immediate issues, objective appraisals are made for short term - long term requirements of college. However, efficiency and improved performance in any institution comes for a consistently applied intelligence that produces small feasible innovation carried out by participants at all levels. We will have to create condition where initiative and enterprise are widely diffused, since change is not the consequence of the actions of a few, but all involved participants.

Dr. Kanailal Bhattacharyya College is an institution with a checkered history, an example of struggle for existence. The college will continue to epitomise the very essence of Netaji Subhas Chandra Bose's, vision of higher education and upliftment of the society at large. Students spanning one and half decade have graduated from the college having mastered a set of skills, a body of knowledge. It is our cherished goal to see the fruits of our labour in the maturation of our students into well-groomed, well-placed, confident and self-reliant members of society, who have carved a place for themselves in the vagaries of an increasingly competitive and futuristic world.

The foundation of our institutional tradition lie embedded in imparting quality education to male-female students from all strata of society including SC/ST whether financially privileged or deprived, whether socially advanced or backward—a tradition sought to be preserved and strengthened with time. Treading the revered path marked out by Netaji Subhas Chandra Bose, we hope that in the years ahead, our students will emulate the activist role of our Netaji in countering social maladies.



UNIVERSITY GRANTS COMMISSION
Bahadurshah Zafar Margh
New Delhi-110 002.

22nd October, 1994.

No. F. 8-48/87 (CPP-1)

The Registrar
Calcutta University
Calcutta-700 073.

Sub :: Inclusion of College under Section 2 (f)/12-B
of the UGC Act, 1956.

Sir,

I am directed to refer to your letter No. UGC/1669/L-B dated 14th December, 1993 on the subject cited above and to inform you that the following college has been included in the above list under the head "Non-Govt. College teaching up to Bachelors Degree" as detailed below :-

<u>Name of College</u>	<u>Year of Estt.</u>	<u>Remarks.</u>
Dr. Kanailal Bhattacharya College, Dharmatala Howrah-711 104.	1985	The college has been declared fit to receive central assistance from UGC and other central sources under Section 12-B of the UGC Act, 1956.

Yours faithfully,

Sd/-
(R.L. Sondhi)
Under Secretary.

Memo No. UGC/1635-1636/L-B, dated 09.11.1994.

Copy forwarded for information and necessary action to :-

- 1) The Principal, Dr. Kanailal Bhattacharyya College, Dharmatala, Santragachi, Dist. Howrah, Pin : 711 104.
- 2) The Inspector of Colleges, Calcutta University, Calcutta-700 073.

[Signature]
Sr. Superintendent,
UGC Section,
Calcutta University.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience In years	Age	Sex
Dr. Dilip Kr. Sahoo	Principal	Ph.D.		20		M
Prabir Kr. Banerjee	Lecturer	M.Com.		10		M
Arijit Das	Lecturer	M.Com.		6 months		M
Rakhi Banerjee	Lecturer	M.Sc.		2 years		F
Tarun Kanti Sen	Lecturer	M.Com.		6 months		M
Asim Kr. Ray	Lecturer	M.Com.		6 months		M
Srabani Dey	Lecturer	M.Com.		6 months		F
Gourish Paik	Lecturer	MCA		6 months		M
Somnath Mukherjee	Lecturer	M.Com.		5 years		F
Bodhisatta Khan	Lecturer	M.A.		6 months		F

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.) ? : NIL
18. List the major thrust areas within the subjects in which research activities are being pursued. : NIL
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : Computer facilities.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ? : [4 Classes per week per teacher.]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[5 hours per working days on an average.]

24. Does the department monitor overall performance of students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining
at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?

[As granted by the college authority subject to the availability of funds from
UGC and Govt. of W.B.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	15 : 30	NIL	NIL
Success rate (Examination results)	N.A.	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	4 : 1	NIL	NIL
Ratio of Academic staff to administrative staff	N.A.	NIL	NIL
Ratio of Students to Teachers	3 : 10	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐ No ☒

31. Any other highlights :

Departmental Debate, Competition (Sports & Culture).

NETAJI SUBHAS OPEN UNIVERSITY

2.38

1. Name and address of the department :NETAJI SUBHAS OPEN UNIVERSITY
2. Telephone number : (033) 2627-2471
3. Date of establishment of the department : 01.06.2003
4. Build-up area of the department in sq.m.: 600 sqm
5. List of different programmes (Level of Study = UG/PG/M.Phil/Ph.D./Certificate/
Diploma/PG Diploma) offered by the department together with details required below :

Programme	Level of study	Cut off marks at entry level in %	Student Strength
B.P.P.	Higher Secondary	NIL	08
B.P.P.	U.G	NIL	14
Certificate Diploma		NIL	01
M. A.- Bengali	P.G.	NIL	60
M. A.-English	P.G.	NIL	29
M. A.-Mathematics	P.G.	NIL	50

6. Provide the number of teaching , technical and administrative staff of the department.

	Male	Female	Total
Total number of teachers	05	NIL	05
Teachers with Ph.D. as the highest qualification	01	NIL	01
Teachers with M.Phil. as the highest qualification	01	NIL	01
Teachers with P.G. as the highest qualification	05	NIL	05
Technical Staff	NIL	NIL	NIL
Administrative Staff	NIL	NIL	NIL

7. Does the department have academic , administrative and financial autonomy

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes , what extent ? : Admission and Promotion of students.

8. Furnish the number of students in the departments during the current year.

	Male	Female	Total
Students from the same state where the college is located	116	46	162
Students from other states of India.	NIL	NIL	NIL
NRI Students.	NIL	NIL	NIL
Other overseas students	NIL	NIL	NIL
Grand Total	116	46	162

9. Is there a method of assessing the students academic standing in order to provide enrichment and/or remedial courses ?

Yes ☐

No ☒

10. Furnish the following details (in figures)

Books in the department library : 15(till 31.05.2003)

Journals / periodicals subscribed by the department : NIL.

Computers in the department : NIL.

Research projects completed during the last three years and their total outlay :NIL.

Ongoing research projects : NIL.

Teacher who have attended national / international workshops seminars during the last two years : NIL.

11. Mention the following details of the last two batches of Students : N.A.

	Batch-I			Batch-I		
	Year of entry			Year of entry		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	23	139	162	N.A.	N.A.	N.A.
Drop-outs	NIL	NIL	NIL	N.A.	N.A.	N.A.
Appeared for the final year examination.	NIL	NIL	NIL	N.A.	N.A.	N.A.
Passed in the final examination.	NIL	NIL	NIL	N.A.	N.A.	N.A.
Passed in first class	NIL	NIL	NIL	N.A.	N.A.	N.A.
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : The approved list of Counsellor made by NSOU

Filled :

13. How often were national/international seminars, workshops etc. organised at the department ? : NIL.

14. Are there any national or international links/collaborations for teaching, research or both ? : No.

15. List the teaching staff with their designation, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience In years	Age	Sex
Dr. Dilip Kr. Sahoo	Principal	Ph.D.	Economics	20	47	M
Keshab Ch. Khawa	Lecturer	M.A./M.Phil	Bengali	18	45	M
Somnath Mukherjee	Lecturer	M.Com.	Commerce	8	37	M
Prabir Kr Sanki	Lecturer	M.Com.	Commerce	5	34	M
Uma Sankar Samanta	Lecturer	M.A.	Pol.Science	5	34	M
Bodhisatya Khan	Lecturer	M.A.	English	3	28	M

16. How many of the teaching staff have received national/international recognition as fellows, awardees etc. ? : NIL
17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc. ? : NIL
18. List the major thrust areas within the subjects in which research activities are being pursued. : NIL
19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years ? : NIL.
20. What is the total number of publications (provide a list) of the department in the last two years ? : NIL
21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ? : Not arises.
22. What is the average work load in terms of actual contact lectures per week per teacher ? : [Weekly Counseling 4 hours on Saturday & Sunday only.]
23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters ?
[The department is open on Saturday & Sunday only in a week.]
24. Does the department monitor overall performance of students through regular assessments ?
Yes ☒ No ☐
If yes, give methods and details of assessment.

25. How do the teachers update themselves for discharging their teaching/research responsibilities ?

[Through University Syllabus Review Committee/joining
at Refreshers course / seminar, Through library works]

26. What is the annual budget allocation of the college to the department ?
[Fixed by NSOU.]

27. How much of research funding has been generated by the teachers from other agencies ? : NIL

28. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much have been earned during the last two years ?

29. Furnish the following details :

	UG	PG	Research
Ratio of applications to available seats	1 : 1	NIL	NIL
Success rate (Examination results)	N.A.	NIL	NIL
Progression to higher education	N.A.	NIL	NIL
Employment rate	N.A.	NIL	NIL
Ratio of Part-time teachers to Full-time teachers	N.A.	NIL	NIL
Ratio of Academic staff to administrative staff	N.A.	NIL	NIL
Ratio of Students to Teachers	162 : 6	NIL	NIL

30. Has the department been participating in COSIP / COHSSIP / COSIST ?

Yes ☐ No ☒

31. Any other highlights :

Netaji Subhas Open University is to open
a six months Pre-Primary Teachers'
Training Certificate Course from January 2004
(Annex-17)

Part-2

SELF ANALYSIS

PREFACE

This report which constitutes Part-II of the Self-study Report has been prepared by the NAAC Committee members of Dr. Kanailal Bhattacharyya College- Prof. Sipra Ganguly (Head of the department of Philosophy), Co-ordinator, Prof. Kamal Kumar Bose, Prof. Keshab Chandra Kharrar, Prof. Subhasish Ghosh, Prof. Asim Roy, Prof. Anasua Chatterjee, Prof. Swati Mustaphi, Prof. Srabani Dey and Prof. Gourish Paik. The Committee gratefully acknowledges the guidance and co-ordinations of the Principal of the college Dr. Dilip Kumar Sahoo, towards the preparations of the Report. The Committee is also deeply indebted to all the members of the teaching faculty (part-time teachers) and non-teaching staff who came forward with the necessary help to facilitate the process of data collection and finalization of NAAC Report.

A long cherished dream of the local people of Ramrajatala and Santragachi came into existence on 22nd September, 1985 by way of foundation of this co-educational Degree College, **Dr. Kanailal Bhattacharyya College**, named after one of the most illustrious sons of the soil Late Dr. Kanailal Bhattacharyya, ex-Commerce and Industry Minister, Govt. of West Bengal.

The collective initiative of some eminent persons like local M.L.A. Sri Satyen Ghosh (President of the present Governing Body), Late Raghudas baul (the Founder president of the Trust Body) and Sri Sudhir Kumar Ghosh, the generous donor of the old college building, who has donated his own dwelling house along with 20 kathas of vacant land, was crowned with success.

Fund collection drive under the chairmanship of the District Magistrate Sri Sumantra Chaudhuri together with other eight members of the working committee resulted in repairs and renovation of the gifted old college building.

The college primarily started functioning with Arts stream only with combination of subjects like Bengali, English, History, Philosophy and Education. From the session 1989-90 affiliation was received for introducing Political Science (Genl.). Honours course in Bengali, Education and Political Science were introducing from academic session 1998-99. Thus the dream of the people of the locality came to a reality.

Minimum infrastructure facilities needed for getting permanent affiliation to Calcutta University were not available. Number of students were also gradually increasing. Moreover, the demand of local people for opening Commerce stream led the college authority to find the way out for extension of college building, the local M.P. Sri Priyaranjan Dasmunshi came forward with his co-operative hands. Mr. Dasmunshi donated Rs. 2,00,000 through Dakshinibarta journal. Mr. Dev Kumar Chaudhuri, the distinguished local educationist donated Rs. 1,00,000. With this total amount of Rs. 3,00,000 a new storied building comprising of two class rooms and one small staff room were constructed.

The untiring effort of college authority succeeded in having affiliation of degree course in commerce in the academic year 1995-96.

Next vision was securing extension of affiliation to honors course in few subjects of Arts stream and in Commerce. But that too demanded further extension of college building.

The Late M.P. Sri Sushanta Chakraborty was very generous and donated Rs. 3,17,000 from his M.P. Development Fund. At that time the Howrah Municipal Corporation stood by the college authority and constructed the second floor of the new building with an amount of Rs. 3,34,000 together with its own contribution of Rs. 17,000.

Honours courses in three subjects such as Bengali, Education and Political Science were launched in the academic session 1998-99. It was possible under the leadership of the first full time Principal Sri Nripendranath Bhattacharyya and the teacher-in-charge Prof. Keshab Chandra Kharra. The number of students in this college is increasing year after year owing to good academic results. Steps have been taken to improve the infrastructure of the college. Special drive has been taken for collection of funds necessary for construction of a new building and extension of the old building.

Sri Bikram Sarkar, the Member of 10th Parliament of Howrah Sadar constituency donated Rs. 2,00,000 from his development fund for the construction of class rooms for honours students.

Sri Bhattacharyya retired on May, 1998. The present Principal Dr. Dilip Kumar Sahoo has taken the load of the college on 1st December, 1999.

Second phase of development started under the leadership of Dr. Sahoo. Mr. Swadesh Chakraborty, the present M.P. of Howrah Sadar Constituency donated Rs. 10,00,000 and state Govt. matching grant of Rs. 6,63,000 were received for construction of womens hostel of the college.

The local educationists Sri Saliendranath Das, Sri Bimal Kumar Das, Sri Sashanka Kumar Das And Sri Arun Kumar Das donated around 18 kathas of land for construction of the said hostel. On July 7, 2002, the construction of the said hostel has been completed and it has been named after the mother of donors, Late Sudharani Das, i.e. *Sudharani Womens Hostel*. The hostel was inaugurated by Sri Satyasadhan Chakraborty, the Higher Education Minister, Govt. of West Bengal on 22nd February, 2002.

Honours course in Commerce has been started in the year 2000-01 and honours in History has been started in the year 2001-02. The amount of Rs. 50,000 was received from U.G.C. under 9th Plan period for providing remedial coaching facility to the weaker section of students. Two vocational courses namely, Interior Decoration & Beautification, and Travel & Tourism Management are also run under the self employment scheme of Govt. of West Bengal from 2002. During 9th plan the college bought one xerox machine worth Rs. 1,00,000 and two computers with internet facility, costing Rs. 1,25,000 from UGC fund.

B.B.A.(hons.) course has been launched from July, 2003. From July, 2003, degree course in Geography has been introduced. Steps are being taken to enrich the college library.

For spreading Distant Education among the people, our college has taken the initiative to open '**Netaji Subhas Open University**' Study Centre. Formal inspection was made on March 27, 2003 by Dr. Asish Guha, Course Director, Netaji Subhas Open University, Smt. Jayasree Ghosh, Co-ordinator, Netaji Subhas Open University, Basanti Devi College Study Centre. Netaji Subhas Open University Study Centre started its function from the academic session 2003-2004 at our college.

CRITERION-WISE REPORT :-

- | | |
|---|---------------|
| | [4.0 – 4.17] |
| • Curricular Aspects. | [4.1 – 4.2] |
| • Teaching – Learning and Evaluation | [4.3 – 4.6] |
| • Research, Consultancy and Extension | [4.7 – 4.8] |
| • Infrastructure and Learning Resources | [4.9 – 4.11] |
| • Student Support and Progression | [4.12– 4.13] |
| • Organisation and Management | [4.14– 4.15] |
| • Healthy Practices | [4.16– 4.17] |

Curricular Aspects

1. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas ?
 [3 years degree course of B.A. & B.Com. (Hons / Gen.)
 Certificate Course in (i) Travel & Tour, (ii) Interior Design]
2. To what extent are the programme options career oriented ?
 This is degree(University) oriented, after completion of degree course, students can pursue Post-Graduate / M.Phil / Ph.D. Course at University.
3. Do students have flexibility to pursue a programme with reference to :
 - i) Time frame : Yes, 3 years regarding Hons/Gen. Course ; 6 months for vocational Course & B.B.A. Course (3 years Hons).
 - ii) Horizontal mobility : 6 months Vocational Course Training Course.
 - iii) Elective options : Bengali, English, Mathematics. The students have a choice of subjects offered by the college.
 - iv) Non-core options : a) Travel & Tourism management,
 b) Interior Decoration & Beautification course are offered to the students for self-employment.
4. How are the college mission and goals, if any (other than the general transmission and generation of knowledge), reflected through the curricula ?
 [To make the student responsible of the country]
5. Is there any mechanism to obtain feedback from academic peers and employers on the teaching programmes ?
 Yes ☒ No ☐
 Feedback from 3rd year students (B.A.) have been taken.
 If yes, how is the feedback used in the initiation, review and redesigning of teaching programmes ? Give details.
 [Feedback of B.A. 3yr students have been received in the classroom through printed proforma duly filled by the students.
 Feedback has been reviewed in the Academic Sub-committee meeting]
6. How long does it take for the college to introduce a new programme within the present University system :
 [As soon as C.U. completed its inspection and sends the inspection reports to the college, the new course comes into operation.]
7. Has the college introduced any new courses inspite of delay in University process?
 Yes ☐ No ☒
 If yes, give details.

8. Give details on college-industry-neighbourhood networking, if any
[The college maintains relationship with the industry especially in the B.B.A. department of the college.]
9. Furnish details on the following aspects of curriculum design :
 - i) Innovation such as modular curricula : The entire syllabus is reorganized into
 - a) Half-yearly
 - b) H.Y.-Annual
 - c) Annual-Test
 - ii) Interdisciplinary/Multidisciplinary approach : Observation of youth parliament, holding of inter-departmental seminar (UGC) and publication of News-Letter, July'2003.
10. Any other highlights :
Holding of University (C.U.) final examination at the College Center during May-July of every year.

Teaching-Learning and Evaluation

1. How are students selected for admission into various courses ?

- a) Through special entrance tests ☐
 b) Through interviews ☐
 c) Through their academic record ☒
 d) any other reorganised into different modules. ☐

2. a) Is there a provision for assessing students knowledge and skills for a particular programme (after admission) ?

Yes ☐ No ☒

b) Does the college provide/remedial courses to the educationally disadvantaged students ?

Yes ☒ No ☐

If yes, cite examples ::

The Remedial Course were continued upto 2000-2001 session with UGC Grant for the purpose. It may further be continued if similar funds are available from UGC.

c) How are advanced learners challenged to work ahead of the rest ?

Through their achievement in subsequent examinations.

3. Does the college encourage the teachers to make a teaching plan ?

Yes ☒ No ☐

4. Are syllabi unitised according to a teaching schedule through the semester/year ?

Yes ☒ No ☐

If yes, give details of implementation in terms of monitoring, mid-course correction, etc.

After monitoring and mid-term corrections are made in the 1st year before half-yearly and annual examinations and in the 2nd year before test examination. Special classes are held even after test examinations for enrichment, revision and make-up (if any) of the contents of each subject.

5. How does the college supplement the lecture of teaching with other learner-centered teaching methods ?

Through subject-wise (1) Panel Discussion (2) Debate (3) Seminar/Discussions
 (4) Quiz Session (5) Extempore in different departments.

6. Is there a centralised media facility to prepare audio visuals and other teaching aids ?

Yes ☐ No ☒

7. Furnish the following information (previous year) ::

- * Teaching days :: 184 (2002-2003 upto May 15,2003)
- * Working days :: 238 (2002-2003 upto June 15,2003)
- * Ratio of full-time teachers to part-time teachers :: B.Com (2:9), B.A.(1:2)
- * Ratio of Teaching Staff to Non-teaching Staff :: 8 : 12 (27 : 12) along with Part-time Teachers
- * Percentage of classes taught by full-time faculty ::
54 % taught by full-time faculty.
46 % taught by part-time faculty

8. Are evaluation methods communicated to students at the beginning of the year ?

Yes ☒ No ☐

If yes, give details ::

At the beginning of the academic session students are made aware of the evaluation methods while introducing them to the scope of the syllabus of individual subjects.

9. Does the college monitor the overall performance of students to ensure the achievements of the course objectives ?

Yes ☒ No ☐

If yes, give details ::

Departmental unit test are held throughout the year apart from half-yearly, annual and test examinations. After each examination evaluated answer scripts are shown to the students and necessary guidance and counseling are made by the respective subject teachers.

10. How are teachers recruited ? When and how are new teaching positions created ?

i) Full-time teachers are recruited by W.B.C.S. Commission which forward the names of the candidates from the subjectwise panels prepared by them time to time. New teaching positions (full-time) are created by the State Government on the basis of subjectwise requirement of the college and obviously availability of their funds & budgetary provisions.

ii) Part-time teachers are recruited by the Governing body through interview conducted by a Selection Committee formed by the G.B., from amongst the applicants who apply in response to newspaper advertisements. The posts for new teaching positions (part-time) are created by the G.B. on the basis of requirement of the respective departments and with the concurrence of the finance Sub-Committee, a statutory body formed by the G.B.

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same		Other State
Same Institution	Other Institution	Nil
Nil	01	

12. Does the college have the freedom and the resources to appoint and pay temporary teaching staff ?

Yes ☒ No ☐

If yes, give details ::

The College have the freedom and resources to appoint and pay temporary (part-time) teaching staff as per requirement of the respective departments of the college and subject to the availability of the college fund, as they are paid from the college funds exclusively.

13. Give the number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last two years ::

	Participants	Resource Persons
National Level	03	02
International Level	Not Applicable	Not Applicable

14. Does the college follow the self-appraisal method to evaluate to performance of the faculty in teaching, research and extension ?

Yes ☒ No ☐

If yes, how are teachers encouraged to use the feedback ::

Staff meeting are convened by the Principal to encourage the teachers to use the feedbacks through professional counseling.

15. Does the college follow any other teacher performance appraisal method ?

Yes ☒ No ☐

If yes, give details of the same and state how the results of the appraisal are used.

A system of obtaining students appraisal through specific format has introduced and the Principal appraises the individual teachers about the finding of such appraisal for future rectification.

16. Does the college conduct refresher courses / seminars / conferences / symposia workshop / programmes for faculty development?

Yes ☒ No ☐

If yes, give details ::

- (i) UGC & College sponsored seminars are organised atleast one per year.
- (ii) West Bengal College & University Teachers Association Howrah District Conference held in 25/04/2003

17. Give details on a few faculty development programmes & the number of teachers who benefited out of them, during the last two years.

Faculty Development Programme	Number of Beneficiaries
1. Crisis in Higher Education and Environment Pollution – 2000.	All members of the different Faculties of the college.
2. Role of a women in the persent Era – 2001.	
3. Trends in Indigenous Education: Past, Present and Future – 2002.	
4. Some Recent Findings on Netaji's Life – 2003.	

18. How many members of faculty have received teaching awards ? NIL
19. What are the national and international linkages established for teaching and/or research ?

Agrement with Howrah Foundry recruitment training and placement of Students .

20. Any other highlights :

The college is going to launch shortly a programme of compulsory Computer Literacy for all the students of the college as soon as the necessary infrastructure are made available out of a grant of 10 lakhs provided through M.P.L.A.D. Scheme.

It will surely equip the students for a brighter future and enhance their scope for further higher education or employment.

Research, Consultancy and Extension

1. How does the college promote research ?

PG Students doing project work : None

Teachers are given study leave : Yes

Teachers provided with seed money : As provided by the UGC / State Govt.,

Research Committee for submitting proposals :

A Research Committee has been formed for submitting minor research projects.

Adjustment in teaching schedule : No.

2. What percentage of teachers are engaged in active research in the college ?
(guiding research scholars, operating projects, publishing regularly etc.)
[Please see "Inputs from Departments"]

3. How many are full-time research scholars and how many have registered as part-time research scholars ? (Research scholar means M.Phil. Or Ph.D. student)

Full-time	M.Phil :: NIL	Ph.D :: Nil
Part-time	M.Phil :: 03	Ph.D :: 01

4. Does the college provide financial support to research students ?

Yes ☐

No ☒

5. Provide details of the ongoing research projects :

Total number of projects	One minor project has been submitted to UGC
Total outlay in Rs.	Rs. 1 lakh.

6. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
Nil	Nil	Nil	Nil

7. Does the college publicise the expertise for consultancy service ?

Yes ☐

No ☒

If yes, give details.

8. Does the college have a designated person for extension activities ?

Yes ☒

No ☐

If yes, indicate the nature of the post.

Full-time ☐

Part-time ☐

Additional charge ☒

9. Indicate broad areas of the various extension activities of the college :
- | | | | |
|-----------------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| i. Community development | <input type="checkbox"/> | ii. Social work | <input type="checkbox"/> |
| iii. Health and hygiene awareness | <input checked="" type="checkbox"/> | iv. Medical camp | <input checked="" type="checkbox"/> |
| v. Adult education and literacy | <input type="checkbox"/> | vi. Blood donation camp | <input checked="" type="checkbox"/> |
| vii. AIDS awareness | <input checked="" type="checkbox"/> | viii. Environment awareness | <input type="checkbox"/> |
| Any others _____ | | | |
- Fund raising to help earthquake victims of Gujarat.
10. Are there any outreach programmes carried out by the college other than NSS & NCC for example Population Education Club, Adult Education, National Literacy Mission or any other ?
- Yes ☐ No ☒
11. How are students and teachers encouraged to participate in extension activities ?
- [College always encourages students and teachers to participate in various extension activities at their personal level.]
12. How does the college work and plan the extension activities along with NGO's and GO's ?
- (i) The blood donation camp was organized with the help of an NGO.
- (ii) Howrah District Consumers Protection Society held on 13/05/2003

Infrastructure and Learning Resources

1. Enclose the master plan of the college campus indicating the existing building and the projected expansion in the future.
Attached with the printed copy of this document.

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

2nd floor of the Science Block is to be constructed, covering an area of 1600 sq. ft. and the cost of construction will be 5.50 lakhs under U.G.C.'s 10th plan. The College Building Committee had approved the plan on 19.07.2003.

2nd floor of the Sudharani Women's Hostel will be constructed under MPLAD-2003 scheme worth Rs. 10 lakhs. The Computer Education Project will be accommodated in the newly constructed floor, with a full fledged Computer Lab.

Old shade will be demolished and a new 2-storied multipurpose building will be constructed under the financial help of the Govt. of West Bengal.

A plan for a women's hostel is placed to the U.G.C. for the grant of Rs. 20 lakhs under special scheme of the 10th plan of U.G.C. This proposed building will be built upon an acquired land, donated by a well-wisher. Extension of the old building first floor will be made out of the college fund. The proposed scheme worth Rs. 1.10 lakhs.

3. How does the college maintain its infrastructure?
College maintains its infrastructure through a) student's fees b) Self-financing courses c) donations d) Service contracts (Photocopier, Aquaguard, Computer)

4. How does the college ensure optimum utilisation of its infrastructure facilities?
Besides utilisation of its infrastructure during day time a) the college ensures usage of the building and offers building to non-govt. organisations for holding competitive examinations in Sunday and holidays, b) offers auditorium for different cultural and educational programmes for internal and external purposes.

5. Does the college encourage use of the academic facilities by external agencies?
Yes ☐ No ☒

6. What efforts are made to keep the campus beautiful and pollution free?
Best efforts are made for a) regular clearing
b) safe drinking water facility.

7. Is there an advisory committee for the library?
Yes ☒ No ☐

8. Is the library interconnected with other libraries for inter-library borrowing?
Yes ☐ No ☒

9. Is there a book bank facility in the library?
Yes ☐ No ☒

10. Are the following activities of the central library computerised ?
- i) Lending of books ☐
- ii) Purchase of books ☒
- iii) Lending of audio-visual Materials ☒
- iv) Book bank ☐
- v) Stock verification ☐

11. Provide the number of books / journals / periodicals that have been added to the central library during the last two years and their cost.

	Year before last 2001-2002		Year before 2001-2002	
	Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)
i. Text Books	1682	15,351.00	1168	60,221.15
ii. Other books	2016	2,396.50	1212	16,714.00
iii. Journals / Periodicals	24	240.00	24	840.00
	48	240.00	48	840.00

12. Does the library have the following facilities ?

- Reprography ☐
- Computers ☒
- Audio & Video Cassettes ☐
- Internet ☒
- Any other ☐

13. Furnish the following details :

Working days of the library
Working hour of the library
Total number of books in the library

6 days a week
6 hours a day (11-5).

14. Is there a central computer facility in the college? ☐ Yes ☒ No

If yes, give the configuration and other hardware and software details.

15. Give the working hours of the computer centre and its access on holidays and off hours. [Not available.]

16. How many departments of computers have their own? Give the configuration and details.

Only BBA department- 2 computers(PIV)

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years? [Not yet received.]

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

Newly installed, services contract.

19. What are the various health services available to the students, members of teaching and non-teaching staff of the college?
- Tie-up with reputed public health clinic for check-up of the staff. Tie-up with the West Bank Hospitals. Andul is being work-out and membership of Student-Health Home, Kolkata, has been obtained for the students of the College.

20. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.
- There are moderate facilities for equipments in Indoors & Outdoors sports. Future plan for a playground of our own on a land to be provided by the District Authority.

21. What are the incentives to our standing sports persons?
- Through endowment (private donor)

22. Give details of the participation of students during the last year at the university, State, Regional, National and international meets.

Outcome	Participation of students	
01 Qualifier	02	Regional
01	01	National
	-	International

23. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation? [Not available]

24. Give detailed of the hostel facilities available in the campus?
- A women's hostel, State Govt. not yet sanctioned the post of hostel staff.

25. Any other highlights.
- The college submitted the building proposal to UGC during tenth plan amounting Rs-3,81,480(sanctioned).

STUDENT SUPPORT AND PROGRESSION

1. Furnish the following details ::
 - * Percentage of students appearing for the qualifying exam after the minimum period of study :: 100%
 - * Drop out rate :: Nil
 - * Progression to employment and further study :: N.A.
 - * Prominent Position held by alumni :: Four meeting have been held by 31.07.03
2. How many students have passed the following examinations in the last five years ?
 - UGC-CSIR (NET) Examination
 - UGC-SLET
 - GATE
 - Indian Civil Services Examination
 - GRE
 - TOEFL
 - GMAT

[Data is not applicable]

3. Does the college publish its updated prospectus annually ?
 - Yes ☒
 - No ☐

If yes, what are the contents of the Prospectus ? [Prospectus enclosed.]

4. What kinds of financial aids are available to students from the central government, state government, the institution and others ? Give details.

[S.C. & S.T. scholarship from state government]

5. Mention the number of students who have received financial aid during the last two years :

Financial aid	Year before last	Year before
Merit scholarship	NIL	NIL
Merit-cum-Means	NIL	NIL
Scholarship	01	05

6. Does the college have an employment cell and a placement officer who offers career counseling to students ? No.

7. Do teachers participate in academic and personal counseling ? Give details.

[Participate at all levels]

8. How many students were employed through placement service during the last year ? N.A.

9. Does the employment cell motivate the students to seek self-employment ?

Yes ☐ No ☒

10. Does the college have an Alumni Association ?

Yes ☒

No. ☐

If yes, indicate the activities of the Alumni Association :

The Alumni Association organised a health check-up camp for the current students of the college on 29.09.2003

11. How are the policies and criteria of admission made clear to prospective students ?
By way of proper ventilation of policy decision to prospective students.

12. State the admission policy of the college with regard to overseas students :: N.A.

13. What are the support service given to overseas students :: N.A.

14. What are the recreational / leisure time facilities available to students ?

- i) In-door games
- iii) Nature Clubs
- v) Students Magazines
- vii) Audio-Video facilities
- ix) Essay writing
- xi) Poetry writing

☒
☒
☐
☒
☒
☒
☒

- ii) Out-door games
- iv) Debate Clubs
- vi) Cultural Programs
- viii) Dance/Music Competition
- x) Antakshari Competition.
- xii) Staging of drama

☒
☒
☒
☒
☒
☒
☒

[Annex-A-14-1 &
A-14-2]

ORGANISATION AND MANAGEMENT

1. Does the college have an efficient internal co-ordinating and monitoring mechanism ?
 If yes, give details : ☒ Yes ☐ No
2. Were any committee / external agencies appointed during the last three years to improve the organisation and management ?
☐ Yes ☒ No.
3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff ?
☐ Yes ☒ No
4. Is there a special committee for preparing the academic calendar ?
 If yes, give details :: Academic Sub-Committee.
☒ Yes ☐ No
5. During the last two years have all the decisions of the selection committee/general body been approved ?
☒ Yes ☐ No
6. Does the college conduct professional development programs for non-teaching staff ?
 If yes, give details :: Introduction of Group Insurance Schema and Health Card (Teaching and Non-Teaching Staff)
☒ Yes ☐ No
7. What is the current tuition and other fee structure ?
 [Please see the Current College Prospectus
 Govt. Notification enclosed Annexure-]
8. Have there been changes in the tuition and other fees during the last three years, give details.
 Yes, from 2002-2003 new fees structure approved by D.P.L. And Government of the West Bengal (Higher Education)
9. Furnish the amount spent under the various heads of expenditure last year.
 [Vide annexure below]
10. During the last two years did the college have an excess/deficit budget ?
☒ Yes ☐ No

11. Is there an internal audit mechanism ?

Yes ☐ No ☒

12. What are the various welfare programs of the college ? Give details.

- a) Establishment of WBES coaching center at the college submitted to the Govt.
b) Introduction B.Sc., Stream with Statistics, Mathematics and Computer Science submitted to D.P.T.

13. Is there a grievance redressal cell in the college ?

Yes ☒ No ☐

If yes, how does it deal with grievances of the employees and others ?
It interacts deeply.

14. List the various loans available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available ?

a) Provident Fund Loan.

b) Employees Co-operative Loan.

Any teaching and non-teaching member appointed on substantive posts can avail of the P.F. Loan from their P.F. Account upto seventy five percent of their total deposit.

Non-teaching staff can take loan from their Employees Co-operative Association.

15. Any other highlight ?

Health cards (both T.S. & N.T.S.)

have been issued by West Bank Hospital, Andul, Kharakh.

HEALTHY PRACTICES

4.16

1. Has the college adopted any mechanism / process for internal quality checks ?
- If yes, give details : ☒ Yes ☐ No

Internal quality of the college is regularly checked up by :-

- a) Proper sub-committees for this purpose.
- b) Students Union.
- c) Teachers Council.
- d) Non-Teaching Staff Council.
- e) Security Staff.

2. Is the college sensitised to latest managerial concepts such as strategic planning, team work, decision making and computerisation ?
- ☒ Yes ☐ No

3. Does the college have

- * Twinning programs.
- * Students Exchange Programs :- Students are sent to participate debate, Essay, Dance, Srutinatuk and Music competitions held in Different colleges

* MoU's with :-

- * Industries.
- * Research Organisations :-

Hayrak Foundry Association

4. What are the national / international linkages established by the college for training and research ? NIL

5. How does the college strengthen the regular academic programs through other complementary system like self-financing courses, non-formal mode and distance education ?

- 1) Self Financing Courses : (a) B.B.A.

- (b) Vocational : i) Travel & Tourism
ii) Interior Decoration & Beautification.

- 2) Distance Education : Netaji Subhas Open University Study Center (UG & PG)

6. What are the practices of the college to impart value based education ? NIL.

7. How does the college inculcate civic responsibilities among the students ? Teachers, Non teaching and student representative always inculcate civic responsibilities among the students at large through different programs.

8. What are the effects of the college towards allround personality development of the learners ?

Our learners develop their allround personality through :-

- a) Sports facilities.
- b) Regular Cultural Programmes.
- c) Debate, Essay, Dance, Drama and Music Competition.
- d) Inter-college Sports meet.
- e) Youth Parliament.

9. How is the college geared to achieve its specific goals and objectives ?

All round effort to achieve its respective goals and objectives are always initiated by the college with the help of its Teachers, Non-teaching Staff and students under the guidance of Principal and Governing Body.

10. What are the efforts of the college to bring in "community orientation" in its activities ?

Howrah District Consumers Protection Society held on 13/05/2003.

11. Indicate the efforts of the college to promote general / transferable skills among the students such as :-

- a) Capacity to learn :- Involvement of students in libraries, field and classrooms.
- b) Communication skills.
- c) Numerical skills.

d) Use of information technology :-

- Availability of Internet facility in Library.
- The college is going to launch a programme of compulsory computer literacy for all the students of the college. It will surely enhance the scope of the students for further higher education or employment.

e) The college always develops a team spirit and individual upliftment among the students as an essential part of the society through its allround teaching methods and time to some different cultural and sport activities.

12. Any other college specific innovations which have contributed to its growth. Guardian's meet (departmental) with the teachers & Principal of the college.

SUMMARY :-

[5.0 – 5.11]

- Curricular Aspects. [5.1]
- Teaching – Learning and Evaluation [5.2 – 5.3]
- Research, Consultancy and Extension [5.4]
- Infrastructure and Learning Resources [5.5 – 5.6]
- Student Support and Progression [5.7 – 5.8]
- Organisation and Management [5.9]
- Healthy Practices [5.10 – 5.11]

CURRICULAR ASPECTS

There is a limited and eclectic choice subject at the undergraduate level. Students have limited scope to exercise their elective options. The Vocational Course has been undertaken to suit the complex job market. The College follows a multidisciplinary approach in that Honors and pass degree course students are allowed a limited number of subject combinations. At present the college is equipped with seven teaching departments. All undergraduate courses are affiliated to Calcutta University. The College authorities are abreast of the developments regarding UGC's suggestion to Universities to effect a revision of their under graduate course syllabus. We are also aware of the fact that the UGC and University have attached model syllabus for all 32 subjects taught in Indian Universities and Universities have been asked to revise, upgrade and overhaul their syllabus, wholly or partially along the lines of the model provided. The Universities given their autonomous status, can also bring in changes in course content in accordance with societal needs. In such situation, we are looking forward to alternations in curricular design of degree courses and expect that such changes will modernise the traditional courses of higher education and equip our students to be more in tune with the rapidly changing times and competitive job market. Teachers in Bengali, Education, Commerce, Political Science, History and English have already attended workshops where impending changes in syllabus have been discussed and deliberated.

TEACHING, LEARNING AND EVALUATION

In this College students we admitted in to various courses according to their merit and academic record. The cut-off marks are generally 50 % in subject. However, there is no provision for assessing student's knowledge and skills after admission. This College provides bridge and remedial courses to the educationally backward students. The remedial courses were continued upto 2000-01 session with UGC Grant released for the purpose. It may further be continued if similar funds are available. The advanced learners are challenged to work ahead of the rest through their achievement in subsequent examinations.

At the beginning of the academic session, the teachers of various departments are encouraged to make a teaching plan by distributing the respective syllabus reorganized into different modules. This syllabus is utilized according to a teaching schedule. After monitoring, mid-term corrections are made in the 1st year before half-yearly and annual examinations and in the 2nd year before test examination. Special classes are held even after test examinations for enrichment, revision and make-up (if any) of the contents of each subjects. Not only this, the College supplements the lecture method with subject-wise (1) Panel discussion (2) Debate (3) Seminar/Discussions etc.

The evaluative methods are communicated to the students at the beginning of the academic session and the College monitors the overall performance of the students through departmental unit tests which are held through out the year apart from half-yearly, annual and test examinations. After each examination evaluated answer scripts are shown to the students and necessary guidance given.

As far as the recruitment of teachers are concerned full-time teachers are recruited by the Governing Body through W.B.C.S. commission. New teaching positions (full-time) are created by the State Govt. on the basis of subject-wise requirement of the College and availability of their funds. However, the College have the freedom and resources to appoint and pay temporary / adhoc (part-time) teaching staff as per requirement of the Governing Body through interview conducted by a Selection Committee. Teaching Staff are recruited from the same state where the College is located.

Teachers are encouraged to participate in national seminars and conferences. Moreover, there is a system of self-appraisal method by which the teachers are encouraged to evaluate their performances. There is also a system of obtaining student's appraisal about teachers through specific format.

The College also organises UGC sponsored seminars at least one per year. The teachers spend about 45 minutes on average every class. Full-time teachers take at least 25 classes per week while part-time teachers take 6 classes per week. The College had 238 working days and 184 direct teaching days in the year 2002-03 (July to June). The ratio of full-time teachers to part-time teachers are as follow : B.Com (2:9) and B.A.(1:2 or 3),ratio of teaching staff to non-teaching staff is 8:12 along with part-time teachers. Percentage of classes taught by full-time faculty is 59.6 % where that of part-time faculty is 41.4 %.

The College is going to launch shortly a programme of compulsory computer literacy for all the students of the College as soon as the necessary infrastructure are available out of a grant of 10 lakhs provided through M.P.L.A.D. Scheme. It will surely equip the students for a brighter future and enhance their scope for further higher education or employment.

RESEARCH CONSULTANCY AND EXTENSION

The college is primarily an Undergraduate Degree College. Here some if the faculty members possess M.Phil. Degrees, even a few of the guest lecturers are working on their doctoral theses. However, the research skills of the faculty cannot be utilised in guiding research scholars or operating projects. With a few departments not enjoying their full faculty strength, the teachers are constrained to involve themselves in direct teaching for a larger share of their schedules.

A Research Committee chaired by the Principal of the college has approved a couple of proposals for Major Research Projects. It is also in the process of approving the proposals for some Minor Research Projects.

Extension Activities in the college are carried out with the voluntary efforts of teachers and students though there is no faculty member assigned particularly for the job. A Blood Donation Camp was organised on 22nd March, 2003 in collaboration with an NGO. A Medical Camp, a Health and Hygiene Awareness camp and an Environment Awareness Programme are also being contemplated. The faculty is enthusiastic to plan and execute many more. Such programmes and takes care to ensure that participation from the students and involvement of the local people are at their best.

The Students of the college participate in the NSS activities like Planting Tree, Imparting Education and Distributing Food and Clothes to the underprivileged. In the year 2001, the students of the college collected money to the tune of Rs 1000/- for the earthquake stricken people at Bhuj, Gujrat and the donation was made to the Prime Minister's Relief Fund on behalf of the College.

This is a newly established institution that is endeavoring hard to build on its potentials and reach certain goals like setting up of academic research programmes and establishing consultancy services. For this more resources- both infrastructural and human need to be generated and optimised utilisation of their potentials is required.

INFRASTRUCTURE AND LEARNING RESOURCES

The college shares in infrastructure with two other separate full-fledge campus within 100 yards radius. As such, the college, continuously adjusting to its contextual demands, has constraints in meeting many growing demands. There are serious infrastructural constraints of space and constraints of modern equipment's. Another major cause of concern is the resources crunch.

The college is trying hard to overcome the limitations, regarding the physical infrastructure, by augmenting funds for adding new storeys for the existing building as well as constructing new ones. The college acquired a land of 18 kata, donated by a well wisher, after providing adequate compensation to the old settlers. We have a plan to construct a new building on the vacated plot.

The college is not in position, for the time being, to encourage the use of the academic facilities by the external agencies.

The college tries to keep the campus green with planting of trees, as well as the open space is available. The toilet of both staff and students are regularly cleaned with disinfectant. The classrooms are kept free of dust, by everyday sweeping.

Further the library facilities need to be improved. Although the library does not have a separate reading room, it is reasonably updated with a total of 6078 subject related books. The problem areas are basically a lack of shortage space and lack of adequate staff. The lack of shortage space has been dealt with by improvising various measures. For instant, certain basic reference books mainly in lab based subjects have been sent to the respective departments, such as Geography and Mathematics. These departments thereby develop a separate stock of subject books (an average of 25-40 books) which are stored in departmental almirahs (specially provided for the purpose). Such a departmental collection of books serves several purposes.

Firstly, it eases the space shortage problem in the library; secondly, departmental teachers can make use of the books in their collective possession to prepare class lectures or even occasionally distribute them among their students on a demand- oriented basis. Due to lack of adequate staff, stocktaking of books is conducted at intervals of two years. Another problem has been that the lack of technical library staff has made it difficult to build an efficient cataloguing system with the growing number of newly acquired, unprocessed books. However, measures will be initiated to tackle

the backlog very soon. It is also necessary to update the library with a storehouse of periodicals.

The college is not in a position to provide spacious library reading room. It also lacks modern documentation centre. The college has no plan of modernization independently of the whole college campus because of the lack of funds.

There is an advisory body for the college library, which serves as a monitoring authority in regard to purchase of books and proper maintenance of the library. The library remains open for both the students and the staff round the clock during working days of the college.

It is true that infrastructural disabilities have not impeded the progress of normal institutional operations, efforts are being made to improve on the perceived areas of weakness. In the near future, we hope to make some headway in dealing with the infrastructural problems and addressing the critical issues with the right kind of solutions, with a combination of expertise, experience and commitment, through collaborative dialogue. Efforts must be made to generate funds to build proper infrastructural facilities and optimise our resources. The college also intends to chalk out proposals for mobilising its machinery and managing its resources more efficiently to upgrade the standard of education imparted. Future plans with specifications and a time frame to upgrade equipment are also on the anvil.

The establishment of a computer centre is on the anvil. We are poised to acquire a few computer sets, with which, we will be able to initiate a computer centre in the college.

We are on the way of starting a regular clinic in the college and a tie-up with a major private hospital for time health check-up of the staff and students of the college are in the stage of negotiation.

The participation of our students in state and regional level sports-meet are not very encouraging. Even then, some student's performance creditable in the university-meets. These successful sports-persons are felicitated with citation by the college authority.

There is no workshop or centre for instrumentation in the college.

Committed to the ideal of building up educated and responsible citizen, we have been making efforts to overcome the obstacles on the way and forge ahead with a positive content of faith. The resilience and co-operation of the college community has so far weathered the problems of scares resources and the lack of provisional aid in the form of not enough class rooms and equipment. We hope that, a bright future for our students will provide a vindication of our collective efforts.

STUDENTS SUPPORT AND PROGRESSION

So far as the percentage of students appearing for the qualifying examination after a minimum period of study is concerned; it has been noticed that it is highly satisfactory because 100% students are appearing in the Annual examination i.e. qualifying examination after study of one year. Student drop out rates are 33.75% and 0.02% for Arts and Commerce streams respectively and that is because of taking transfer to other colleges within few months after taking admission to first year class. Data are not available in respect of progression of employment and further study.

Data are not available about number of student passed in UGC-CSIR, GRF, and GMAT etc. examination in last five years.

Upgraded prospectus is published annually containing detailed Information about the members of Governing body, College profile, Course Offered, Course contents with mark allotment. Academic Calendar, Admission procedure, Monitoring and Evaluation of students performance, Co-curricular activities, Extension activities, Sports and Games, Library, Vocational Courses, Computer facilities, Grievance Redressal Cell, Alumni Association, Special facilities, Scholarships and prizes, Result of University examinations, Rules & Regulation of the college, Fees Structure, Teaching and Non-teaching Staff, List of Holidays.

Meritorious students are encouraged and honored with eight types of Scholarships stipends in each. Free studentship facilities are also granted. SC and ST Scholarships of State Government are also given to concerned students.

During last two years, any student has not received any merit scholarships.

The college does not have an employment cell or placement officer. If students seek advice of teachers after completion of Graduation Course at personal level, certainly teachers co-operate in the respect.

Teachers certainly participate in academic and personal counseling of students on the basis of their need and requirement and not on a routine basis.

Number of students employed through placement service is irrelevant since there is no placement cell or officer.

Teachers always motivate students for seeking self-employment taking into consideration the unemployment scenario of the country as in the state.

The college has just formed an Alumni Association. It is just on the way of setting out future course of action.

It is always made clear to prospective students that on the basis of merit list students are admitted. The merit list is prepared on the basis of performance of students in the just proceeding examination in Higher Secondary of equivalent examinations.

There is no specific admission policy of the College with regard to international students, since no such student has been admitted so far, but the college is very liberal in this matter.

The question of support service to international students does not arise because of non-admission of such students till date.

Following are the recreational / leisure time facilities which are available to students.

- (i) Indoor Games, (ii) Outdoor Games, (iii) Debate Clubs,
- (iv) Nature Clubs, (v) Student Magazine, (vi) Cultural Programs,
- (vii) Dance / Music Competition, (viii) Essay / Poetry Writing
- (ix) Antakshari, (x) Drama.

ORGANISATION AND MANAGEMENT

The College has several Committees with a distinct frame of reference to ensure efficiency of institutional management. The overall functioning of the College is monitored by the Governing Body, which is constituted in accordance with the C.U. First Statutes 1979, CttVII (Governing Bodies of Colleges), clause 97 (Powers and functions of the Governing Body). Other Committees constituted to look in to specialised aspects of College functioning are the Finance Committee, Academic Sub-Committee, UGC Sub-Committee, Library Sub-Committee, Students Activity Sub-Committee

Building Sub-Committee, Examination Sub-Committee, SC/ST Standing Committee, Grievance Redressal Committee, Dr. Kanailal Bhattacharyya Birth/Death Day Celebration Committee, Academic Calendar Sub-Committee, Faculty Development Sub-Committee, Seminar Sub-Committee and the NAAC Sub-Committee.

The total numbers of non-teaching employee's vis-à-vis the volume and nature of service to be rendered has been perceived to be adequate. A continuous process of rationalisation of workload and re-allocation of staff among different departments and sections has been in operation in order to streamline the functioning of the institution. The average quality of administrative performance has been perceived to be satisfactory and conducive to the smooth day-to-day running of the institutional set-up. However, the quality of management techniques needs to be updated with this purpose, the college intends to broaden its perspective and negotiate channels to look into professional development programmes for the non-teaching staff so as to standardize, facilitate and expedite all office transactions and to optimize office performance. In fact, our non-teaching members are being persuaded to undertake computer courses at the computer center run by the college.

All constituents of the college can articulate their concerns through their respective representative associations. Other than the elected Students Union, recognised democratic associations of teachers and non-teaching employees are constantly helping the administrative with constructive service related suggestions and Co-operative responses.

OTHER HEALTHY PRACTICES

Internal quality of the college is regularly checked up by proper Sub-Committees, Teachers Council, Students Union, Non-Teaching Staff Council. The college is sensitized to latest managerial concepts, such as strategic planning, teamwork, decision making and computerisation. Students are regularly sent to attend different seminars held at various colleges. The college has signed Mou's with a number of industries, such as peerless and Techno India. The college strengthens the regular academic programmes with modern Self-Financing courses, such as the short term Vocational Training Course Programmes with the specific objective of career orientation of students in the age group 18-25. Travel and tourism, Interior Design and Beautification sponsored and recognised by the West Bengal State Council of Technical Education, Govt. of West Bengal.

The college remain alert to the necessity of value based education outside the classroom by arranging seminars for enlightenment of teachers, Non-teaching staff and students always inculcate civic responsibilities among the students at the large through different programmes. 'Voluntary Blood Donation' camps, exhibition on 'life and work' of Netaji Subhas Chandra Bose were organised in this direction. Our learners develop their allround personality through regular cultural programmes, such as debate, drama, essay writing, dance and music competition together with inter college sports meet.

Allround efforts to achieve its respective goals and objectives are always initiated by the college with the help of its teacher, non-teaching staff and students under the guidance of Principal and Governing Body. Students are involved in libraries, field and classrooms. The college always endeavors to foster team spirit and individual upliftment among the students as an essential part of society through its all-round teaching methods and activities.

The college has specific innovation and route map for its growth that are reflected in the following: -

i) Introducing self-financial course

Bachelor degree in Business Administration and Vocational Courses like Travel and Tourism, Interior Design and Beautification have already been introduced to meet the Financial crisis of the college.

- ii) Hostel accommodation for distant girls' students.
The college has recently build-up Sudharani Women's Hostel on the 18 kathas donated land. This women's hostel was inaugurated by Hon'ble Higher Education Minister Shri Satya Sadhan Chakraborty on 28 February 2001.
- iii) Availability of transport concession for the students.
- iv) Special assistance to socially and educationally backward Students.
- v) Computerisation of the office and library with Internet, website and multimedia facility.

Future plans include introduction of B.Sc. (General & Honors) courses in Computer Science, Statistics and Mathematics. One year certificate course in Fashion Designing, 10 bed Health Home, Certificate Course in Music, B.Ed. course for women, Physical Education Center for Women Studies, Provided there are enough funds in reserve after meeting regular commitments. The college can not remain oblivious of the social and environmental surrounding as emerging in the present time. We have thought it befitting to hold this seminar in our college dated 19-20 December 2004, to nurture the spirit of awareness. In the near future, we sincerely hope that we may do our bit in spreading environmental awareness. The NSS Units of the college have also contributed towards disseminating civic values and community orientation among the students.

CONCLUSION

The College proceeded to build-up Women's Hostel in the sweet memory of late Sudharani Das, beloved mother of Sri Bimal kr Das, Sri Sailen kr Das, Sri Sasanka Das and Sri Arun kr Das with the appropriateness it deserved. A major initiative spearheaded by the Principal of our college, Dr. Dilip kr Sahoo, led to the construction of Sudharani Womens Hostel on the 18 katas donated land of Sri Bimal kr Das and three other brothers under the financial sponsorship of UGC and Govt. of West Bengal. This Women's Hostel was inaugurated by Honorable Higher Education Minister Shri Satya Sadhan Chakraborty on 28th Feb 2001. This auspicious inauguration was accomplished with extensive coverage in the local and national media. Dr. Kanailal Bhattcharyya College has also provided the setting for a new NSOU (Netaji Subhas Open University) Study Centre. Regular teachings Facilities with modern teaching-aids are available at the authorized study Center of the NSOU. Dr.Kanailal Bhattacharyya College has also served as forum for various academic seminars (Annexuture) graced by distinguished city academicians

Notwithstanding the positive achievements, as we take stock of our performance as a college, in the year gone by, we must concede that much remains to be done although two separate campus (one at science block constructed under MPLAD scheme of shri Swadesh Chakraborty , M.P., Howrah) and second at the annexes building under the MPLAD scheme of Ex. M.P. Shri Eikram Serkar, have already been completed. In spite of this we are trying our best to shoulder our responsibilities adequately. The college provides its students with the best of facilities within its resource. Infrastructural difficulties are not allowed to hamper educational and examination services.

We realise that changing situation and the current stress on 'holistic education' imparting composite knowledge has spawned a gamut of issues which an educational institution must understand and structure its agenda accordingly. In spite of a continuing battle against heavy odds, the college authorities have a commitment to affirmative actions to combat the funds crunch, various resource procurement schemes aimed at increasing college revenue are under consideration. Self-financing courses like Bachelor degree in Business Administration and vocational courses like Travel & Tourism have already been in progress to meet the financial crisis of the college. There is a need for more efficient space utilization as well. Governing Body meetings are held at reasonable intervals (two-three months

gap) where, in addition to deliberating upon immediate issues, objective appraisals are made for short term - long term requirements of college. However, efficiency and improved performance in any institution comes for a consistently applied intelligence that produces small feasible innovation carried out by participants at all levels. We will have to create condition where initiative and enterprise are widely diffused, since change is not the consequence of the actions of a few, but all involved participants.

Dr. Kanailal Bhattacharyya College is an institution with a checkered history, an example of struggle for existence. The college will continue to epitomise the very essence of Netaji Subhas Chandra Bose's, vision of higher education and upliftment of the society at large. Students spanning one and half decade have graduated from the college having mastered a set of skills, a body of knowledge. It is our cherished goal to see the fruits of our labour in the maturation of our students into well-groomed, well-placed, confident and self-reliant members of society, who have carved a place for themselves in the vagaries of an increasingly competitive and futuristic world.

The foundation of our institutional tradition lie embedded in imparting quality education to male-female students from all strata of society including SC/ST whether financially privileged or deprived, whether socially advanced or backward - a tradition sought to be preserved and strengthened with time. Treading the revered path marked out by Netaji Subhas Chandra Bose, we hope that in the years ahead, our students will emulate the activist role of our Netaji in countering social maladies.



UNIVERSITY GRANTS COMMISSION
Bahadurshah Zafar Margh
New Delhi-110 002.

22nd October, 1994.

No. F. B-48/87 (CPP-1)

The Registrar
Calcutta University
Calcutta-700 073.

Sub :: Inclusion of College under Section 2 (f)/12-B
of the UGC Act, 1956.

Sir,

I am directed to refer to your letter No. UGC/1669/L-B dated 14th December, 1993 on the subject cited above and to inform you that the following college has been included in the above list under the head "Non-Govt. College teaching up to Bachelors Degree" as detailed below :-

<u>Name of College</u>	<u>Year of Estt.</u>	<u>Remarks.</u>
Dr. Kanailal Bhattacharya College, Dharmatala Howrah-711 104.	1985	The college has been declared fit to receive central assistance from UGC and other central sources under Section 12-B of the UGC Act, 1956.

Yours faithfully,

Sd/-
(R.L. Sondhi)
Under Secretary.

Memo No. UGC/1635-1636/L-8, dated 09.11.1994.

Copy forwarded for information and necessary action to :-

- 1) The Principal, Dr. Kanailal Bhattacharyya College, Dharmatala, Santragachi, Dist. Howrah, Pin : 711 104.
- 2) The Inspector of Colleges, Calcutta University, Calcutta-700 073.

Copy 11/94
Sr. Superintendent,
UGC Section,
Calcutta University.

Details of the last two batches of students

A-2

	2000 -2001				2001 -2002			
	YEAR OF ENTRY			PG	YEAR OF ENTRY			
	UG		TOTAL		UG		TOTAL	
	Part-I	Part-II			Part-I	Part-II		
Admitted to the programme (Entry Year)	B. A. (H) B. A. (G) B. Com. (H) B. Com. (G)	37 84 38	16 23 21	N.A.	B. A. (H) B. A. (G) B. Com. (H) B. Com. (G)	56 116 34 46	31 52 15	N.A.
Appeared for the final year Examination	B. A. (H) B. A. (G) B. Com. (H) B. Com. (G)	37 83 38	16 23 21	N.A.	B. A. (H) B. A. (G) B. Com. (H) B. Com. (G)	54 93 27 24	30 52 15	N.A.
Passed in the final Examination	B. A. (H) B. A. (G) B. Com. (H) B. Com. (G)	35 53 13	16 23 21	N.A.	B. A. (H) B. A. (G) B. Com. (H) B. Com. (G)	31 51 27 13	29 35 13	N.A.
Passed in first class	NIL			N.A.	NIL			N.A.
University ranks, if any	NIL			N.A.	NIL			N.A.

**DR. KANAILAL BHATTACHARYYA COLLEGE
SANTRAGACHI
HOWRAH-711 104**

**Statutory Audit Report For The
Year Ended 31st March, 2002**

**S. R. BARASIA & ASSOCIATES
CHARTERED ACCOUNTANTS
3, Dr. Abani Dutta Road
Howrah-711 104
Ph.: 2665-1250**

To
The Director of Public Instruction,
West Bengal, Govt. of West Bengal,
Education Directorate,
Bikash Bhawan, 8th Floor,
Kolkata – 700 091.

**Sub : Audit of accounts of DR.KANAILAL BHATTACHARYYA
COLLEGE, Santragachi, Howrah, Pin: 711 104 for the
Year Ended 31st March 2002.**

Dear Sir,

We report that we have audited the attached Balance Sheet as at 31.03.2002, the Income & Expenditure Account and Receipts & Payment Account for the year ended as on that date. We have also gone through the attached schedules of the College with respect to the books of Accounts, vouchers and other relevant records and documents maintained by the College as was produced before us. The schedules and statements attached herewith are in agreement with the books of accounts.

In our opinion and according to the best of our knowledge and belief, and as information and explanation given to us and subject to the observations given below the Balance Sheet, the Income & Expenditure Account and the Receipts & Payment Account have been properly drawn up. The Balance Sheet shows the state of affairs of the College as at 31.03.2002 and in case of Income & Expenditure the excess of Income over expenditure for the year ended as on that. The Receipt & Payments Account reflects all the transactions concerned for the year and exhibits a true and fair view.

OBSERVATION: -

A-3.3

1. Cash and Bank Balance :

- A. Bank balance as revealed by the Bank Book/Statements as on 31.03.2002 have been found to be in agreement with the cash book balance and/or reconciliation as on that date. It will be preferable to maintain the separate bank accounts for each found.
- B. Cash balance of Rs. 39,840.85 as on 31.03.2002 could not be physically verified by us on the date as we took up the audit at a much later date. The balance shown by the book has been taken as correct as the same is certified by the management. Further it is not advisable to maintain large amount of cash as balance.

2. Fixed Assets :-

The College has its own building and land for which rates and taxes have been paid to the appropriate authority during the year.

No physical verification of Fixed Assets has been made by the management during the year.

- 3. A. The College does not maintain employee-wise Accounts for the provident fund. The total of those Accounts are not tallied with the General Ledger figure and the balance with the treasury as on 31.03.2002. Further steps had not been taken in order to reconcile the figures as on 31st March, 2002.
- B. The College will be accounting for the interest on provident fund in the process of reconciliation.

4. The College maintains all collections from student on cash basis. The College does not take into account the outstanding fees receivable from students and any advance received in these accounts as on the closure of the accounting year.
5. The College has not taken any fire and burglary Insurance for the assets. Taking up of fidelity insurance and cash-in-safe may also be considered for the safety and prevention of loss of the Assets of the College. We are thankful to the College authority and the Employees for extending all possible help and co-operation at the time of conducting the audit.
6. The College does not maintain vouchers for Expenses in proper order. The vouchers are neither authorized for payment nor the receiver's signature is available on the vouchers they are not serially numbered.
7. Provident Fund challan of Rs. 17,877/- paid on 17,10,2001 was not available.
8. The Vocational and NSS fund Account was not presented to us for verification.

RECEIPT AND PAYMENT ACCOUNT FOR YEAR ENDED ON 31st MARCH 2002

[illegible]

DR. KANAILAL BHATTACHARYA COLLEGE

SANTRAGACHI, HOWRAH-711 104

RECEIPT AND PAYMENT ACCOUNT FOR YEAR ENDED ON 31ST MARCH 2002

A-3.8

RECEIPT	AMOUNT	PAYMENTS	AMOUNT
B/F	??	B/F	??
University Exam. Fees	59,130.00	Night Guard	240
Library caution Money	4,750.00	Repayment of H.B. Room Form	5,220.00
Admission Fees	9,115.00	B.Ed. Registration	120
Miscellaneous Fees	6,560.00	Medical College	5,000.00
University Form	3,060.00	Building Registration	480
Cultural	36,180.00	Sports Affiliation Fees	700
Transfer From Bank of India	667,044.00	Minor Research Grant	610
Provident Fund Realised From Staff	200,000.00	Vocational Grant	19,200.00
Provident Fund Loan Recovered	540,975.00		1,000.00
Income tax Deducted at Source	34,950.00		
Professional Tax Deposit Account	137,918.00	Audit Fees	3,631,306.55
Withdrawn From Provident Fund A/c	19,848.00	Provident Fund Deposit into Treasury	2,000.00
LIC Amount Released From Staff	107,000.00	Profession Tax Deposit	585,154.00
Interest A/c	48,204.00	University Exam. Fees	20,588.00
Advanced Recover From Staff	1,969.00	Transfer to Seminer	16,040.00
Donation	261,000.00	Transfer to SBI	50,448.00
Mino-Research Grant From U.G.C.	42,104.00		200,000.00
U.G.C. Grant (Library Building)	18,200.00		
U.G.C. Grant (Women's Hostel)	150,000.00	<u>MEETING EXPENCES</u>	
Form	500,000.00	Taxes	480
Registration Form	8,775.00	University Exam. Fees	35,125.00
	3,130.00	Books From U.G.C. Grant	60,221.15
		Life Insurance Premium Deposit	51,446.00
		Income Tax Deposit	137,018.00
		Provident Fund Loan Paid To Staff	107,200.00

DR. KANAILAL BHATTACHARYA COLLEGE SANTRAGACHI, HOWRAH-711 104

A-37

RECEIPT AND PAYMENT ACCOUNT FOR YEAR ENDED ON 31ST MARCH 2002

RECEIPT	AMOUNT	PAYMENT	AMOUNT
B/F	??	B/F	??
Govt. Grant for Womens' Hostel	663,000.00	Transfer to Dev. Fund	19,101.00
Refund of HMC Tax	4,140.00	Service Charges	800
Remedial Grant for U.G.C.	45,000.00	Saraswati Puja	14,825.00
U. Exam. Grant	8,380.00	Prize	1,658.75
Recovery of H.R.A.	3,030.00	U. Examination Form	3,610.00
Recovery Of H.B. Loan	5,220.00	Transfer To Buildi. Women's Hostel)	242,484.00
Trans. from Dev. Fund A/c	33,000.00		

CLOSING BALANCE AS ON 31.03.2002

Cash in Hand	39,840.85
State Bank of India	20,000.23
Bank of India	41,055.65
Building (Women's Hostel)	1,650,891.00
Transfer to Remedial Fund	25,125.00
Professional Charges	2,525.00
Mlgrtion Fees	40
Pump	5,000.00
Refund of Fees	50
Caring Charges	785
Registration Form	3,500.00
Advertisement	650
Cultural Function	19,525.00

6,987,203.18

6,987,203.18

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-711 104
BALANCE SHEET AS AT 31st MARCH 2002

A-3.10

<u>LIABILITIES</u>	<u>AMOUNT</u>	<u>ASSETS</u>	<u>AMOUNT</u>
<u>GENERAL FUND</u> Schedule "A"		<u>FIXED ASSETS</u> Schedule "I"	2,517,312.35
<u>PROVIDENT FUND</u> Schedule "B"		<u>OTHER ASSETS</u> Schedule "J"	1,793,188.00
<u>OTHER LIABILITIES</u> Schedule "C"		<u>PROVIDENT FUND LOAN A.C</u> Schedule "K"	9,728.00
<u>REGISTRATION FEE DUE TO C.U.</u> Schedule "D"		<u>PROVIDENT FUND INVESTMENT</u> Schedule "L"	2,472.00
<u>LIBRARY CAUTION MONEY</u> Schedule "E"		<u>OTHER FUND INVESTMENT</u> Schedule "M"	23,080.00
<u>EXAM. FEE TO BE DEPOSITED</u> Schedule "F"		<u>GOVT. GRANT RECEIVABLE</u>	27,392.00
<u>BUILDING FUND</u> As per last Balance Sheet Addition by Contra against Inter received by this year		<u>CASH & BANK BALANCE</u> Schedule "N"	1,672.04
			2,729,754.10
			3,350.00
			563,645.00
			1,223,707.00
			60,711.27
			232,552.00
			100,896.73

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-711 104
BALACE SHEET AS AT 31st MARCH 2002

A-3.11

<u>LIABILITIES</u>		<u>AMOUNT</u>	<u>ASSETS</u>	<u>AMOUNT</u>
B / F		??	B / F	??
<u>UNION FUND</u>			<u>ADVANCE TO STAFF</u>	
As per last Balance Sheet Addition by Contra against Interest received by this year		785.22	Schedule "o"	1,500.00
<u>GRANT UNUTILISED</u>				
Schedule "G"		305,756.85		
<u>LIABILITIES FOR SALARY</u>				
Schedule "H"		234,496.00		
Development Fund		336.64		
		<u>4,916,221.10</u>		<u>4,916,221.20</u>

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-711 104
AS 31ST MARCH 2002

A-3.12

SCHEDULE "A"

General Fund

Balance as on 01.04.2001
 Add. Excess of Income Over Expenditure

1,999,227.91
 1,318,084.41
2,517,312.35

SCHEDULE "B"

Provident Fund

Balance as
 Add. Staff Contribution

1,252,213.00
 540,975.00
1,793,188.00

SCHEDULE "B"

Other Liabilities

Staff Security Deposit
 Audit Fees
 Professional Tax
 Life Insurance Premium

Balance as on 01.04.2001	Addition	Deduction	Balance as on 31.3.2002
500			500
9,198.00	3,985.00	2,000.00	9,130.00
838	19,848.00	20,588.00	98
3,242.00	48,204.00	51,446.00	??
11,755.00	72,007.00	74,034.00	9,728.00

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-711 104
 AS 31ST MARCH 2002

A-3.13

SCHEDULE "D"

Registration Fees

Balance as on 01.04.2001

Add: Received

Add: Registration Form

Less: Paid

Less: Registration Form

SCHEDULE "E"

Library Caution Money

Balance as on 01.04.2001

Add: Contribution during the year

SCHEDULE "F"

Examination Fee

As per last Balance Sheet Collection

During the year

Less: Deposit during the year

Less: Deposit during the Year

316

18,566.00

3,130.00

22,012.00

16,040.00

5,972.00

3,500.00

2,472.00

18,330.00

4,750.00

23,080.00

1,387.00

59,130.00

60,517.00

33,125.00

27,392.00

60,517.00

DR. KANAILAL BHATTACHARYYA COLLEGE
SANTRAGACHI, HOWRAH-711 104

A-3.14

AS 31ST MARCH 2002

SCHEDULE "G"

<u>Grant Utilized</u>	
Building (Women's Hostel)	53,955.00
U.G.C. Grant for Women's Hostel	500,000.00
Govt. Grant for Women Hostel	663,000.00
	<hr/>
Less: Utilized	1,216,955.00
	<hr/>
	1,216,955.00
	<hr/>
	Nil
	<hr/>
UGC Grant (Library Building)	150,000.00
Add: This Year	150,000.00
	<hr/>
	300,000.00
	<hr/>
Books Grant	15,000.00
Less: Utilized	15,000.00
	<hr/>
	Nil
	<hr/>
Books & Equipments Grant from UGC	65,000.00
Less: Utilized	60,221.15
	<hr/>
	4,778.85
	<hr/>
Furniture Grant	15,000.00
Less: Utilized	14,020.00
	<hr/>
	980

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-711 104
AS 31ST MARCH 2002

A-3.15

SCHEDULE "H"

Liabilities for Salary (Payable)

Balance as on 01.04.2001
 Add: Salary Payable During the Year
 Less: Salary paid during the Year

125,793.00
2,731,748.00
 2,875,541.00
2,623,045.00
234,496.00

SCHEDULE "J"

Security Deposits

Calcutta Telephone (as per last year)
 Calcutta Electric Supply Corporation
 (as per last year)

2,000.00
 1,350.00
3,350.00

SCHEDULE "K"

Provident Fund Loan Account

Balance as on 01.04.2001
 Add: Loan Paid during the year

491,595.00
107,000.00
 598,595.00
34,950.00
563,645.00

Less: Loan Recovered during the Year

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-711 104
AS 31ST MARCH 2002

A-3.16

SCHEDULE "L"

Provident Fund Investment
Balance as on 01.04.2001
Add : Deposit during the year

Less : Withdrawn during the year

745,553.00
<u>565,154.00</u>
1,330,707.00
<u>107,000.00</u>
<u>1,223,707.00</u>

DR. KANAILAL BHATTACHARYA COLLEGE

A-3.17

SANTRAGACHI, HOWRAH-711 104

AS ON 31ST MARCH 2002

SCHEDULE "I"

Particulars	Opening Balance as on 01.04.2002	Additional During the Yr.	Total	Rate of Depreciation	Depreciation	Closing Balance as on 31.03.2001
Free held Land	53,000.00		53,000.00			53,000.00
Lease Hold Land	154		154			154
Building (Old)	48,418.00		48,418.00	10%	4,841.00	43,577.00
Electrical Installation	5,494.00		5,494.00	15%	824	4,670.00
Furniture	110,338.00	14,020.00	124,358.00	15%	18,653.70	105,704.30
Books	12,837.00	16,714.00	29,551.00	25%	7,387.75	22,163.25
Type Writer	462		462	20%	92.4	369.6
Building (New)	447,273.00	700	447,973.35	10%	44,797.00	403,176.35
Water Pipe Line	1,892.00		1,892.00	25%	473	1,419.00
Black Board	354		354	15%	53	301
Wall Clock	36		36	125%	9	27
Fan	7,900.00		7,900.00	25%	1,975.00	5,925.00
Books from U.G.C. Grant	45,685.00	60,221.15	105,906.15	25%	26,476.55	79,429.60
Xerox Machine	55,200.00		55,200.00	40%	22,080.00	33,120.00
Notice Board	160		160	15%	24	136
Furniture from U.G.C. Grant	5,439.00		5,439.00	15%	816	4,623.00
Pump	6,000.00	5,000.00	11,000.00	40%	4,400.00	6,600.00
Sports Goods	7,500.00		7,500.00	25%	1,875.00	5,625.00
Building Women's Hostel	284,107.00	1,893,375.00	2,177,482.00	10%	217,748.00	1,959,734.00
	1,062,249.35	1,990,030.15	3,082,279.50		352,525.40	2,729,754.10

DR. KANAILAL BHATTACHARYA COLLEGE

A-3.18

SANTRAGACHI, HOWRAH-711 104

AS ON 31ST MARCH 2002

DETAILS OF OTHERS FUND INVESTMENT AS AT 31ST MARCH 2002

SCHEDULE "M"

INVESTMENT	BALANCE AS ON 01.04.2002	ADDITIONAL DURING THE YR.	DEDUCTION DURING THE YR.	TRANS	BALANCE AS ON 01.04.2002
Reserve Fund	50,000.00				50,000.00
Building Fund	828.17	460.24			1,288.41
Union Fund	1,175.70	309.52			1,485.22
Fixed Deposit	3,000.00				3,000.00
Development Fund	16,500.00	19,437.64	33,000.00		2,937.64
N.S.S. Fund	1,000.00				1,000.00
Vocational Course Fund		1,000.00			1,000.00
	<u>72,503.87</u>	<u>21,207.4</u>	<u>33,000.00</u>		<u>60,711.27</u>

DR. KANAILAL BHATTACHARYA COLLEGE

A-3.19

SANTRAGACHI, HOWRAH-711 104

AS ON 31ST MARCH 2002

SCHEDULE "N"

Cash and Bank Balance as on 31.02.2002

Cash In Hand

39,840.85

Cash at Bank

Bank of India

41,055.85

Br. Santtagachi A/c No. C/1 00038

Bank of India

20,000.00

Br. Ramrajatala SBI A/c No. CL175

100,896.50

SCHEDULE "O"

Advance to Staff

Balance as per last Account

1,500.00

Add : Paid During the Year

261,000.00

262,500.00

Less : Recovered During the Year

261,000.00

1,500.00

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-711 104

A-3.20

AS ON 31ST MARCH 2002

INTRODUCTION STATEMENT AND STATISTICAL INFORMATION FOR THE YEAR 31ST MARCH, 2002

CLASS	YEAR	ROLL STRENGTH	GENERAL	HON:	S.C.	S.T.	No. Of Free Students	
							Full	Half
B. A. 1st Year	2002	187	89	98	16	1	X	X
B. A. 2nd Year	2002	186	88	98	17	1	11	40
B. A. 3rd Year	2002	79	48	31	6	X	X	X
B. Com. 1st Year	2002	92	42	50	2	3	X	X
B. Com. 2nd Year	2002	72	33	39	2	X	3	11
B. Com. 3rd Year	2002	36	13	23	X	X	X	X

Course and Subject Taught

B.A. GENERAL

1. Bengali
2. English
3. Philosophy
4. History
5. Education
6. Political Science
7. Additional Compulsory
Language : Bengali & English

Hons.

- Bengali
.....
.....
History
Education
Political Science
.....

B. Com. GENERAL

1. B.O. & Principals of Management
2. Commercial & Industrial Office Procedure
3. Secretarial Practice & Office Procedure
4. Resource Studies
5. Economics Principals & Practice
6. Business Mathematics & Statics
7. Advance Accountancy & Costing
8. Auditing & Taxation
9. Principals & Practices of Accountancy
10. Additional Compulsory
Language : Bengali & English

Hons.

1. Accounting
2. Costing & Taxation
3. Management
4. Auditing

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-711 104

A-3.21

AS ON 31ST MARCH 2002

INTRODUCTION STATEMENT AND STATISTICAL INFORMATION FOR THE YEAR 31ST MARCH, 2002

3. A) Number of Teaching Staff (Full Time)	: 08 (including Principal)
B) Number of Non-Teaching Staff (Full Time)	: 13
C) Govt. Approv. Part Time Staff	: Nil
D) Un-approv. Part Time Staff	: 17
E) Staff Against Deputation Vacancy	: Nil

4. RATES OF FEES

	<u>GENERAL</u>		<u>Hons.</u>	
	<u>B.A.</u>	<u>B.Com.</u>	<u>B.A.</u>	<u>B.Com.</u>
1. Tuition Fee	Rs. 50/-	Rs. 80/-	Rs. 75/-	Rs. 85/-
2. Dev. Fee	Rs. 10/-	Rs. 10/-	Rs. 10/-	Rs. 10/-
3. Building Fee	Rs. 5/-	Rs. 5/-	Rs. 5/-	Rs. 5/-
4. Session Fee	Rs. 200/-	Rs. 200/-	Rs. 200/-	Rs. 200/-
5. Student Union Fee	Rs. 14/-	Rs. 14/-	Rs. 14/-	Rs. 14/-
6. Library Fee	Rs. 20/-	Rs. 20/-	Rs. 20/-	Rs. 20/-

5. Number of Books : 4070

S R BAKASIA & ASSOCIATES
CHARTERED ACCOUNTANTS
J. DR. ABANI BUTTA ROAD
HOWRAH - 711 106
Ph : 665-1250

STATUTORY AUDIT REPORT FOR THE
YEAR ENDED 31ST MARCH, 2001

DR. KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI
HOWRAH - 404

Dated 12th April, 2002

To
The Director Of Public Instruction,
West Bengal, Govt. Of West Bengal,
Education Directorate,
Bikash Bhawan, 8th Floor,
Kolkata - 700 091.

Subj: Audit of accounts of Dr. KAMALAT,
Bhattacharyya College, Santayachi
Dist: Howrah Pin - 701 101 for the
year ended 31st March, 2001

Dear Sir,

We report that we have audited the attached Balance Sheet as at 31.03.2001, the Income & Expenditure Account and Receipts & Payment Account for the year ended as on that date. We have also gone through the attached schedules of the college with respect to the fixed Assets, Accounts, Loans and other relevant accounts and documents maintained by the college as were produced before us. The schedules and statements, attached herewith are in agreement with the books of accounts.

In our opinion and according to the best of our knowledge and belief, and the information and explanation given to us and subject to the observations given below the Balance Sheet, the Income & Expenditure Account and the Receipts & Payment Account have been properly drawn up. The Balance Sheet shows the state of affairs of the college as at 31.03.2001 and in case of Income & Expenditure the excess of Income over expenditure for the year ended as on that. The Receipts & Payments Account reflects all the transactions concerned for the year and exhibits a true and fair view.



OBSERVATIONS :

1. Cash and Bank Balance :

A. Bank balance as revealed by the Bank Pass Book/Statements as on 31.03.2001 have been found to be in agreement with the cash book balance and/or reconciliation as on that date. It will be preferable to maintain the separate bank accounts for each point.

B. Cash balance of Rs. 14,477.30 as on 31.03.2001 could not be physically verified by us on the date as we took up the audit at a much later date. The balance shown by the book has been taken as correct as the same is certified by the management.

2. Fixed Assets :

The college has its own building and land for which it has not been paid to the appropriate authority during the year.

No physical verification has been made by the management during the year.

3.

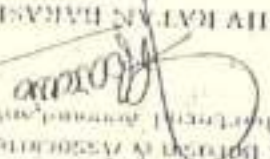
A. The college does not maintain employee-wise Accounts as the prevalent fund. The total of those Accounts are not tallied with the general ledger figure and the balance with the Treasury as on 31.03.2001, but steps had been taken to reconcile the figures as on 31st March, 2001.



13. The college will be accounting for the interest on principal fund to the process of reconstitution.

5. The college maintains all collections from student on cash basis. The college does not take into account the outstanding fees receivable from students and any advance received in this accounts as on the closure of the accounting year.

6. The college has not taken any fire and burglary insurance for the assets. Taking up of fidelity insurance and cash-in safe may also be considered for the safety and preservation of books of the Assets of the College. We are thankful to the College authority and the employees for extending all possible help and cooperation at the time of conducting the audit.

S R Barasia & Associates
Chartered Accountants

SRIH KATIAN BARASIA
Proprietor

Page: 10
Date:
Page: 11

KANAKLAL BHATTACHARYA COLLEGE

SANTRAGACHI, HOWRAH - 4

RECEIPTS

B/F	AMOUNT
Provident Fund Realised From Staff	3,312,325.00
Provident Fund From Loan Recovered	202,158.00
Income Tax Deducted at Source	34,100.00
Profession Tax Deposit Account	19,870.00
Withdrawn From Provident Fund A/c	225,023.00
LIC Amount Realised From Staff	61,000.00
Interest A/c	42,792.00
Advance Recovery From Staff	1,217.00
Donation	584,000.00
Fixed Deposit Withdrawn	35,850.00
Minor Research Grant From U.G.C.	150,000.00
Contingency Grant	24,000.00
Furniture Grant	350.00
Book Grant	15,000.00
Miscellaneous	15,000.00
Refund of H. M. C. Tax	2,000.00
Interest on F. D.	1,540.00
U. G. C. Grant Library Building	3,298.00
U. G. C. Grant Women's Hostel	150,000.00
Form	250,000.00
C. U. Exam Centre Fee	1,000.00
	3,360.00

AMOUNT

PAYMENTS

B/F	AMOUNT	B/F	AMOUNT
Security Charges	3,603,802.25	Provident Fund Deposited into Treasury	1,250.00
Audit Fees	267.00	Profession Tax Deposit	234,922.00
Provident Fund Deposited into Treasury	1,250.00	University Exam. Fees	19,870.00
Profession Tax Deposit	234,922.00	University Registration Fees	34,541.00
University Exam. Fees	19,870.00	Legal Charges	10,450.00
University Registration Fees	34,541.00	Meeting Expenses	205.00
Legal Charges	10,450.00	Taxes	3,145.00
Meeting Expenses	205.00	Excess of P. F. Loan disbursed	7,164.00
Taxes	3,145.00	Book from U. G. C. Grant	1,500.00
Excess of P. F. Loan disbursed	7,164.00	Life Insurance Premium Deposit	13,351.00
Book from U. G. C. Grant	1,500.00	Income Tax Deposit	42,792.00
Life Insurance Premium Deposit	13,351.00	Provident Fund Loan Paid to Staff	225,023.00
Income Tax Deposit	42,792.00	Telephone Deposit	61,000.00
Provident Fund Loan Paid to Staff	225,023.00	Service Charge	1,000.00
Telephone Deposit	61,000.00	Salary Advance	14,056.00
Service Charge	1,000.00	Sarawati Puja	32,000.00
Salary Advance	14,056.00	Paise	7,147.00
Sarawati Puja	32,000.00	U. Examination Fee	3,351.75
Paise	7,147.00	Mock Parliament	3,080.00
U. Examination Fee	3,351.75	Cash in Hand	1,000.00
Mock Parliament	3,080.00	State Bank of India	14,177.30
Cash in Hand	1,000.00	Bank of India	104,105.00
State Bank of India	14,177.30	Building Women's Hostel	110,558.05
Bank of India	104,105.00		104,145.00
Building Women's Hostel	110,558.05		3,400.00
	104,145.00		910.00

Closing balance as on 31.03.2001

Cash in Hand
State Bank of India
Bank of India
Building Women's Hostel
Paise

Signature of Treasurer



Signature of Treasurer

31/03/02

DR KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH - 4

RECEIPTS

AMOUNT

3134791.22

PAYMENTS

AMOUNT

4749501.22

B/F	
Remedial Coaching	25,800.00
Fixed Deposit	152,000.00
N. S. S. Fund	1,000.00
Photo	305.00
Advertisement	720.00
Minor Research Grant	24,000.00
Building Fee	350.00
Development Fund	11,500.00
Seminar	18,907.00
Travelling	1,081.00
Transfer to Development Fund	5,000.00
Building Plot	1,200.00
Transfer to Building Ladies Hostel	115,000.00
C. U. Exam	6,477.00

3134791.22

3134791.22



Principal
Dr. Kanailal Bhattacharya
Santtragachi, Howrah - 4.
09/08/02

THE MUNICIPALITY OF SANTRAGACHI, HOWRAH - 4

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2001

EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
To, Arrear		506,000.00	By, Grant in Aid		2734,552.00
Salary	2,526,876.00		Bank Interest		1,217.00
Arrear D.A.	22,838.00		Examination Form		
Taxes	7,164.00		Building Fees	22,152.00	
Bonus	26,000.00		Admission Fees	4340.00	
Repairs	17,452.50		Development Fees	44,500.00	
Conferences	9,047.50		Union Fees	1,780.00	
Entertainment	6,477.25		Tuition Fees	77,865.00	
Printing & Stationery	37,115.80		Session Fees	65,250.00	
Electric Charges	8,143.00		Student Welfare	15,125.00	
Contingency & Misc.	7,253.05		Library Fees	8,900.00	
Postage	316.75		Miscellaneous Fees	9,350.00	
Funeral & Ceremonies	18,322.00		College Registration	4,110.00	
C. U. Examination	5,810.00		Form & Card	2165.00	
Books Binding	207.00		University Form	2,730.00	
Bank Charges / Commission	938.00		Cultural Function	22,650.00	
Telephone Charges	6,640.00				251,315.00
Advertisement	20.00				
Seminar	38,997.00		U.G.C. Grant	45,000.00	
Labour Charges	13,280.00		Games & Sports	594.00	
Part Time Allowance	32,000.00		Building W. F.	106,145.00	
Depreciation	174,445.50		Donation		271,639.00
Donation to Association	20,000.00		Seminar Grant		25,850.00
Audit Fees	3,375.00		Minor Research Grant		31,000.00
Service Charges	14,050.00		Contingency Grant		24,000.00
Sanitary Fund	7,147.00		Miscellaneous		35,000.00
Profession Charges	91,000.00		Refund of H.M.C. Tax		20,000.00
Examination Form	3,080.00		Form & Card		1,000.00
			C.U. Exam. Centre Fee		5,360.00
					3,390,063.00

GRANT UTILISED DURING THE YEAR

U.G.C. Grant	45,000.00
Games & Sports	594.00
Building W. F.	106,145.00
Donation	
Seminar Grant	
Minor Research Grant	
Contingency Grant	
Miscellaneous	
Refund of H.M.C. Tax	
Form & Card	
C.U. Exam. Centre Fee	



Principal, 09/03/02
 Dr. Kanchan Chatterjee
 Santtragachi, Howrah - 4.

**DR KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH - 4**

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2001

EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
3.7		3,205,021.25	3.7		3,390,903.00
Photo		395.00	Interest On F.D		5,206.00
Garment & Sports		2,904.00	Audit Fee written off		100.00
Magazine		3,950.00			
Legal Charges		205.00			
Meeting Exp.		3,145.00			
Post		3,351.75			
White Wash		1,981.00			
Minor Research Grant		24,000.00			
Remedial Coaching		25,500.00			
C.U. Exam.		6,477.00			
Excess of Income Over Expenditure		29,669.00			

3,396,290.00

3,396,290.00



Handwritten signature
Date: 29/3/02
Dr. Kanailal Bhattacharya College

DR KANAILAL BHATTACHARYA COLLEGE SANTRAGACHI, HOWRAH - 4

BALANCE SHEET AS AT 31ST MARCH, 2001

AMOUNT ASSETS

FIXED ASSETS Schedule 'I' 1,19,23,704

OTHER ASSETS Schedule 'II' 1,25,23,100

PROVIDENT FUND LOAN A/C Schedule 'III' 11,75,300

PROVIDENT FUND INVESTMENT Schedule 'IV' 1,16,000

OTHER FUND INVESTMENT Schedule 'V' 18,10,000

GOVT. GRANT RECEIVABLE Schedule 'VI' 1,30,700

CASH & BANK BALANCE Schedule 'VII' 4,75,700

ADVANCE TO STAFF Schedule 'VIII' 2,11,75,000

AMOUNT 1,75,23,100

LIABILITIES

GENERAL FUND: Schedule 'A'

PROVIDENT FUND: Schedule 'B'

OTHER LIABILITIES: Schedule 'C'

REGISTRATION FEE DUE TO C.U.: Schedule 'D'

LIBRARY CATION MONEY Schedule 'E'

AM. FEE TO BE DEPOSITED: Schedule 'F'

BUILDING FUND: Schedule 'G'

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

per last balance sheet Addition by

then against interest received by

For S. N. BANASIA & ASSOCIATES
Chartered Accountants
(S. N. BANASIA)
Principal



Dr. Kanailal Bhattacharya College
Santargachi, Howrah - 4
Principal
09/9/01

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

AMOUNT 1,75,23,100

DR KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-4

AS ON 31.03.2001

SCHEDULE 'A'

General Fund
Balance as on 01.04.2000
and Excess of Income over Expenditure

1,170,158.04
20,667.00
1,190,825.04

SCHEDULE 'B'

Special Fund
Balance as on 01.04.2000
and Staff Contribution
and Interest

984,788.00
202,166.00
62,257.00
1,252,211.00

SCHEDULE 'C'

for Laboratories

BALANCE AS
ON 01.04.2000

730.00	4,850.00	1,350.00	1,350.00	92,401.00
ADDITION	1,977.00	4,772.00	66,137.00	6-1,012.00
DEDUCTION	19,870.00	4,291.00	1,341.00	11,256.00
BALANCE AS ON 31.3.2001	1,220.00	2,172.00	728.00	

SCHEDULE 'D'

Capital Fund
Balance as on 01.04.2000
and Receipts
and Paid
Registration Fees

2,60.00
10,730.00
10,700.00
10,450.00
510.00
500.00
510.00



DR KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH-4

AS ON 31.03.2001



3,350.00

1,350.00

2,000.00

1,000.00

1,000.00

1,25,794.00

2,470,309.00

2,396,102.00

2,526,878.00

69,234.00

2,44,925.00

15,000.00

15,000.00

159,000.00

54,925.00

196,045.00

220,000.00

1,887.00

247.00

1,644.00

34,741.00

86,175.00

18,330.00

3,900.00

14,430.00

SCHEDULE "E"

State Causation Money
Balance as on 01.04.2000

Contribution During the yr.

SCHEDULE "F"

Contribution Fee

per last Balance Sheet Collection

During the yr.

Deposited During the yr.

Security Charges

SCHEDULE "G"

Grant Unutilized

Building (women's Hostel)

as: Utilised

CC Grant (Library Building)

Indure Grant

Work Grant

SCHEDULE "H"

Liabilities for Salary (Payable)

Balance as on 01.04.2000

Salary Payable During the Year

Salary paid During the Year

SCHEDULE "I"

Security Deposits

Security Telephone (as per last yr)

During the year

Security Electric Supply Corpn.

per last account)

DR KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH - 4

AS ON 31.03.2001

SCHEDULE "I"

Particulars	Opening Balance as on 01.04.2000	Additional During the Yr	Total	Rate of Depreciation	Depreciation	Closing Balance as on 31.03.2001
Free hold Land	40,000.00	13,000.00	53,000.00			53,000.00
Lease Hold Land	154.00		154.00			154.00
Building (Old)	53,798.00		53,798.00	10%	5,379.80	48,418.20
Electrical Installation	6,463.00		6,463.00	15%	969.45	5,493.55
Furniture	74,158.00	53,651.00	1,27,809.00	15%	19,471.35	1,08,337.65
Books	14,320.00	2,796.20	17,116.20	25%	4,279.55	12,836.65
Type Writer	578.00		578.00	20%	115.60	462.40
Calculator	111.00		111.00	100%	111.00	
Building (New)	496,970.35		496,970.35	10%	49,697.04	447,273.31
Water pipe line	2,523.00		2,523.00	25%	630.75	1,892.25
Black Board	416.00		416.00	15%	62.40	353.60
Wall Clock	45.00		45.00	25%	11.25	33.75
Fan	7,133.00	3,400.00	10,533.00	25%	2,633.25	7,900.00
Books from U. G. C. Grant	45,562.00	15,351.00	60,913.00	25%	15,228.25	45,684.75
Xerox Machine	60,000.00	32,000.00	92,000.00	40%	36,800.00	55,200.00
Noise Board	185.00		185.00	15%	27.75	157.25
Furniture from U. G. C. Grant	2,550.00	3,819.00	6,369.00	15%	955.35	5,413.65
Pump	10,000.00		10,000.00	40%	4,000.00	6,000.00
Sports Goods	0.00	594.00	594.00	25%	148.50	445.50
Building Women's Hostel	215,675.00		215,675.00	10%	21,567.50	194,107.50
	424,579.35	442,316.50	1,206,895.85		174,445.50	1,032,450.35



DR KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH - 4

AS ON 31.03.2001



SCHEDULE "C"

Investment Fund Loan Account

Balance as on 01.04.2000

Rs. Loan Paid During the Year

Rs. Loan Recovered During the Year

Rs. Excess P. F. Loan Recovery

463,195.00
61,000.00
524,195.00
34,100.00
490,095.00
1,500.00
491,595.00

SCHEDULE "D"

Investment Fund Investment

Balance as on 01.04.2000

Rs. Deposit During the Year

Rs. Interest

Rs. Withdrawn During the Year

506,374.00
234,922.00
741,296.00
65,257.00
806,553.00
61,000.00
745,553.00

SCHEDULE "E"

Rs. and Bank Balance as on 31.03.2001

Rs. in Hand

Rs. at Bank

Bank of India

Santagachi A/C No. C/100038

State Bank of India

Ramrajatala SIF A/C No. CII 75

SCHEDULE "F"

Advance to Staff

Balance as per Staff Account

Rs. Paid During the Year

Rs. Recovered During the Year

51,600.00
530,500.00
581,500.00
580,000.00
1,500.00

250,139.22

101,103.27

110,528.65

14,477.30

DR KANAILAL BHATTACHARYA COLLEGE
SANTRAGACHI, HOWRAH - 4

AS ON 31.03.2001

DETAILS OF OTHERS FUND INVESTMENT AS AT 31ST MARCH 2001

SCHEDULE "M"

INVESTMENT	BALANCE AS ON 01.04.2000	ADD DITIONAL DURING THE YR	DEDUCTION DURING THE YR	TRANS	BALANCE AS ON 31.03.2001
Reserve Fund	50,000.00				50,000.00
Building Fund	828.17				828.17
Union Fund	1,175.70				1,175.70
Fixed Deposit	1,000.00	162,000.00	150,000.00		3,000.00
(Endowment)		11,500.00		5,000.00	16,500.00
Development Fund		1,000.00			1,000.00
N S S Fund					
	<u>53,003.87</u>				<u>72,503.87</u>



$\sqrt{2} \approx 1.414213562$

NO. OF BOOKS 1 3698

Item	Unit	Quantity	Unit Price	Total Price
1. TUTION FEE	-	15.00	-	15.00
2. DEVELOPMENT FEE	-	10.00	-	10.00
3. BUILDING FEE	-	5.00	-	5.00
4. SESSON FEE	-	110.00	-	110.00
5. COLLEGE EXAM FEE	-	40.00	-	40.00
6. SEWAGE TREATMENT FEE	-	4.00	-	4.00
7. PLUMBING FEE	-	20.00	-	20.00
GRAND TOTAL				194.00

1934 11 24 PM

- (iii) Govt. Approval, Full Time Staff - Nil.
- (iv) In addition, Part Time Staff - 15.
- (v) Staff against Departmental Quotient - Nil.

1) No. of Teaching Staff (Full Time) - 08 (Eight) (including Principals.)
2) No. of Non-Teaching Staff (Full Time) - 13 (Thirteen).
3) Govt. Apathy, Part Time Staff - Nil.
4) In service, Part Time Staff - Nil.

A. GENERAL		B. COM.	
1. Bengali	2. English	1. Bengali	2. English
3. Philosophy	4. History	3. History	4. Education
5. Political Science	6. Political Science	5. Political Science	6. Addl. Compulsory Language & Bengali & English.
7. Addl. Compulsory Language & Bengali & English.			
		1. B.O. Principles of Management.	1. Accounting.
		2. Commercial & Industrial Law.	2. Costing & Taxation.
		3. Secretarial Practice & Office Procedure.	3. Management.
		4. Resource Studies.	4. Auditing.
		5. Economic Principles & Practice.	
		6. Business Mathematics & Statics.	
		7. Advance Accounting & Costing.	
		8. Auditing & Taxation.	
		9. Principles & Practices of Accountancy.	
		10. Addl. Compulsory Language- Bengali/English.	

CLASS	YEAR	ROLL	STRENGTH	GENERAL	HONS.	S. C.	S. T.	NO. OF FREE	STUDENT-SHIP.
A. 1st Yr. 2003.	259	136	123	52	52	03	02	X	X
B. Com. 1st Yr. 2001.	104	52	52	52	05	X	X	X	19
A. 2nd Yr. 2001.	106	54	52	34	X	X	X	X	02
B. Com. 2nd Yr. 2001.	46	12	30	52	X	X	X	X	X
A. 3rd Yr. 2001.	90	13	X	X	X	X	X	X	X
B. Com. 3rd Yr. 2001.	13								

INTERCOUNTRY STAGEMENT AND STATISTICAL INFORMATION FOR THE YEAR
31 ST MARCH, 2001

And

SANTRAGACHH, HOWRAH-711 104

DIARMATA, RAMMATA.

CHINMAYACHARYA (Affiliated under the University of Calcutta)

DR. KANAILAL BHATTACHARYA
(Affiliated under the University of Calcutta)
PHONE : 867-5
COLLEGE

0626-198 : 00000000

6. DETAILS OF GRANT RECEIVED

1.	Minor Research Grant from U.G.C.	- Memo No. PMA-013/70-01 (ERO) dt. 27.9.2000.	- Rs. 25,000/-
2.	Furniture Grant from State Govt.	- Memo No. 536-C dt. 20.3.2001.	- Rs. 15,000/-
3.	Book Grant from State Govt.	- Memo No. - Do -	- Rs. 15,000/-
4.	U.G.C. Grant (Library Building)	- Memo No. F-W-2-244/90 (ERO) dt. 16.8.2000.	- Rs. 1,50,000/-
5.	U.G.C. Grant (Women's Hostel)	- Memo No. F-W-2-244/90 (ERO) dt. 12.1.2001.	- Rs. 2,50,000/-

7. DETAILS OF PAY INVOICE GRANT RECEIVED

MEMO NO.	DATE	PURPOSE	AMOUNT
1.	31.03.2000	Pay April to June, 2000.	5,60,047.00
2.	30.03.2000	Pay July to Dec, 2000.	11,80,541.00
3.	25.10.2000	Donor.	26,000.00
4.	20.11.2000	Advance pay T.S.	1,06,000.00
5.	08.2.2001	Pay Jan to March, 01.	6,61,144.00
		Advance pay.	

DETAILS OF INTEREST

- State Bank of India
Ramatpala Branch.
Interest received on 06.01.2001 amounting to Rupees 1,217.00
Account No. : C & I 75 Grew Ho. 01100060036



(Dr. BILIP KUMAR SAHOO)
Principal,
Dr. Kanailal Bhattacharya College,
Santagachh, Howrah - 4

Dr. Kanailal Bhattacharya College
Santagachh, Howrah - 4
Principal
09/13/102

DR. KANAILAL BHATTACHARYA COLLEGE

PHONE : 667-5390

(Affiliated under the University of Calcutta)
DHARMATALA, RAMTALATALA,
SANTRAGACHHI, HOWRAH - 711 104

Date

NAME OF THE GOVERNING BODY MEMBERS

1. Sri Satyen Ghosh, President.
2. Dr. Dilip Kumar Sahoo, Secretary.
3. Dr. Dilip Kr. Banerjee, Member.
4. Dr. Sujit Kr. Sarkar, Member.
5. Sri Sunil Kr. Sarkar, Member.
6. Sri Sumit Pal, Member.
7. Sm. Sova Pal, Member.
8. Sri Keshab Ch. Khanna, Member.
9. Sri Kamal Kr. Basu, Member.
10. Sri Subhasis Ghosh, Member.
11. Sm. Sipra Ganguly, Member.
12. Sri Tarak Das, Member.
13. Sri Anant Bag, Member.
14. Smt. Sarbani Chatterjee, Member.

Dr. Kanailal Bhattacharya, Principal,
Santagachhi, Howrah - 4.

(Signature)



Dr. Kanailal Bhattacharya, Principal,
Santagachhi, Howrah - 4.

(Signature)
09/01/02



Rel. No. : 7/SHH/568

The Pioneer, Calcutta

Dr. Kamal Bhattacharya, Collo

Kamalgata, Sandipati
Kamalgata, Sandipati

We are pleased to accord provisional acceptance to the Universal Membership of your institution with the HOME. from the current academic year. Your students will get treatment from the Central Polyclinic, Howrah Regional Clinic of the Home as Universal Members on production of their current fees-book.

You will be informed in due course of the final acceptance of your Membership by the Working Committee of the HOME.

Thanking you,

Yours faithfully

General Secretary

Students Health Home

SHH/100x20P.

* Donations made to H.O.M.F. are exempted Income tax U/s 50 G of the I.T. Act 1961 (vide H.O's letter No. TC/139-5, DAI/TC(A) dated 9-2-1976).

STUDENTS HEALTH HOME

No.

33130

142/2, ACHARYAJAGADISH BOSE ROAD

KOLKATA - 14

Phone : 244-3886/8738

Date: 20.9.72

Received with thanks from Sr. Karnal Shukla Chatterjee
College - Samaspur, Shimadala, San Francisco, USA
the sum of Rupees Twenty and Thirty paise only

on account of university maintenance (2003-2004)
by Cash/Cheque/Draft No. _____

Rs. 1024/-



for STUDENTS HEALTH HOME

TREASURER

DR. KANAILAL BHATTACHARYA COLLEGE
(Affiliated under the University of Calcutta)
DHARMATALA, RAMRAJATALA,
SANTRAGACHI, HOWRAH-711 104

Dated : 06.11.2003

EDUCATION TOUR OF THE EDUCATION DEPARTMENT, 2003

The Education Department of the College has organised an Educational Tour to Viswa Bharati University, Santiniketan, the seat of Educational ideals of Rabindra Nath Tagore. The participation in the Educational Tour is a part of our curriculum and it is expected that all the students of Hons. Classes & General Students having Education as one of their subject will participate. The students will be escorted by Departmental Teachers including a few Lady Teachers.

The excursion will be of two nights and three days. The probable schema is as follows :-

16.11.2003, :-

The Group will start from Howrah Station at 10.00 a.m. by Bolpur Santiniketan Express.
Stay at Youth Hostel, Bolpur and Visit "Santiniketan".

17.11.2003, :-

Visiting Viswa Bharati and its different departments.

18.11.2003, :-

Return to Howrah by the same Down Train to reach Howrah at 15.45 Hours.
Estimated charge excluding College subsidy is Rupees Two Hundred Fifty (Rs.250/-) and to be paid by 10.11.2003.
No beddings are needed only light woollen garments are to be carried.
Note Books & pencil are needed in project work.

THE REPORT OF EXCURSION

Indian Museum, Kolkata, Asiatic Society

On 27th of this month, some of our college students take part of the educational tour, which is arranged by the History Department of Kanailal Battacharyya College with the permission of the principal. All possible arrangements have been made to make it a grand success. We (the two lecturer of the History Department) decided to go in Indian Museum and Asiatic Society of Kolkata. English students joined with us. We demonstrated them of different historical materials. They see and enjoy different things, such as :-

- (1) Different metallic coins of different period.
- (2) Many tombs, threshold of temple, Buddha Bihar.
- (3) Art and architecture of Khusan, Sungtha, Gupta, Later Gupta, Pal, Sen etc.
- (4) Different images of Bishnu, Durgtha, Ganesh, Buddha and Jaina.
- (5) Egyptian Mummy.
- (6) Many fossils in different period.
- (7) Different Kinds of valuable stones.
- (8) Different stages of human civilization.

After that we visit to Asiatic Society and also see various things such as :-

- (1) Museum.
- (2) Preservation of manuscripts, Books etc.

These lessons are more interesting and more effective to the student.

Date :- 27.09.2003

Submitted by -

Chandra Chowdhury
Lecturer
(Department of History)



Howrah Foundry Association

C. E. O., DASSNAGAR, OPPOSITE SUJATA CINEMA, HOWRAH-711 106

REGISTRATION NO. S/14063

Ref. No. HFA/KBC/2003/93.

Date: 17-11-2003.

To
The Principal,
Dr. Kanailal Bhatnagar College,
Howrah - 711 104.

Sub : Agreement between the college and
Howrah Foundry Association.

Ref : Industry-Institute on job training.

Sir,

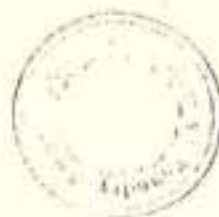
With reference to the above matter I, on
behalf of Howrah Foundry Association, hereby inform you that all sorts
of industrial on job training would be offered to your B.B.A. students
at the practical level to the best of our capacity.

Thanking you.

Yours faithfully,

(Signature)

(S. K. KUNDU.)
General Secretary



THALASSAEMIC GUARDIANS' ASSOCIATION

14/3, Sudhir Chatterjee Street, Calcutta-700 006

Phone : 219-2409



Date: 15-6-2005

To the Principal

Dr. KAMALAJI RAJATYACHARYA, College

HOWRAH

Blood Donation Camp in Association with HOWRAH ANGLICAN

Dear Sir

Our heart felt thanks go out to you for your kind contribution by (advertisment/donation/blood donation card) to help the treatment of THALASSAEMIC GUARDIANS, your generous contribution will certainly help us carry forward the noble task.

Thank you

Secretary

Thalassaemic Guardians' Association



CHECK YOUR BLOOD BEFORE TO MARRY
TO AVOID THALASSAEMIA

FEE STRUCTURE (Payable for taking admission)

	GENERAL	HONOURS
1. Admission Fees	(Rs.)	(Rs.)
2. Tuition Fees (Monthly)	30	30
B. A.		
B. Com.		
3. College Registration Fees	50*2 = 100	75*2 = 150
4. Development Fees (Monthly)	20	20
5. College Building (Monthly)	10*2 = 20	10*2 = 20
6. Library Development Fees (Annual)	5*2 = 10	5*2 = 10
7. College Festival & Function	20	20
(i) Annual Social	50	50
(ii) Saraswati Puja	40	40
8. Student Union Fees (Annual)	20	20
9. Identity Card	5	5
10. University Registration Fees (Payable to University)	110	110
11. For From and Prospectus	25	25
12. Session Fees	255	255
13. Welfare Fund	75	75
B. A.	780	830
B. Com.	800	850

BREAK – UP OF ANNUAL SESSION FEES

1. Electric Charges	Rs. 75/-
2. Stationary Charges	Rs. 30/-
3. Common Room Fees	Rs. 10/-
4. Sports	Rs. 15/-
5. College Magazine	Rs. 10/-
6. Students Welfare Fund	Rs. 10/-
7. Prize Fund	Rs. 10/-
8. Examination Fees	Rs. 80/-
9. Service Charges	Rs. 15/-
Total	Rs. 225/-

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
(PLANNING AND STATISTICS)
BIKASH BHAWAN (8th Floor), SALT LAKE CITY,
KOLKATA - 700 091

No. :- 4-(P & S)

Dated :- 02/06/2003

From :- The Director of Public Instruction & Ex-office Secretary to the
Govt. of West Bengal.

To :- The Inspector of Colleges,
University of Calcutta,
College Street, Kolkata - 700 073

Sub :- Extension of affiliation to new subjects from 2003-2004 in Non-
Government Colleges, where no additional teaching or non-
teaching posts may be created.

The undersigned has been directed to communicate that the West
Bengal State Government has no objection in giving administrative approval
to introduce the proposed subjects/courses in the listed colleges, subject to
the granting of affiliation by the University for the same.

No teaching or non-teaching posts may be created by the State
Government for the proposed subjects/courses.

Kindly inform the Education Directorate of your decision at the
earliest.

For Director of Public Instruction
& Ex-office Secretary to the
Govt. of West Bengal.

Enclose : List of Colleges with proposed subjects/courses.

DISTRICT :: HOWRAH.

UNIVERSITY :: CALCUTTA.

NAME OF THE COLLEGE AND ADDRESS :: Dr. Kanailal Bhattcharyya College
Ramrajatala, Santragachi,
Howrah – 700 104.

SUBJECT :: Bachelor of Business Administration
with Honorees.

DONATION

Sl. No.	NAME & ADDRESS	DATE	AMOUNTS
1.	Abhijatri	02.05.2000	1,000/-
2.	Milan Chatterjee	22.05.2000	1,000/-
3.	Nityananda Dutta	22.05.2000	500/-
4.	Rampada Mondal		250/-
5.	Sri Narayan ch. Konar	17.07.2000	2000/-
6.	Sri Samir kr. Pal	24.07.2000	5000/-
7.	Dr. Dilip kr. Sahoo	08.12.2000	10,500/-
8.	Keshab ch. Khanra	02.01.2001	5000/-
9.	Alakesh Jana	28.01.2001	10,000/-
10.	Panchanan Khamarce	13.02.2001	5001/-
11.	Ricoh India Limited	20.03.2001	3000/-
12.	Prof. Asim kr Roy	08.06.2001	1001/-
13.	Sri Bimal kr Das	25.02.2001	1000/-
14.	Sri Sailendra Nath Das	25.02.2001	1000/-
15.	Sri Fatik ch Khamaru	26.02.2001	1000/-

HOWRAH DISTRICT CONSUMER PROTECTION SOCIETY ^{He} A-10

7, PARAN CHANDRA DAS ROAD

HOWRAH-711 101

Regd. No. S/B4244 of 1996-1997
(Under W. B. Act XXVI of 1961)

Ref. No. _____

Date 13. 05. 2003

To
The Principal,
Dr. Kanchi Lal Bhattacharyya College,
Dharmatala,
Rasrajatala,
Howrah.

Sir,

We would like to inform you that we are desirous of holding a Public Meeting to develop consumer awareness at your College premises on Sunday, the 25th May, 2003. The meeting will commence at 5 P.M.

We would, therefore, earnestly request you to kindly accord necessary permission to hold the said meeting at your College premises on the above mentioned date and oblige.

Thanking you,

Yours faithfully,
For Howrah District Consumer Protection Society,

Sukumar Sengupta
(Sukumar Sengupta)
General Secretary



UNIVERSITY OF CALCUTTA

A-11



No. 1377 Ph.D. (Arts) Proceed/2002.

Date of Registration : 10.05.2002

(Please quote the above Number and Date in all future correspondence)

SENATE HOUSE
CALCUTTA-700 073

Dated the 13th May, 2002

From :

The Registrar,
University of Calcutta.

To : Sri/Srn. Md. Abdur Rafik Sardar,
Flat 14, Block 'B', M. J. G. Building,
New Makardah Road,
Howrah 711 101.

Dear Sir/Madam,

I am desired to inform you that you have been granted Registration for the Ph.D. Programme under this University in Benarasi in terms of 2.4 of the Regulations for the Degree of Doctor of Philosophy (Ph.D.).

This permission will remain valid for five years with effect from the date of Registration as indicated above.

You are to comply with the usual rules of Migration in case you passed the qualifying examinations for the Ph.D. programme from a University/Institute other than the University of Calcutta.

TITLE OF THE THESIS

Bangla Darpan
Karak : Bichar
O- Bishlesar :

NAME OF THE SUPERVISOR

Dr. Tarun Kumar
Mukhopadhyay

NAME OF THE ASSOCIATE SUPERVISOR

X

Yours faithfully,

ATTESTED

Dr. Kamal Bhattacharya College
Ramrajah, Howrah.

Dy. Registrar

N.B. Please see the instructions overleaf.

Profile of a young Sarod player

Abhisek Lahiri

Abhisek Lahiri, a boy of 19, has risen to prominence as a Sarod player of India today. One of the luminaries of young generation representing the contemporary renaissance of Indian Classical Music in Bengal. Initiated in Sarod and trained under the tutelage of his eminent father as well as Guru Pt. Alok Lahiri.

The young performer took part in the "World Kinder Festival" in Holland and enthralled the audience as a "wonder child Sarod player". The dutch television network telecasts his recitals country wide, repeatedly even now.

Abhisek is a proud recipient of the coveted "national scholarship" for outstanding performance in the field of Indian Classical Music. Awarded by Ministry of Human Ressource and Development, New Delhi in 1996-97.

He won the coveted Anun Lund Rej Memorial Fund Award, worth Rs. 50 000, from Norwegian Consulate in 1998.

Abhisek was invited by Hariprasad Chowrasia to participate in "Saath-Saath" a festival of young talents in Mumbai on 14 November 1998.

Abhisek has been honoured with the coveted title of Jadubhatta Purashkar from Salt Lake Cultural Association in 1998.

In 12th January 1999, on the birthday of Swami Vivekananda, he was the youngest artist to perform Sarod for over an hour in the Ramkrishna Mission Institute of Culture's day long music conference, Gol Park, Calcutta.

In the Millenium year, for his excellency in Sarod playing, he was invited to perform at "Biswa Banga Sammelan" on behalf of Government of West Bengal among the legends of India.

The Rotary International Club with "Certificate of Appreciation" has also honoured Abhisek for his excellence in Sarod on 2nd september 2000.

Abhisek won the "President's Award" in Sarod through All India Radio music competition in the year 2000.

He was invited in the year 2000, along with his father to perform in Germany and adjacent countries in the year 2000, organised by Ind-Art, Stuttgart.

He has been awarded with a gold medal from the Telegraph School Award as an outstanding talent in Sarod in the year 2001.

Bijoy Krishna Girls' College, Howrah.**(Formerly : GIRLS COLLEGE, HOWRAH)****5/3, MAHATMA GANDHI ROAD, HOWRAH-711 101**

Ref. No. _____

Date 7. 4. 2003To Whom It May Concern

As ^{part} of teacher-exchange programme, Prof. Sraboni
Dey, Dept. of Commerce, Dr. Kanailal Bhattacharya College,
has delivered ^{red} two lectures as Guest faculty in the Dept. of
Commerce, Bijoy Krishna Girls' College on 7.4.03.

T. Mukherjee
Principal.

Dr. Kanailal Bhattacharya College - Anurita Das
Santogachi, Howrah

[A-14.1]

UNIVERSITY OF CALCUTTA



DEPARTMENT OF SPORTS

ANNUAL ATHLETIC (MEN & WOMEN)
CHAMPIONSHIP
2003 - 2004



Page 6.

ON
2nd AND 3rd DECEMBER, 2003
REPORTING TIME : 9:00 A.M. EACH DAY
AT
CALCUTTA UNIVERSITY GROUND AT MAIDAN

WOMENChittranjan College

- 201. Lancy Biswas
- 202. Bandana Mitra
- 203. Babi Bhadra
- 204. Tanusree Das

Vivekananda College

- 205. Deblina Mukherjee

Serampur College

- 206. Senhalata Chakraborty
- 207. Sabita Pal
- 208. Sarbanil Mukherjee
- 209. Rita Adhykari
- 210. Karuna Jana
- 211. Arpita Dutta
- 212. Satabdi Dasbanik
- 213. Maitrey Ganguli

Heramba Chandra

- 214. Sangita Singh
- 215. Sabina Baidya

Gobordanga Hindu College

- 216. Munmun Saha
- 217. Krishna Pal
- 218. Archana Sarkar
- 219. Dipanita Mistry
- 220. Madhuri Mistry
- 221. Anita Biswas
- 222. Jhumur Sarkar
- 223. Dipali Biswas
- 224. Rina Kundu
- 225. Jayanti Barman
- 226. Sumanda Biswas
- 227. Bina Roy
- 228. Jhulan Roy
- 229. Runu Biswas
- 230. Shamali Biswas

S.S. Jalan Girls College

- 231. Priyanka Singh
- 232. Divya Mishra
- 233. Sneha Mishra

Rammohan College

- 234. Roma Jaiswal
- 235. Piu Ghosh
- 236. Soma Das
- 237. Baisakhi Dey Biswas
- 238. Mounita Dey

S.A. Jaipuria

- 239. Sumitra Kirtania

Banipur Mahila Maha

- 240. Jayasree Pradhan
- 241. Mahua Biswas

Dr. Kanailal Bhatta College

- 242. Amrita Das

Victoria Institution

- 243. Sathi Mistri
- 244. Rakhi Das
- 245. Sarmistha Banerjee
- 246. Tapati Mondal
- 247. Nopasena Mondal
- 248. Nafisa Amin
- 249. Piyali Chatterjee
- 250. Sonali Das
- 251. Mahua Dey

Sarsuna College

- 252. Manjusree Pal
- 253. Paramita Bhandari

CRICKET ASSOCIATION OF BENGAL



CERTIFICATE OF MERIT

This is to certify that Shri Pradyotsna Mukherjee
of Ganga Ganga School was the
Player of Runner Up School Team in Hooghly District School
Cricket Tournament for the year 1996-97

Dated the 26th July, 1997
Dr. B. C. Roy Club House
Eden Gardens, Calcutta-700 021

PRABIR MUKHERJEE

Honorary Joint Secretaries

CHITRAK MITRA

RICOH

RICOH INDIA LIMITED

43/3, Thacker Road, 2nd Floor
 Kolkata - 700 019 India
 Telefax : +91-33-24852056/57, 24743814
 Fax : +91-33-24852058
 URL : www.ricohindia.com
 Email : ricohindia@rediffmail.com

Ref. No. RIL/KoD3-04MC(0)/113

Date: 11/26/2003

To: KANAILAL BHATTERJEE
 DHAROMTALA
 P.O. SATRAGACHI
 HOWRAH-4

Ref: Ricoh Model no. FT3713 bearing machine serial number A7417911877

Dear Sirs,

Sub. Revision of Service Terms for Ricoh Copiers

We take this opportunity to thank you for your valued patronage all these years. It has always been our endeavor to provide you world's best products with extremely reliable services at very economical costs.

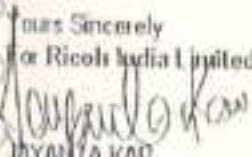
Through all these years we have streamlined all our resources to maintain a relentless focus on customers. This has been possible by constant investments for sustained upgradation of our infrastructure for improved service responsiveness. Continuous inflationary pressures in the economy have adversely affected our cost of operations. This trend has been all pervasive, be it our infrastructure or manpower costs.

Considering the above, we revise our Copy Charges as follows:

1. The Copy Charges have been revised to Rs. 0.38 per copy
2. The revised Copy Charges shall be applicable after 60 days i.e. from 1 Feb '04
3. The above charges are inclusive of Works Contract Tax. All other taxes and Govt. levies shall be extra as applicable.


Please confirm your acceptance within 14 days from the date of this letter so as to enable us to continue to provide you maintenance services, without any break. We seek your co-operation in our efforts to continue to provide you with the highest quality of services and look forward to a long lasting association with you.

Thanking You

Yours Sincerely
 For Ricoh India Limited

 JAYANTA KAR
 REGIONAL MANAGER

ACKNOWLEDGEMENT

We confirm our acceptance to the revised Service Charges with effect from 1 Feb '04.

Signature: 
 Date: 18/12/03
 Principals

Dr. Kanailal Bhattacharya College,
 Santargachi, Howrah-4.

(Official Stamp)

Name:
 Designation:

Dr. Dilip Kumar Sahoo
 Principal
 Principals

Dr. Kanailal Bhattacharya College,
 Santargachi, Howrah-4.



INVOICE

RICOH

RICOH INDIA LIMITED

43/3 HAZIB ROAD,

FORTUITA - 750015,
4050957, 4050958REGD. OFFICE: 1104 ARCADEA, 11TH FLOOR, NARIMAN POINT,
MUMBAI-400 021 PH: (022) 22881953, 22881954, 22881955 FAX (022) 22881950

CUSTOMER NAME AND INSTALLATION ADDRESS

KARALLAL PHOTOCOPY
FORTUITA
P.O: 5010000000
FORTUITA-4.

INVOICE No. C302643

DATE: 17-11-03

DEB. AMOUNT: 87104
SALES TAX: 11.136705108 1.0764775017

REGN. NO.

CUSTOMER CODE: 1000000

CONTACT PERSON & TEL. NO.
P. S. S. S. S.

AGREEMENT NO.

DATE: 17/11/2003

AGREED MONTHLY CHARGES

MODEL NO.

C3713

MIC SERIAL

67417211077

RENTAL CONTRACT EXPIRY DATE

S. TAX REGISTRATION NO.

INVOICE DETAILS

	METER	DATE
READING(S) THIS MONTH	57585	17-11-03
READING(S) LAST MONTH	57115	16/11/2003
GROSS COPIES	2467	
LESS SERVICE & SPILT COPIES	25	
NET BILLABLE COPIES	2444	
QTY COPY CHARGES PER COPY	806.52	

Add: Service Charge 64.52

TONER STOCK: (Nos.)

PAY BY: 27/11/2003

CROSSED CHEQUES/DEMAND DRAFTS
SHOULD BE MADE PAYABLE TO

RICOH INDIA LIMITED

TOTAL CHARGES FOR MONTH: 871.04

INVOICE TOTAL: 871.04

AMOUNT IN WORDS (RS) Eight hundred and seventy one only.

E&OE

FOR RICOH INDIA LIMITED

CUSTOMER SIGNATURE NAME
& DATE OF ACCEPTANCE

ATTESTED (AUTHORIZED SIGNATORY)

17/11/03

Mr. Karallal Photocopy
Ramabala HousePLEASE INSIST FOR RICOH PREPRINTED
PRESERIALIZED NUMBERED CASH RECEIPT
FOR ALL CASH PAYMENTS.SUBJECT TO THE TERMS & CONDITIONS OF
THE ABOVE AGREEMENT, PAYMENT RECEIVED
BEYOND THE DUE DATE SHALL BE SUBJECT TO
INTEREST @ 24% PA FROM THE DUE DATE TO
THE DATE OF PAYMENT.

PAN NO. AAAGR 4151 J

RICOH

INVOICE CUM RECEIPT
FOR SERVICE CONTRACT

AQUAGUARD ST-2000 / CLASSIC / COMPACT CARTRIDGE / PUMP MODEL / ROYALE /
NOVA / I - NOVA / HI FLO / ECP / FORBES AQUAFLO / DESIGNA
(Tick Whichever is Applicable)

CUSTOMER NAME : Dr. K. B. Hemchandra CONTRACT RECEIPT NO. : AG96B 10158755
ADDRESS : Kan. Raj. R. DATE :
Ram. Raj. R. CUSTOMER CODE : 175760116
Howrah MODEL : HI FLO
PHONE NO. : 2627 2490 UNIT SL. NO. : 3271
E-MAIL ID : TYPE OF INSTALLATION : STU

Received with thanks the sum of Rs. 900/- (Rupees Nine hundred only)
vide cash / cheque No. 2084 dated 8/9/03 drawn on
being the service contract amount for 1/2 Year(s) for the above Water Purifier.
This service contract will be valid for the period from 04.10.2003 to 03.10.2004

for EUREKA FORBES LIMITED

AUTHORISED SERVICE CENTRE

SERVICE DEPARTMENT

Obtained by

Service Head Quarters

No. 143, C-4, Bommasandra Industrial Area, Off Hosur Road, Bangalore - 560 099.

Tel : 080 - 7834442 / 7034443 Fax : 080 - 7834902

Visit us at : www.eurekaforbes.com

Regd. Office : 7, Chakraborty Road (South), Kolkata - 700 025.

ESIC Code No. : 41-13003-65

CUSTOMER'S ACCEPTANCE

I/We agree to the terms and conditions of the Service Contract mentioned overleaf of this receipt.

Date : 8/9/03

(Signature of the customer along with official seal, if any)

Customer Copy

Call Euro Helpline on 9628 33 33 33

to register your Product / Service requests at

MUMBAI / BANGALORE / CHENNAI / KOLKATA / DELHI / AHMEDABAD

ATTESTED

Principal

Dr. Kanaklal Bhattacharya
Ramrajalela, Howrah

M/S MANASI BANEJO
FRANCHISE OP
M/S EUREKA FORBES LTD
M/S DINESH SHEKHAR
AT 22/41-711109 668

NETAJI SUBHAS OPEN UNIVERSITY
1, WOODBURN PARK; KOLKATA-700020

NO-02-03/W 567

Date- 12-12-03

ORDER

1. The Principal, Dr. Kanailal Bhattacharya College has submitted a proposal for opening Pre-Primary Teachers Training Course there.
2. After careful consideration of the aforesaid proposal, the Vice-Chancellor Netaji Subhas Open University has been pleased to open a six months PPTT Certificate Course there w.e.f January 2004 Session.
3. The Study Centre will be guided by the rules and regulations framed in respect of the above course. The Coordinator, is to open a Savings bank account to be used exclusively for this purpose.

Argha
Director (Study Centres)

NO-02-03/E-091

Date

Copy forwarded for information & necessary action to

- ✓ The Principal, Dr. Kanailal Bhattacharya College
2. The Coordinator, Dr. Kanailal Bhattacharya College Study Centre with the request to admit students for PPTT course.
3. Director(Science)
4. Director(Humanities and Social Science)
5. Controller of Examinations
6. Secy. to V.C.
7. P.A to Registrar
8. Respective files

N. Chatterjee
Associate Officer
Study Centres

FOR DR. KANAI LAL BHATTACHARJEE COLLEGE

FOR DR. KANAILAL BHATTACHARJEE COLLEGE
AT: THE R.S. DAG NOS. 1462, 1463 & 1464 [1465 (F), MOUZA

AT-THERS.DAG NOS-1462, 1463 E 1464(P)1465(F), MOUZA.

SANTRAGACHI, JLN-4, PS JALACHA, DIST. HOW

AREA OF LAND IN DAG NO. 462, 3-7-86

DAG NO. 1465-17-3-25

5	4	3	2	1	0
5	4	3	2	1	0

TOTAL AREA = 18.12K.

TOTAL ARE A-18-12K-2CH-03FT SHOWN IN COL RED

