

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**IQAC MEETING (OF INTERNAL MEMBERS)**  
 held on 11<sup>th</sup> July, 2019 at 11:00 a.m.  
 in the Conference Room at the Main Campus

S. No.	Name of the Members	Signature with date
1	Prof. (Dr.) Deepali Singhee	<i>Deepali</i> 11.7.19
2	Mrs. Samita Gupta	<i>Samita</i> 11.7.19
3	Mrs. Smita Parekh	<i>Smita</i> 11.7.19
4	Mrs. Basudha Mukhopadhyay	<i>Basudha Mukhopadhyay</i> 11.7.2019
5	Mr. Tapobrata Ray	<i>Tapobrata Ray</i> 11/7/19
6	Ms. Damanjeet Kaur	— ABSENT —
7	Dr. Adrija Sarkar	<i>Adrija Sarkar</i> 11-7-19
8	Ms. Geetika Sachdeva	<i>Geetika Sachdeva</i> 11/7/2019
9	Mrs. Amita Dutta	<i>Amita Dutta</i> 11.7.19
10	Mrs. A.S. Manjulakshmi	<i>Manjulakshmi</i> 11-7-2019
11	Mr. Sumanta Bhattacharyya	<i>Sumanta Bhattacharyya</i> 11/7/2019
12	Mrs. Mayuri Das Biswas	<i>Mayuri Das Biswas</i> 11/7/2019
13	Dr. Shweta Tuteja Rakshit	<i>Shweta Tuteja Rakshit</i> 11/7/2019

*[Signature]*  
IQAC Co-ordinator  
**J.D. BIRLA INSTITUTE**

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



**J.D. BIRLA INSTITUTE**

Departments of Science, Commerce &amp; Management

**MINUTES OF IQAC MEETING (OF INTERNAL MEMBERS)**

held on 11/07/2019 at 11:00 am in the Conference Room at the Main Campus

***Members Present***

1. Prof. (Dr.) Deepali Singhee (Principal, JDBI & Chairperson, IQAC)
2. Mrs. Samita Gupta (Assistant Professor & Head, Department of Textile Science, Clothing & Fashion Studies)
3. Mrs. Smita Parekh (Assistant Professor & Head, Department of Interior Designing)
4. Mrs. Basudha Mukhopadhyay (Assistant Professor & Head, Department of Commerce)
5. Mr. Tapobrata Ray (Assistant Professor & Head, Department of Management)
6. Dr. Adrija Sakar (Assistant Professor & Head, Department of Food Science & Nutrition Management)
7. Ms. Geetika Sachdeva (Assistant Professor & Head, Department of Human Development)
8. Mrs. Amita Dutta (Assistant Professor, Department of Interior Designing)
9. Mrs. A.S. Manjulakshmi, (Assistant Professor, Department of Commerce)
10. Mr. Sumanta Bhattacharya (Assistant Professor, Department of Management)
11. Mrs. Mayuri Das (Chief Librarian, JDBI Main Campus)
12. Dr. Shweta Tuteja Rakshit (Assistant Professor, Department of Textile Science, Clothing & Fashion Studies & IQAC Coordinator)

Leave of absence was granted to Ms. Damanjeet Kaur

***Minutes of the Meeting***

The meeting was chaired by Prof. (Dr.) Deepali Singhee

**AGENDA-1: Review and confirmation of minutes of the previous meeting held.**

The minutes of the meeting held on 13/04/ 2019 was approved and confirmed.

**ACTION TAKEN REPORT ON THE DECISIONS OF THE PREVIOUS MEETING**

Agenda	Recommendation	Action Taken
AGENDA-2	To explore possibilities of academic collaborations through formal Memorandum of Understanding (MoU).	<ul style="list-style-type: none"> <li>• Memorandum of Understanding (MoU) was signed with Confederation of Indian Industry (CII), Young Indians (CII-Yi) on 19/06/2019 for mentoring student to participate in activities and initiatives of Yi at their chapter and national level.</li> <li>• Under the Memorandum of Understanding (MoU) with Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore (signed on 20/06/2018), three 1<sup>st</sup> year M.Sc (Textiles &amp; Clothing) students completed a 10-day training programme on spinning of yarn from waste cotton, viscose and their blends; circular knitting; thermal bonding and needle punching of fibres to make non-woven from 12/06/2019 to 22/06/2019 at Coimbatore.</li> </ul>
AGENDA-3	To undertake activities for the well being and	<ul style="list-style-type: none"> <li>• Medical check-up for all Group-D staff members was organized by the college and</li> </ul>



	engagement of the Group-D staff.	<p>conducted by the medical practitioner on 13/06/2019 at the college infirmary. Eighteen Group-D staff members were present for the check-up.</p> <ul style="list-style-type: none"> <li>• A special lunch was organized on 07/05/2019 at the college recreation area for group-D staff members. Students cooked and served food for them to show appreciation for their role in the teaching-learning process.</li> </ul>
Agenda-4	To find solutions for effective and environment-friendly disposal of waste.	MoU with Vital Waste for providing recycling and allied waste management services on 31/06/2019. The recycle points earned by through the recyclables sold were monetarily redeemed and the summary of the first audit report was obtained.

#### **AGENDA-2: To institute some reforms in the examination procedures and marking of Sessional papers.**

Members were notified that the revised curriculum for all UG course barring B.Sc (Hons.) in Human Development under the UGC mandate of Choice based Credit System (CBCS) has been implemented from the forthcoming session as clarified by Jadavpur University.

Since there has been no change in the examination rules by the University, all heads were asked to frame detailed guidelines for smooth execution of academic and examination related matters. They were asked to ensure framing of proper lecture plans by all teachers and the streamline the mode of internal assessment barring the class tests.

It was also reported that the students' projects and allotment of mentors needs to be streamlined; Heads of departments were asked to frame guidelines and proper procedures pertaining to selection of topics, allotment of mentors, review of students work and report writing and viva voce. The said guidelines must be submitted to the Principal and after finalizations in the HoD Forum and thereafter circulated to all concerned.

#### **AGENDA-3: To explore the possibilities of MoUs for Academic collaborations.**

Keeping in view the requirements of Section 3.5 under Criteria-3 on collaboration that focuses on linkages with institutions of national, international importance, other universities, industries, corporate houses for internship, on-the-job training, project work , it was proposed that some MoUs must be signed with academic partners for academic delivery. Members suggested that value added courses could be undertaken for students under MoUs. The following areas were identified for necessary collaborations: Course on Stock Markets and data Analytics for Commerce students, Training in bakery & culinary skills for FSNM, training in CAD, Fashion Illustration and Photography for TCFS students, and counselling for HD students.

The Principal also informed that proposals were received from the following organizations for conducting the mentioned courses:

- National Stock Exchange Academy: 30 hour course on Stock Market Analysis
- ICFAI Business School (IBS), Kolkata: 30 hour course on Data Analytics & Game Theory
- Academy of Pastry Arts Institute, India (APAI), Bangalore: 30 hrs Certificate Course in Baking.



It was also decided that once the MoUs were signed, students enrolled for the courses shall be given joint certificates by JDBI and the concerned Institute. Also students of the concerned department s must be encouraged to enroll in the course.

Dr. Adrija Sarkar (coordinator of short term courses) was asked to collect the names of the interested students who would want to undertake such courses. For the Spoken Tutorial Project, heads of all departments were asked to prepare a list of students.

Members also accepted the proposal placed by Dr. Singhee about the Spoken Tutorial Project by IIT-Mumbai as prescribed by the National Mission on Education through ICT (NMEICT) under the MHRD, Government of India. It was agreed that all students of the Science & Commerce departments will be asked to enroll for the course which is based on a self learning mode and is free of cost. It was noted that a teacher be appointed to coordinate this course and ensure that students complete the online examination mandated for receiving certificates.

**AGENDA-4: To provide opportunities for enhancement of students' knowledge base and practical skills.**

It was suggested that theme-based conferences and symposiums on new age topics must be organized and the following suggestions were noted

- Management Conference on Digital Marketing, Data Analytics, Application of AI in contemporary marketing or finance for non-finance professionals. It was noted the last suggestion would be a repeat form the previous years and hence should be avoided.
- Several seminars/webinars on a range of topics involving external experts and resource persons could be planned all round the year. Some suggestions included seminars on cyber security, start-ups and entrepreneurship, circular economy, play therapy, eating smart.

In order to enhance practical skills of students the following initiatives were suggested:

- Course on Tally for B.Com students.
- Certificate course on Advanced Data Analysis with MS Excel Programme.
- Workshops on a variety of subjects by external experts. Some suggested workshops were Self defense, fitness and health, yoga & meditation, art of body language, personality & intelligence testing, colour & textures, developing a mood board, colour matching in textiles, innovative drape, furnishing design, companies act, e-filing of returns, tax compliance, SPSS, traditional crafts, photography

**AGENDA-5: To engage industry experts through discourse involving them on new age topics.**

To provide students with an interactive platform with prospective employers, the Placement cell should organize more career counselling seminars and make efforts to track student's progression. These sessions must be organized with a focus on dynamic career options available in different areas of specialization by the experts from industry.

**AGENDA-6: To explore possibilities of foreign collaborations for academic gain.**

Possibilities for foreign collaborations for students or faculty exchange should be explored. It was pointed out that universities in the US and UK would be more suitable options. The Principal was asked to explore such possibilities.

**AGENDA-7: To conduct extension and outreach activities with a focussed and purposeful approach.**

It was noted that the college has been undertaking several outreach and extension activities; however they should be made more meaningful and NAAC oriented. Also all proper



documents must be retained whenever activities are done in collaboration with NGOs. Some suggestions made are mentioned below:

- More capacity building training camp in collaboration NGOs.
- Awareness programme on water and electricity conservation, reduction in the use and recycling of plastics, personal hygiene, cyber security etc.

With no other matter, the meeting ended with thanks to the chair.

**Dr. Shweta Tuteja Rakshit**  
Coordinator, IQAC

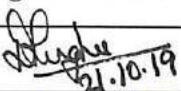
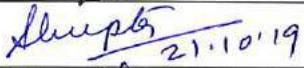
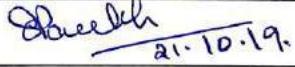
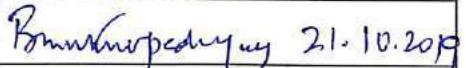
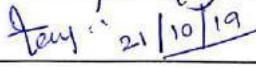
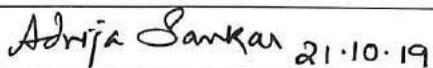
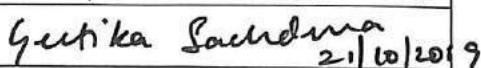
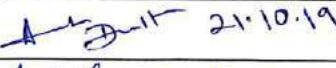
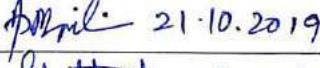
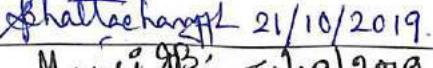
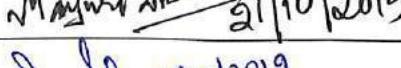
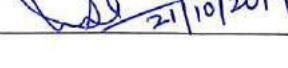


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**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**IQAC MEETING (OF INTERNAL MEMBERS)**  
 held on 21<sup>st</sup> October, 2019 at 1:00 p.m.  
 in the Conference Room at the Main Campus

S. No.	Name of the Members	Signature with date
1	Prof. (Dr.) Deepali Singhee	 21.10.19
2	Mrs. Samita Gupta	 21.10.19
3	Mrs. Smita Parekh	 21.10.19
4	Mrs. Basudha Mukhopadhyay	 21.10.2019
5	Mr. Tapobrata Ray	 21/10/19
6	Ms. Damanjeet Kaur	—ABSENT—
7	Dr. Adrija Sarkar	 21.10.19
8	Ms. Geetika Sachdeva	 21/10/2019
9	Mrs. Amita Dutta	 21.10.19
10	Mrs. A.S. Manjulakshmi	 21.10.2019
11	Mr. Sumanta Bhattacharyya	 21/10/2019
12	Mrs. Mayuri Das Biswas	 21/10/2019
13	Dr. Shweta Tuteja Rakshit	 21/10/2019

  
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# **J.D. BIRLA INSTITUTE**

Departments of Science, Commerce & Management

## **MINUTES OF IQAC MEETING (OF INTERNAL MEMBERS)**

Held on 21/10/2019 at 1:00 P.M in the Conference Room at the Main Campus

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### ***Members Present***

1. Prof. (Dr.) Deepali Singhee (Principal, JDBI & Chairperson, IQAC)
2. Mrs. Samita Gupta (Assistant Professor & Head, Department of Textile Science, Clothing & Fashion Studies)
3. Mrs. Smita Parekh (Assistant Professor & Head, Department of Interior Designing)
4. Mrs. Basudha Mukhopadhyay (Assistant Professor & Head, Department of Commerce)
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9. Mrs. A.S. Manjulakshmi, (Assistant Professor, Department of Commerce)
10. Mr. Sumanta Bhattacharya (Assistant Professor, Department of Management)
11. Mrs. Mayuri Das (Chief Librarian, JDBI Main Campus)
12. Dr. Shweta Tuteja Rakshit (Assistant Professor, Department of Textile Science, Clothing & Fashion Studies & IQAC Coordinator)

Leave of absence was given to Ms. Damanjeet Kaur.

### ***Minutes of the Meeting***

The meeting was chaired by Prof. (Dr.) Deepali Singhee

### **AGENDA- 1: Review and confirmation of minutes of the previous meeting held.**

The minutes of the meeting held on 11/07/2019 was approved and confirmed.

### **ACTION TAKEN REPORT ON THE DECISIONS OF THE PREVIOUS MEETING**

<b>Agenda</b>	<b>Recommendation</b>	<b>Action Taken</b>
Agenda-2	To institute some reforms in the examination procedures and marking of Sessional papers.	Guidelines for students' projects were framed and circulated.
Agenda-3	To explore the possibilities of MoUs for Academic collaborations.	<p>The following MoUs were signed:</p> <ul style="list-style-type: none"> <li>• MoU with ICFAI Business School (IBS), Kolkata for 30 hour short-term course on Data Analytics &amp; Game Theory on 20/08/2019.</li> <li>• MoU with Academy of Pastry Arts, India (APAI), Bangalore for conducting a 30 hrs Certificate Course in Baking at JDBI on 15/10/2019.</li> <li>• MoU with IIT-Mumbai for short term online course, 'Spoken Tutorial Project' as prescribed by the National Mission on Education through ICT (NMEICT) under the MHRD, Government of India on 13/12/2018.</li> <li>• Under the existing MoU (signed on 19/03/2019) with National Stock Exchange Academy, nineteen</li> </ul> 

		Commerce students completed a 30 hour add-on certificate course on Stock Market Analysis on 20/08/2019.
Agenda-4	To provide opportunities for enhancement of students' knowledge base and practical skills.	Nineteen number of Management students completed a certificate course on Advanced Data Analysis with MS Excel programmes conducted by faculty members of the Management department.
Agenda-5	To engage industry experts through discourse involving them on new age topics.	<ul style="list-style-type: none"> <li>• 2-day MDP on AI-Enabled Business was held on 27/11/2020 to 29/11/2020.</li> <li>• ICA Edu Skills Pvt. Ltd. conducted 10 hrs Course on Tally for all 1<sup>st</sup> year B.Com students from 14/10/2019 to 22/10/2019.</li> <li>• Twenty-one counselling sessions were organized by the Placement cell.</li> </ul>
Agenda-6	To explore possibilities of foreign collaborations for academic gain.	An international trip to Paris & London is being organized to explore possibilities for student's exchange programs, project collaboration and higher studies for students with Universities like University of Creative Arts (UCA) and School of Oriental & African Studies (SOAS) and University of London.
Agenda-7	To conduct extension and outreach activities with a focussed and purposeful approach.	<p>1. A 7-day Capacity Building Training Camp was organized by the NSS unit (Science) of the college in collaboration with LabourNet from 16/09/2019 to 23/09/2019 at the former's Rishra Centre. The training focused on making of hand-crafted products from eco-friendly raw materials and recyclable waste like old newspaper and jute. Participants were taught to make papier-mâché pen holders and decorative trays, coaster and bowls from jute yarns.</p> <p>2. Outreach activities to celebrate Nutrition month was undertaken at 7 different NGOs on 20/09/2019 by the NSS unit (Science) in association with Hope Foundation, Ektara Foundations, Tollygunge Women in Need, Seva Kendra Calcutta, Disha Foundation, Jungle Crow and Help Us, Help Them. Various activities as mentioned below were conducted:</p> <ul style="list-style-type: none"> <li>• Anthropometric measurements to assess the incidence of malnutrition</li> <li>• Awareness on Hygiene &amp; Safe drinking water via puppet show</li> <li>• Demonstration of low-cost recipes for mothers</li> <li>• Quiz on nutritive facts about food</li> </ul> <p>3. A Special Initiative was undertaken by NSS (Science &amp; Commerce) units to celebrate teacher's day at Joypul Nandanik Sikshayatan School for the underprivileged children at Duttagupur,</p>



		<p>Barasat on 05/09/2019. The Principal along with faculty members and NSS student-volunteers visited the school that is situated about 60 Kms. from the city. Several activities were conducted to pay homage to teachers for their hard work.</p> <p>4. An Awareness programme on Water Conservation under Swachta Pakhwada, 2019 of the EBSB Cell, MHRD, Government of India in collaboration with a NGO, Development Research Communication &amp; Service Centre (DRCSC) on 09/09/2019 by NSS (Science) unit. 24 student volunteers presented a nukkad natak at EJC Duck Junction (Community Centres), one at Remound Road and another at Mathurbabu Lane on 09/09/2019. Other activities were conducted for 50 beneficiaries comprising of children from the listed community centres. Reusable bags were distributed with a purpose to reduce usage of single-use plastics.</p> <p>5. Another Awareness programme on Water Conservation under Swachta Pakhwada, 2019 of the EBSB Cell, MHRD, Government of India in collaboration with a NGO, Calcutta rescue on 12/09/2019 by NSS Unit (Commerce).</p> <p>6. An awareness programme under Swatch Bharat Mission was organized by NSS Unit (Science) in collaboration with a NGO, Parichay - Ek Pehchan on Independence Day with the children at the Parichay Foundations on 15/08/2019. A session on 'Clean India, Green India' was conducted for the children along with Independence Day Celebration.</p> <p>7. NSS Unit (Science) in collaboration with Department of Human Development raised awareness through bulletin board related to POCSO Act on the following topics:</p> <ul style="list-style-type: none"> <li>• Protection of Children from Sexual Offences (POCSO) on 26/08/2019</li> <li>• World Day Against Trafficking on 27/07/2019</li> </ul> <p>8. NSS Unit (Science) in collaboration with Department of Human Development raised awareness through bulletin board related to Gender Sensitization on The Journey to Age Equality on 26/09/2019.</p> <p>9. Awareness on Cyber Security was done by Mr. RakshitTandon (Cyber Security Evangelist, Director Executive, and Council of Information Security &amp; Cyber</p>
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		<p>Security) was organized on 24/09/2019 at Vidya Mandir Auditorium.</p> <p>10. The Green Club, Jal Shakti in collaboration with NSS Unit (Management) distributed 50 jute bags sponsored by Nihari Jute Mills to passersby near ILS Hospital Bidhannagar on 31/08/2019.</p> <p>11. Another environment protection activity was plantation of 30 saplings at Shree Gandhi Education Welfare Society on 12/09/2019 by NSS Unit (Management).</p>
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#### **AGENDA-2: To streamlining examination procedures and internal marking systems.**

It was noted that currently there is lack of synergy in the style of question papers for internal and end-semester examinations submitted by different faculty as examiners. This needs to be streamlined and it was decided that a format be prepared for setting question papers. Also clarity and transparency must be brought across all courses for evaluation of sessional papers like seminars, term papers, projects and dissertations must be streamlined; procedure for selection of topics for Projects and allotment of mentors must be laid down. Format for marking with break-up must be prepared for all sessional papers including internship and projects.

#### **AGENDA-3: To initiate internal academic audit and prepare a set of Standard Operating Procedures (SoPs) for all academic and administrative matters for ease in administration.**

It was suggested that for smooth execution of all teaching-learning and administrative process and to avoid any ambiguity in understanding, procedural charts in the form of a booklet on Standard Operating Procedure be prepared. Various criteria can be explored; for this some suggested criteria included - admission process, teaching-learning process, academic calendar, class timetable, matters pertaining to students' attendance, examination-related matters, staff-related matters, student-related matters, administrative matters & maintenance-related matters, accounts/finance-related matters, library-related matters, college events, matters related to the alumni association of the institute, etc. The SoPs would be shared with all members and also uploaded on the college website.

For this a special committee comprising of the following faculty and administrative staff members was suggested. The committee headed by the Principal would work on the Manual on Standard Operating Procedures and submit the draft by the end of the current semester.

#### **Special Committee for SoP**

1. Prof. Deepali Singhee, Principal & Chairperson of the Committee
2. Mrs. Samita Gupta, Head-TCFS Department
3. Mr. Tapobrata Ray, Head-Management Department
4. Mrs. Basudha Mukhopadhyay, Head-Commerce Department
5. Mrs. Smita Parekh, Head-ID Department
6. Ms. Geetika Sachdeva, Head-HD Department
7. Dr. Adrija Sarkar, Head-FSNM Department
8. Ms. Ishita Myra Biswas, Coordinator-Short Term Courses
9. Mrs. A.S. Manjulakshmi, Sr. Faculty-Commerce Department
10. Mr. Sumanta Bhattacharyya, Sr. Faculty-Management Department
11. Ms. Paramita Sarkar, Sr. Faculty- Management Department



12. Mr. Manish Agarwal, Administrative Officer
13. Ms. Mousumi Chaudhuri, EA to the Principal
14. Ms. Tripti Sil, Examination Officer
15. Mr. S.N. Barik, IT Supervisor (Management Campus)
16. Dr. Shweta Tuteja Rakshit, IQAC Coordinator & Convenor of the Committee

**AGENDA-4: To enhance number of in-house publications and apply for RNI.**

This matter is could not be taken up due to the ongoing lockdown.

**AGENDA-5: To undertake faculty development programmes.**

Faculty must be motivated through more number of FDPs conducted by the college. The following initiatives were suggested to be undertaken by the college under Faculty Development Programme:

- Faculty Development Programmes on SPSS, research paper writing, use of technology in teaching – learning, fin-tech, big data analysis.
- Encourage faculty to undertake course under Swayam and COURSERA.

**AGENDA-6: To provide students and faculty with opportunities for value added online learning.**

Students must be encouraged to enroll in online courses that will enhance their knowledge. For this the college could identify some course for them and explore the possibilities of a tie-up. Even faculty members may be asked to enroll in appropriate online courses.

**AGENDA-7: To increase the number of value added courses for students though functional MoUs with renowned institutes and to enhance training in practical skills though add-on courses and workshops.**

Under the existing MoUs, appropriate courses should be offered to students and they should be encouraged to complete the course.

**AGENDA-8: To publish conference/seminar proceedings with ISBN and newsletters for the Management Department.**

The Management department is planning to organize a national-level seminar. It was decided that a book of papers with ISBN must be published. Since the Main campus is publishing an Annual College Magazine, the Management Department must come out with a publication of their own in the form of annual or biennial newsletter. The design and layout of the newsletter must be appropriate and not in the form of a textual word file

**AGENDA-9: To conduct programmes promoting gender sensitization.**

As per criteria-7, more activities on gender equity and sensitization should be undertaken. It was suggested that some workshops on self defence and counselling session be conducted.

**AGENDA-10: To conduct activities for promoting ethical values among students and staff.**

In order to instil and create awareness on ethical values as required by NAAC (Criteria-7), it was decided the theme of the Annual Inter-college Business Convention, Commercio Conclave, 2020 be ‘Ethics in Business is a Good Strategy’. Also some awareness workshops on crimes and related issue must be held for students and staff.



#### **AGENDA-11: To promote formation of students' club for promoting participation in activities.**

Activities of the students club formed at the main campus must be streamlined and some clubs should be formed at the Management campus. This would ensure and promote willing and effective participation by students in different college activities. Some proposed activities for which clubs could be formed included:

- Entrepreneurship
- Nature/Green activities
- Ethics & Value Education
- Social Activity
- Debate & quizzes
- Sports
- Cultural activities
- Photography

It was noted that although the college did not have space to promote sports and games, all possible initiatives must be taken to ensure that students rare provided with opportunities for sports and games along with their curricular activities. Some activities related to sports and outdoor games that could be organized were suggested:

- Training of students by an appointed coach to continue and in future a post be created for Director, Physical education
- Annual Sports to include inter-college events.
- Stress on sports in all inter-college fests to be organized by the college.
- Inter-college cricket tournament, the J.D. Birla Champions League must be continued and on a larger scale.
- Intra-department tournaments on possible sporting activities and some indoor games can be organized.

#### **AGENDA-12: To organize more meaningful community oriented outreach activities.**

The college has been conducting several social activities and outreach programmes. These must be made meaningful and objective oriented.

#### **AGENDA-13: To increase numbers and document coverage of college activities by media.**

The college has been conducting several interesting activities, which have been covered by the media. Efforts should be made to increase this media coverage by prompt and timely media released and proper documentation and display of the coverage must be undertaken.

#### **AGENDA-14: To regularize the registration of Alumni Association.**

Members were informs that after checking all records, it has been confirmed that the Alumni Association of the college is a registered body (registered in 2004). It was noted that the Principal shall make all possible efforts to procure a copy of the MoA from the Office of Registrar of Firms, Societies & Non-trading corporations, West Bengal. After receiving the copy, further action shall be planned.

The secretary of the Alumni Association should be asked to update the list of registered members.



**AGENDA-15: To create department wise staffroom with a preferable and appropriate working environment.**

It was reported by the Principal that there is a need to promote team building among faculty of a department. Currently all have their workstations in the same room, which is also crowded. Some even get intimidated by the presence of seniors. Hence, with a purpose to provide adequate space, conducive environment and appropriate opportunities for greater interaction with departmental colleagues to develop perspective plans for the department, departmental staffroom with individual cubicles were created within the available space at the Main campus. Faculty members have been relocated to their new seating arrangements.

**AGENDA-16: To synergizing administrative matters at both the campuses and preparation of a dossier.**

The Principal has taken direct charge of the Management campus since 4<sup>th</sup> December 2021 after the resignation of the Director. It was decided that all academic and administrative matters must be streamlined and synergized at the two campuses for smooth administration.

**AGENDA-17: To upgrade both the websites of both campuses and sharing of endorsement videos by alumni and experts.**

There is need to upgrade both website and outdate information should be either deleted, if not required or replaced with the last one.

With no other matter, the meeting ended with thanks to the chair.

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Dr. Shweta Tuteja Rakshit  
Coordinator, IQAC

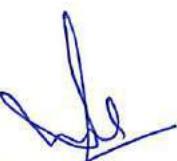


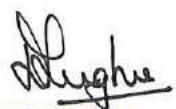
**IQAC Co-ordinator**  
**J.D. BIRLA INSTITUTE**

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Kolkata - 700 020

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**IQAC MEETING (OF INTERNAL MEMBERS)**  
 held online on 6<sup>th</sup> April, 2020 at 11:00 a.m. through zoom

S. No.	Name of the Members	Signature with date
1	Prof. (Dr.) Deepali Singhee	<i>Deepali Singhee</i> 6.4.20
2	Mrs. Samita Gupta	<i>Samita</i> 6.4.20 20
3	Mrs. Smita Parekh	<i>Smita</i> 6.4.2020
4	Mrs. Basudha Mukhopadhyay	<i>Basudha Mukhopadhyay</i> 6.4.20
5	Mr. Tapobrata Ray	<i>Tapobrata Ray</i> 06/4/2020
6	Ms. Damanjeet Kaur	—ABSENT—
7	Dr. Adrija Sarkar	<i>Adrija Sarkar</i> 6.4.20
8	Ms. Geetika Sachdeva	<i>Geetika Sachdeva</i> 6/4/2020
9	Mrs. Amita Dutta	<i>Amita Dutta</i> 6/4/20
10	Mrs. A.S. Manjulakshmi	<i>A.S. Manjulakshmi</i> 6/4/2020
11	Mr. Sumanta Bhattacharyya	<i>Sumanta Bhattacharyya</i> 6/4/2020
12	Mrs. Mayuri Das Biswas	<i>Mayuri Das Biswas</i> 6/4/2020
13	Dr. Shweta Tuteja Rakshit	<i>Shweta Tuteja Rakshit</i> 6/4/2020

  
**IQAC Co-ordinator**  
**J.D. BIRLA INSTITUTE**

  
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**J.D. BIRLA INSTITUTE**  
Departments of Science, Commerce & Management  
**MINUTES OF IQAC MEETING (OF INTERNAL MEMBERS)**  
Held on 06/04/2020 over zoom at 11.00 AM

***Members Present***

1. Prof. (Dr.) Deepali Singhee (Principal, JDBI & Chairperson, IQAC)
2. Mrs. Samita Gupta (Assistant Professor & Head, Department of Textile Science, Clothing & Fashion Studies)
3. Mrs. Smita Parekh (Assistant Professor & Head, Department of Interior Designing)
4. Mrs. Basudha Mukhopadhyay (Assistant Professor & Head, Department of Commerce)
5. Mr. Tapobrata Ray (Assistant Professor & Head, Department of Management)
6. Dr. Adrija Sakar (Assistant Professor & Head, Department of Food Science & Nutrition Management)
7. Ms. Geetika Sachdeva (Assistant Professor & Head, Department of Human Development)
8. Mrs. Amita Dutta (Assistant Professor, Department of Interior Designing)
9. Mrs. A.S. Manjulakshmi, (Assistant Professor, Department of Commerce)
10. Mr. Sumanta Bhattacharya (Assistant Professor, Department of Management)
11. Mrs. Mayuri Das Biswas (Librarian, JDBI Main Campus)
12. Dr. Shweta Tuteja Rakshit (Assistant Professor, Department of Textile Science, Clothing & Fashion Studies & IQAC Coordinator)

Leave of absence was given to Ms. Damaneet Kaur. It was also noted that Ms. Kaur have relocated to Australia for higher studies and hence has resigned from the college.

***Minutes of the Meeting***

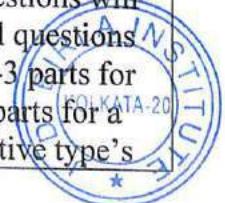
The meeting was chaired by Prof. (Dr.) Deepali Singhee

**AGENDA- 1: Review and confirmation of minutes of the previous meeting held.**

The minutes of the meeting held on 21/10/ 2019 was approved and confirmed.

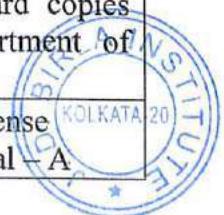
**ACTION TAKEN REPORT ON THE DECISIONS OF THE PREVIOUS MEETING**

<b>Agenda</b>	<b>Recommendation</b>	<b>Action Taken</b>
Agenda-2	To streamlining examination procedures and internal marking systems.	<p>Format for question paper was finalized and is reproduced below:</p> <ul style="list-style-type: none"><li>• For theory papers, there must be 5 questions (student has to attempt any 3) out of which one question can be on short notes, each carrying 10 marks, for a 30 marks paper and 7 questions, each carrying 15 marks (students have to do any 4), one compulsory 10 marks question (short notes – 4 out of which a student will have to attempt any 2) for a 70 marks paper. The questions should cover the entire syllabus and no two questions should be from the same topic. Also, at least three of the questions will have to be applied-based. All questions have to be subdivided into 2-3 parts for a 10-mark question and 3-4 parts for a 15 marks question. No objective type's</li></ul>



		<p>questions can be given.</p> <ul style="list-style-type: none"> <li>• For Practical papers the following format shall be adhered to:           <ol style="list-style-type: none"> <li>1. Question-1: Experiment/Assignment - 10 marks (for 30 marks papers) / 25 marks (for 70 marks paper)</li> <li>2. Question-2: Experiment/Assignment – 10 marks (for 30 marks papers) / 25 marks (for 70 marks paper)</li> <li>3. Question-3: Viva Voce - 5 marks (for 30 marks papers) / 10 marks (for 70 marks paper)</li> <li>4. Question-4: File Records/Portfolios - 5 marks (for 30 marks papers) / 10 marks (for 70 marks paper)</li> </ol> </li> <li>• Evaluation of sessional papers like seminars, term papers, projects and dissertations have been streamlined and a format for marking with break-up has been prepared.</li> <li>• Procedure for selection of topics for Projects was streamlined. Mentors were allotted through a systematic process and break-up of marks for internship and projects were shared with all along with the format for submission of reports clarified.</li> <li>• Grand viva was conducted online in several concurrent sessions of 40 minutes duration each. Each session involved 3 students and a panel of four internal examiners conducting their viva separately for about 10 minutes each. Four such sessions were held each day, two sessions in the morning and another two in the evening. Senior teachers were appointed as coordinators to oversee each session. Format for marking scheme was shared with all faculty members and all marks are sent via email to the HoD on the daily basis by the examiners for necessary computation.</li> <li>• Due to the lockdown and COVID pandemic, Class tests could not be held. To compensate regular assignments for each subject was given to students in a streamlined manner and the assignments to be given for each month was notified to students in the beginning of each month along with the monthly timetables.</li> </ul>
Agenda-3	To initiate internal academic audit and prepare a set of Standard Operating Procedures (SoPs) for all	<p>A draft of the Standard Operating Procedure has been prepared, but it needs further modification.</p> 

	academic and administrative matters for ease in administration.	
Agenda-4	To enhance number of in-house publications and apply for RNI.	This matter is could not be taken up due to the ongoing lockdown.
Agenda-5	To undertake faculty development programmes.	<ul style="list-style-type: none"> <li>FDP on Fin-Tech was organized by the college and conducted by Prof. B.B Chakrabarti, former Professor, IIM-Calcutta on 26/09/2019</li> <li>FDP on Big Data Analysis was organized by the college and conducted by Prof P.K. Das, Faculty, IIFT-Kolkata on 26/09/2019</li> </ul>
Agenda-6	To provide students and faculty with opportunities for value added online learning.	<ul style="list-style-type: none"> <li>723 completed online course on Spoken Tutorial Project under an agreement with IIT-Mumbai and were awarded certificates.</li> <li>One faculty completed a course under MOOCs.</li> </ul>
Agenda-7	To increase the number of value added courses for students though functional MoUs with renowned institutes and to enhance training in practical skills though add-on courses and workshops.	<ul style="list-style-type: none"> <li>19 students completed a 30 hour add-on certificate course on Stock Market Analysis conducted under an MoU with National Stock Exchange Academy</li> <li>28 students completed a 30 hour short-term course on Data Analytics &amp; Game Theory under an MOU with ICFAI Business School (IBS), Kolkata.</li> <li>28 FSNM students completed a 30 hrs Certificate Course in Baking under a MOU with Academy of Pastry Arts Institute, India (APAI), Bangalore.</li> <li>ICA Edu Skills Pvt. Ltd. conducted 10 hrs Course on Tally for all 1<sup>st</sup> year B.Com students.</li> <li>A certificate course on Advanced Data Analysis with MS Excel Programme was organized and successfully completed by 19 no. of students.</li> <li>Sixteen (16) Workshops on different subjects were organized by the college to enhance practical skills of students. The workshops were conducted by external experts.</li> </ul>
Agenda-8	To publish conference/seminar proceedings with ISBN and newsletters for the Management Department.	<ul style="list-style-type: none"> <li>Book of Papers with ISBN (ISBN: 978-93-5406-466-1) was released for the Management Conference on Strategic Management in Industry 4.0 organized by the Department of Management</li> <li>The second Newsletter in hard copies was published by the Department of Management.</li> </ul>
Agenda-9	To conduct programmes promoting gender	<ul style="list-style-type: none"> <li>A 3-day International Self Defense workshop on Limitless Potential – A</li> </ul>



	sensitization.	<p>Step towards Gender Equity was organized in association with Vidya Veda Foundation and Esesson Foundation, Australia. Eminent resource persons from USA and Australia conducted the workshop for the students on 08/01/2020 to 10/01/2020.</p> <ul style="list-style-type: none"> <li>• A workshop on Self Defense was conducted by Ms. Ryena Gupta, a self defence trainer on 17/09/2019.</li> <li>• Three special lectures on gender related issues were also organised:             <ol style="list-style-type: none"> <li>a. Women's Rights &amp; family Laws in India: An overview of current developments on 24/08/2019.</li> <li>b. Participation of Women in Family Managed Business on 31/07/2019</li> <li>c. Mainstreaming of Women into Male Bastion: Challenges Ahead on 14/10/2019</li> </ol> </li> </ul>
Agenda-10	To conduct activities for promoting ethical values among students and staff.	<ul style="list-style-type: none"> <li>• A seminar on Cyber Security was conducted by Mr. Rakshit Tandon, Cyber Security evangelist, Director Executive, Council of Information Security &amp; Cyber Security on 12/09/2019.</li> <li>• The Annual Inter-college Business Convention, Commercio Conclave, 2020 was successfully organized on the theme 'Ethics in Business is a Good Strategy' and all events revolved around this central theme. The fest was held on 11/01/2020.</li> </ul>
Agenda-11	To promote formation of students' club for promoting participation in activities.	<p>Some students' clubs were formed at the two campuses:</p> <ul style="list-style-type: none"> <li>• Department of Science &amp; Commerce: Nature, Ethics &amp; Value Education, Social Activity, Debate &amp; quizzes. Sports, Cultural and Photography</li> <li>• Department of Management: Green Club, Quiz Club (Qriosita), Debate Club (Debutant), Photography Club (Picturesque), Entrepreneurship Club (Acumen) and Cultural Club (Renaissance) were formed.</li> </ul> <p>Sports and games were promoted:</p> <ul style="list-style-type: none"> <li>• Annual Sports, Zest 2020 involved participation of four colleges in several inter-college events on 15/01/2020.</li> <li>• J.D. Birla Champions League (Cricket) was held on 27/08/2019.</li> <li>• Intra-department volleyball and throw ball tournaments were held on 25/09/2019.</li> <li>• Intra-department chess and carom tournaments were held on 05/09/2019.</li> </ul>



Agenda-12	To organize more meaningful community oriented outreach activities.	<ul style="list-style-type: none"> <li>• A 7-day capacity building training camp on making of hand-crafted products from eco-friendly raw materials and recyclable waste like old newspaper and jute was organized by the students in collaboration with LabourNet, an NGO at their Rishra Centre on 16/09/2019 to 23/09/2019.</li> <li>• Under virtual volunteering, students conducted a range of activities for the underprivileged children from several NGOs during the lockdown on 15/06/2019 to 04/07/2019.</li> <li>• Under a special initiative teacher's day was celebrated with teachers of a rural school for the underprivileged at Duttagukur, Barasat on 05/09/2019.</li> <li>• NSS-volunteers fed underprivileged people in their local areas with 80 kgs of khichadi. They also distributed meals among the underprivileged and needy in the areas close to their residence on 30/05/2019.</li> <li>• An awareness programme on water conservation was organized under Swachta Pakhwada, 2019 of the EBSB Cell, MHRD, Government of India in collaboration with Development Research Communication &amp; Service Centre (DRCSC) was conducted on 09/09/2019.</li> <li>• Single-use plastic was banned in the campus and multi-use foldable fabric bag were distributed to all students and staff of the college from 01/11/2019.</li> <li>• Hand sanitizers and cloth masks were prepared and sold to raise funds during the pandemic on 19/03/2020.</li> <li>• Faculty and staff members including the Principal contributed one day's salary amounting to a total of 1.08 lakhs towards Amphan cyclone relief through Bharat Sevashram Sangha on 24/06/2020.</li> </ul>
Agenda-13	To increase numbers and document coverage of college activities by media.	Activities undertaken by the college were extensively covered by several print and online media after timely submission of information to the PR agency and properly documented.
Agenda-14	To regularize the registration of Alumni Association.	A copy of the MoA from the Office of Registrar of Firms, Societies & Non-trading corporations, West Bengal was procured and is being studied for further action.
Agenda-15	To create department wise staffroom with a preferable and appropriate working	Two new staffrooms were created and proper relocation of all faculties was done apart from providing them with individual



	environment.	cubicals.
Agenda-16	To synergizing administrative matters at both the campuses and preparation of a dossier.	All academic and administrative matters at both the campuses have been streamlined and synergized and a dossier on all necessary information about the Management department and its infrastructure has been prepared.
Agenda-17	To upgrade both the websites of both campuses and sharing of endorsement videos by alumni and experts.	<ul style="list-style-type: none"> <li>• Websites of both the campuses were updated.</li> <li>• Six e-prospectuses (course wise) embedded with videos from experts and alumni were prepared and shared through college website at the time of admission.</li> </ul>

**AGENDA-2: To undertake online teaching completion of syllabus, conduct of examination online and to ensure that students do not miss on academic progress during the lockdown.**

The College had closed following a call by the state government for lockdown in view of the pandemic on COVID'19 from 20/03/2020. It was suggested that classes should be conducted online and teachers should be encouraged to use digital platforms like zoom to ensure that all teaching-learning activities are not interrupted and a smooth and seamless functioning of academic and administrative activities is maintained.

Heads of departments must make comprehensive to plans and timetables for online teaching and evaluate the progress of students. Assignments in the form of competitions could be conducted and students could be asked to make videos.

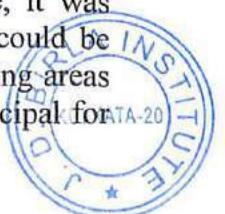
**AGENDA-3: To streamline all internal examination of sessional papers.**

It was noted that currently there is not much synergy in allotment of internal marks under continuous internal assessment. Though one class test is mandatory for each subject, the remaining portion of marks is left at the discretion of the concerned subject teacher. This has led to several discrepancies. The following break-up and allotment of marks was suggested by the members:

Total Marks	Ratio of Marks Between Th & Pr	Marks for Class Test	Marks for Internal Assessment
100	50 (Th) : 50 (Pr)	20	20
			Attendance - 8
			Class Performance - 2
100	30 (Th): 70 (Pr)	10	Assignment - 10
			Attendance - 12
			Class Performance - 3
100	70 (Th) : 30 (Pr)	30	Assignment - 15
			Attendance - 4
			Class Performance - 1
			Assignment - 5

**AGENDA-4: To create Repositories and data bases.**

Since teachers would have more time in hand due to the closure of the college, it was suggested that documentation of all data and information gathered over the years could be undertaken and a dossier/repositories can be prepared for use in future. The following areas were identified and all concerned HoDs were asked to submit their data to the Principal for necessary collation.



- Data base of all resource persons who visited the college during the last 7 years along with their contact details.
- Question bank for all subjects including for Grand Viva.
- Videos on spinning, weaving, processing, garment manufacture etc.
- List of reference books for all courses.
- E-version of expensive books published by Springer on Science & Technology.
- Various activities undertaken by the college during the last 10 years.
- Download videos from YouTube.

**AGENDA-5: To undertake appropriate extension and outreach activities during the pandemic and associated lockdown to serve the society.**

Understanding the impact of the lockdown on people at large, it was suggested that the students and staff could reach out to the underprivileged and needy through some extension/outreach activities. This could include distribution of food to the poor on the street.

**AGENDA-6: To completely revamp and up-grade the college websites and make it app friendly.**

Some information on the website is outdated and further the current website of the college needed an overhaul and upgrading. It was suggested that appropriate vendors may be consulted for the same and the website should be made mobile friendly keeping in view the changed NAAC guidelines.

Also since the admission would be conducted online and no manual forms would be distributed, it was suggested that the prospectuses for Session 2020-2021 be prepared department wise with some embedded endorsement videos from experts and alumni.

Also with the lockdown, it was suggested that more publicity for college can help improve admissions. All the activities undertaken by the college must be extensively covered by several print and online media. It was therefore decided that henceforth all activities will be reported to the PR agency in the form of short notes within a couple of days after the activity was conducted and once published all documents preserved in proper files.

**AGENDA-7: To formulate a procedure for tapping the progression of outgoing and former students.**

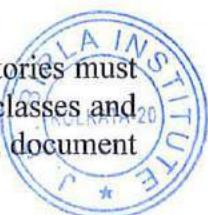
All HoDs were asked to reach out to the passed-out students to prepare a chart related to their progression. It was also suggested that college keeps in touch with former students through WhatsApp groups. Initiative to tap progression of students must be taken at the earliest.

**AGENDA-8: To provide more awareness and focus on dynamic career options available in different area of specializations.**

It was suggested that the Placement officer be asked to organize more number of sessions on career counseling so that students are acquainted with various options available in their field of specialization. She should be asked to coordinate with the concerned HoDs and the session arranged on a regular basis with 1-2 sessions every month for the different groups (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year) students of all courses.

**AGENDA-9: To enhance the learning resources at the college.**

It was suggested that the learning resources at the college especially at the laboratories must be enhanced. HoDs must collect resources for effective undertaking of practical classes and document the same. It was decided that the textile Department must categorize and document their resources and set-up a repository center or a museum.



## **AGENDA-10: Miscellaneous Matters.**

1. Complete reorganization of the Management Campus shall be undertaken once the lockdown is lifted and the college reopens. It was also suggested that since the LRC at the Management campus does not have a fiction section, this new section will be added.
2. Currently only the teaching fraternity were appraised annually by the Principal. It was suggested that appraisal of non-teaching (barring Group-D) shall be done for each financial year w.e.f from 2019-2020. Also the Faculty Appraisal Form maybe altered to suit the changed requirements.
3. Stock verification of resources at all laboratories shall be undertaken as soon as the college reopens and a revised format shall be issued to all concerned.

With no other matter, the meeting ended with thanks to the chair.

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**Dr. Shweta Tuteja Rakshit**  
Coordinator, IQAC

**IQAC Co-ordinator**  
**J.D. BIRLA INSTITUTE**

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# J. D. BIRLA INSTITUTE

(A Vidya Mandir Society Venture)

Affiliated with Jadavpur University

Accredited with 'A' grade by NAAC (in 2010)

## DEPARTMENTS OF SCIENCE

- Food Science & Nutrition Management
- Textile Science, Clothing & Fashion Studies
- Interior Designing
- Human Development

SMT J.D.BIRLA INSTITUTE - Students Feedback on Teachers

OVERALL GRADES SCORED BY TEACHERS FOR SCIENCE 2019-2020

First B Sc - 2nd Sem, Second B Sc - 4th Sem, Final B Sc - 6th Sem, M Sc I - 2nd Sem, M Sc II - 4th Sem, PGD - 2nd Sem

GRADING : 1 - Can Do Better, 2 - Average, 3 - Good, 4 - Very Good, 5 - Excellent/Outstanding

NAME OF TEACHER	Overall
Dr (Ms) Anindita Deb Pal	4.86
Ms Radhika Daga	4.78
Dr (Ms) Krishnakali Bhattacharya	4.71
Dr (Ms) Shweta Tuteja	4.50
Ms Roshmi Banerjee	4.47
Ms Amita Dutta	4.42
Ms Payal Pal	4.27
Ms Samita Gupta	4.06
Ms Jincy Abraham	4.05
Dr (Ms) Debolina Chatterjee	4.04
Ms Sudeshna Pramanik	4.01
Ms Geetika Sachdeva	4.00
Dr Richa Chauhan	3.99
Ms Swati Tulshan	3.98
Ms Divya Mehta	3.86
Mr Avigyan Mitra	3.83
Mr Swapnateet Saha	3.82
Ms Uttiya Jana	3.81
Mr Uddalak Mitra	3.81
Ms Sweata Rani Rai	3.81
Ms Punam Mehra	3.74
Ms Mahua Pal	3.66
Ms Smita Parekh	3.66
Dr Manika Das	3.55
Dr (Ms) Adrija Sarkar	3.37
Dr Saroni Biswas	3.33
Ms Ishita Biswas	3.16
Ms Heena Sachdeva	3.07
Ms Arpita Singh	3.06
Dr Ankita Goel	2.97
Ms Yamini Dhanania	2.27

  
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## DEPARTMENT OF COMMERCE

### J D BIRLA INSTITUTE - Students Feedback on Teachers

#### OVERALL GRADES SCORED BY TEACHERS FOR COMMERCE 2019-2020

B Com I - 2nd Sem, B Com II - 4th Sem, B Com III - 6th Sem, M Com I - 2nd Sem, M Com II - 4th Sem

GRADING : 1 - Can Do Better, 2 - Average, 3 - Good, 4 - Very Good, 5 - Excellent/Outstanding

NAME OF TEACHER	Overall
Dr (Ms) Namrata Maheswari	4.54
Mr Swapnateet Saha	4.44
Ms Nilanjana Roy	4.23
Ms Swapnapriya Sethy	4.23
Ms A S Manjulakshmi	4.11
Mr Debjyoti Dey	4.06
Mr Parantap Chatterjee	4.00
Ms Pooja Sinha Roy	3.86
Ms Pratibha Sharma	3.85
Ms Shiwangi Poddar	3.77
Ms Mahua Gunin Pal	3.69
Ms Basudha Mukhopadhyay	3.61
Dr Madhumita Saha	3.58
Dr (Ms) Promita Mukherjee	3.56
Ms Pritha Sen	3.55
Ms Sucharita Basak	3.51
Ms Suchitra Kumari	3.50
Ms Sayoni Biswas	3.36
Ms Ritwija Bhattacharya	3.18
Ms Soumi Majumder	3.09
Ms Riddhi Jain	3.05

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- Textile Science, Clothing & Fashion Studies
- Interior Designing
- Human Development

### SMT J.D.BIRLA INSTITUTE - Students Feedback on Teachers

#### OVERALL GRADES SCORED BY TEACHERS FOR SCIENCE 2019-2020

First B Sc - 1st Sem, Second B Sc - 3rd Sem, Final B Sc - 5th Sem, M Sc I - 1st Sem, M Sc II - 3rd Sem, PGD - 1st Sem

GRADING : 1 - Can Do Better, 2 - Average, 3 - Good, 4 - Very Good, 5 - Excellent/Outstanding

NAME OF TEACHER	Overall
Dr (Ms) Krishnakali Bhattacharya	4.84
Dr (Ms) Anindita Deb Pal	4.80
Ms Somitra Saha	4.47
Ms Madhuja Ghosh	4.44
Ms Sudeshna Pramanik	4.40
Ms Roshmi Banerjee	4.33
Mr Uddalak Mitra	4.29
Ms Punam Mehra	4.29
Ms Divya Mehta	4.24
Ms Payal Pal	4.22
Ms Jincy Abraham	4.22
Ms Amita Dutta	4.18
Dr (Ms) Shweta Tuteja	4.11
Ms Radhika Daga	4.04
Dr (Ms) Adrija Sarkar	3.99
Ms V Sujitha	3.96
Dr (Ms) Debolina Chatterjee	3.86
Ms Sweela Rani Rai	3.84
Dr Richa Chauhan	3.81
Ms Arpita Singh	3.67
Ms Uttiya Jana	3.66
Ms Ishita Biswas	3.64
Ms Swati Tulshan	3.60
Ms Smita Parekh	3.52
Mr Swapnateet Saha	3.48
Ms Samita Gupta	3.43
Ms Geetika Sachdeva	3.30
Ms Yamini Dhanania	3.25
Mr Avigyan Mitra	3.11
Dr Manika Das	3.04

  
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- Textile Science, Clothing & Fashion Studies
- Interior Designing
- Human Development

Ms Mahua Pal	3.00
Dr Saroni Biswas	2.83
Ms Heena Sachdeva	2.64
Dr Madhumita Saha	2.53
Ms Damajeet Kaur	2.37

  
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# J. D. BIRLA INSTITUTE

(A Vidya Mandir Society Venture)

Affiliated with Jadavpur University

Accredited with 'A' grade by NAAC (in 2010)

## DEPARTMENT OF COMMERCE

JD BIRLA INSTITUTE - Students Feedback on Teachers

OVERALL GRADES SCORED BY TEACHERS FOR COMMERCE 2019-2020

B Com I - 1st Sem, B Com II - 3rd Sem, B Com III - 5th Sem, M Com I - 1st Sem, M Com II - 3rd Sem

GRADING : 1 - Can Do Better, 2 - Average, 3 - Good, 4 - Very Good, 5 - Excellent/Outstanding

NAME OF TEACHER	Overall
Ms A S Manjulakshmi	4.31
Dr (Ms) Namrata Maheswari	4.29
Mr Swapnateet Saha	4.13
Dr Ankita Goyal	4.01
Mr Parantap Chatterjee	3.97
Ms Swapnapriya Sethy	3.81
Ms Riddhi Jain	3.50
Ms Pritha Sen	3.40
Ms Pratibha Sharma	3.38
Ms Pooja Sinha Roy	3.38
Dr Rishiparna Guha	3.23
Mr Debjyoti Dey	3.20
Ms Basudha Mukhopadhyay	3.16
Ms Sunanyana Shukla	3.14
Ms Suchitra Kumari	3.12
Ms Sayoni Biswas	2.99
Ms Shreya Agarwal	2.99
Ms Nilanjana Roy	2.95
Ms Mahua Gunin Pal	2.70
Ms Sucharita Basak	2.44
Ms Papia Mitra	2.44
Ms Promita Mukherjee	2.39
Mr Anirban Biswas	1.95

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





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Mrs. Samita Gupta
2. Birth Date: 15<sup>th</sup> May, 1974 Age (in Years): 46
3. Marital Status: Married
4. Father's / Husband's Name: Mr. Vikas Gupta
5. No. of Children: 2
6. Academic Qualification:
  - School (Std XII): CBSE; 76 %; 1991
  - Graduation: B.Sc. Hons. in Home Science (Textiles and Clothing) Lady Irwin College, Delhi University, 69%; 1994
  - Post Graduation: M.Sc. in Home Science (Textiles and Clothing) Lady Irwin College, Delhi University, 68%; 1996
  - NET/SET/GATE: U.G.C. NET in December 1998
  - Others (Specify): -----
7. Current Designation: Assistant Professor-III
8. Department: Textile Science, Clothing & Fashion Studies
9. Date of Appointment: 1st July, 1997
10. Date of Last Promotion: January 2016
11. Address for Correspondence: 28/Y, R.K. Samadhi Road, Kankurgachi, Kolkata- 700054
12. Telephone No: 9831181119
13. Email: samitagupta@rediffmail.com

**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies
  - i. Home Science Association, Life Member
  - ii. The Indian Natural Fibre Society, Life member
  - iii. Governing Body Member, JDBI
  - iv. HOD Forum Secretary, JDBI
  - v. IQAC Member, JDBI
  - vi. Member of admission committee, anti ragging committee, sexual harassment cell at JDBI
  - vii. HOD, Dept of TCFS, JDBI
15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
		NIL	

16. Published Papers in Journals

S. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
				NIL			

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
			NIL				

18. Poster presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
			NIL				

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
		NIL		

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
		NIL		

21. Degrees or fresh academic qualifications acquired during the year:  
Taken admission in PhD in Home Science (Clothing and Textiles), Banasthali University in February 2020.

22. Awards Won: Nil

23. Activities undertaken for College during the Session:

S. No.	Activity Name	Date	Designation / Duty Assigned
1	Parents orientation (Science) Commerce	3rd and 5th July 2020	Discipline In- Charge
2	Fresher's Party 2019	10 <sup>th</sup> August, 2019	Discipline In-Charge
3	Independence Day	15 <sup>th</sup> August, 2019	Discipline In-Charge
4	Commercio Conclave	11th January 2020	Emcee
5	Symposium on 'Innovations in Textiles & Apparel Manufacturing'	16th September 2019	Emcee
6	Educational excursion to Pune-Mumbai- Mahabaleshwar-Shirdi- Aurangabad for 3rd yr B.Sc. TCFS	12th to 22nd October, 2019	Overall incharge
7	3-day International Workshop on Limitless Potential – A Step towards	8 <sup>th</sup> January to 10 <sup>th</sup> January 2020	Incharge for TCFS



	Gender Equity was organized in association with Vidya Veda Foundation and Esesson Foundation, Australia		
8	Inter-college Annual Sports- 'Zest'	15 <sup>th</sup> January, 2020	Emcee
9	5 <sup>th</sup> Annual Convocation	25 <sup>th</sup> January, 2020	Procession and Awardees name announcement
10	Saraswati Puja	29 <sup>th</sup> January, 2020	Emcee in charge
11	Annual Picnic	7 <sup>th</sup> February, 2019	Bus In-Charge
12	Webinar on "Challenges for the Apparel & Fashion Industry Post Covid'19"	8 <sup>th</sup> May, 2020	Over all incharge
13	A webinar on "Sustaining Traditions through New Ideas"	12 <sup>th</sup> May, 2020	Over all incharge
14	Webinar on "Fashion Brands: Survival Post Covid '19"	14 <sup>th</sup> May, 2020	Over all incharge

24. Others:

- i. Attended the 'ICC Conference on Textiles & Apparel' organized by Indian Chamber of Commerce on 12<sup>th</sup> July 2019.
- ii. Attended a special talk on 'Muslin' by Dr. Sonia Ashmore organized by Department of Textile Science, Clothing & Fashion Studies on 11<sup>th</sup> September, 2019.
- iii. Attended one day symposium on 'Innovations in Textiles & Apparel Manufacturing' organized by J.D. Birla Institute on 16<sup>th</sup> September, 2019.
- iv. Attended International Management Conference 2019 on Strategic Management in Industry 4.0 on 27th Sept 2019.
- v. Accompanied students from 3<sup>rd</sup> year B.Sc. TCFS for educational excursion to Pune-Mumbai-Mahabaleshwar-Shirdi-Aurangabad from 12th to 22nd October, 2019.
- vi. Attended the Inaugural ceremony of INVICTUS on 14th February 2020.
- vii. Attended the Telegraph SHE awards powered by JDBI at J.W. Marriott on 19th February 2020.
- viii. Attended webinar on "Challenges for the Apparel & Fashion Industry Post Covid'19" organized by TCFS dept. on zoom app was held on Friday, 8<sup>th</sup> May, 2020.
- ix. Attended webinar on "Sustaining Traditions through New Ideas" organized by TCFS dept. on zoom app was held on Tuesday, 12<sup>th</sup> May, 2020.
- x. Attended webinar on "Fashion Brands: Survival Post Covid '19" organized by TCFS dept. on zoom app was held on Thursday 14<sup>th</sup> May, 2020.
- xi. Attended webinar on "Clothing 3D Fit" organized by TCFS dept. on Google Meet was held on Friday, 19th June, 2020.
- xii. Attended webinar on "Scope for Technical Textiles After Covid 19" organized by TCFS dept. on Google Meet was held on Saturday, 20th June, 2020.
- xiii. Attended webinar on "Trend Forecast & Product Development" organized by TCFS dept. on zoom app was held on Monday 22nd June, 2020.
- xiv. Attended the webinar on "Covid Experience: From an Environmental perspective" organized by Dept. of management, JDBI on 5th June 2020.

Members may add any relevant information they deemed fit for their personal records.



I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

*Santin Kapatra*

Signature of the Faculty

Designation: Assistant Professor-III

Place: Kolkata

Date: 8th August, 2020

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To be verified by HOD

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





### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Mrs. Samita Gupta  
 Department: Textile Science, Clothing and Fashion Studies  
 Period: July 2019- June 2020

SEMESTER-I/III/V						
Course	Class	Subject with code	No. of classes per Week	Total No. of Weeks	Total Class	Total Hours
B.Sc. (TCFS)	3 <sup>rd</sup> Year	Apparel Construction - men's wear (TCFS504P)	6	18	108	108
B.Sc. (TCFS)	3 <sup>rd</sup> Year	Product Design and Development (TCFS507S)	1	18	18	18
M.Sc. (TC)	1 <sup>st</sup> Year	Clothing Psychology and Fashion Concepts (MTC102)	3	18	54	54
<b>TOTAL</b>						<b>180</b>
SEMESTER-II/IV/VI						
Course	Class	Subject with code	No. of classes per Week	Total No. of Weeks	Total Class	Total Hours
B.Sc. (TCFS)	2 <sup>nd</sup> Year	Apparel Construction-women's wear (TCFS406P) <small>(2 offline + 21 online)</small>	12 (Offline) & 3 (Online)	17 (10 weeks offline + 7 weeks online)	141 (120 offline + 21 online)	141
B.Sc. (TCFS)	3 <sup>rd</sup> Year	Grand Viva (TCFS607PC)	2 (Online)	7 (online)	14	14
B.Sc. (TCFS)	3 <sup>rd</sup> Year	Portfolio & Fashion Show (TCFS605P)	1 (Online)	7 (online)	7	7
<b>TOTAL</b>						<b>162</b>

\*Each class is of 1 hour duration

*Samita*

Signature of the Faculty  
 Designation: Assistant Professor-III & HOD, TCFS  
 Place: Kolkata

To be verified by HOD

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





**J. D. BIRLA INSTITUTE**  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Dr. Krishnakali Bhattacharyya
2. Birth Date: 02.04.1964. Age (in Years): 56 years
3. Marital Status: Single
4. Father's / Husband's Name: Late Somenath Bhattacharya
5. No. of Children: Not Applicable
6. Academic Qualification:
  - School (Std XII): West Bengal Council Of Higher Secondary Education, 57.50%, 1982
  - Graduation: University of Calcutta, 60.48% ,(1985).
  - Post Graduation: University of Calcutta, 60.75 %,(1985).
  - B.Ed: University of Calcutta, 59%, (1992).
  - MPhil: -----
  - PhD: University of Calcutta, Psychology , 2004
  - NET/SET/GATE: SLET in the year 1999 in the subject /discipline –Psychology.
  - Others (Specify): Lasweb's Family Counseling Training Course, 1992.  
(Obtained Grade A)
7. Current Designation: Assistant Professor.
8. Department: Human Development.
9. Date of Appointment: 03.04.2001.
10. Date of Last Promotion: 01.12.2005.
11. Address for Correspondence: 52, Ballygunge Gardens, Kolkata-700019.



12. Telephone No: 9433040111 & 8583954333.

13. Email: krishnakali.b@gmail.com

#### **PROFESSIONAL DETAILS**

14. Membership in Professional Bodies;

- a) Life Member Indian Science Congress Association
- b) Home Science Association Membership

15. Orientation/Refresher Course and/or Summer School attended during the year: Not Applicable.

16. Published Papers in Journals: Nil

17. Paper presented in Seminars & Conferences: Nil

18. Poster presented in Seminars & Conferences: Nil

19. Ongoing and Completed Research Projects and Consultancies :Nil

20. Resource Persons and Examiners at Other Organizations

SL No.	Title of Lecture / Exam	Appointing Institute	Class	Date
1.	M.A. /M.Sc. Sem-4 Examination2019, in Psychology Paper- Dissertation, Social Psychology Paper Code PSYD544.4 &545.4 ( External Examiner)	University of Calcutta	2 <sup>nd</sup> Year M.Sc	11..07.2019
2.	M.A./M.Sc.. (Semester -I) Examination 2020 in Human Development practical paper- Techniques of Assessment of Adolescent & Youth. CC, -5 (P: 1.2) ( External Examiner)	University of Calcutta	1 <sup>st</sup> Year MA/M.Sc. in Human Development	21.01.2020
4	Psychology (Resource Person).	School of Social Work& Community Service under National Council of	6 months Diploma Course In Social Work	15 <sup>th</sup> & 22 <sup>nd</sup> September 2019. 20 <sup>th</sup> October 2019:



		Bengal. Parent Body Jadavpur University.	& Community Service.	3 <sup>rd</sup> , 10 <sup>th</sup> & 17 <sup>th</sup> , November, 2019.
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21. Degrees or fresh academic qualifications acquired during the year: Nil
22. Awards Won: Nil
23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1.	Research Committee		Secretary
2	Students' Picnic (Department of Science)	07.02.2020	In-Charge
3	Workshop on Limitless Potential-A Step Towards Gender Equality.	08.01.2020.- 10.01.2020.	Writing award and participation certificates
4	Zest, 2020. Inter College Sports Meet.	15.02.2020.	Writing award and participation certificates

Members may add any relevant information they deemed fit for their personal records.

1. FDP at Raichak 25<sup>th</sup> & 26<sup>th</sup> November 2019.
2. Attended Webinar on 'Procrastination & Unlocking One's Potential': 'Nurturing the Mindset of an Entrepreneur':& 'Wellbeing & Epidemiology' on 15.05.2020.
3. Attended Webinar on 'Metaphor Therapy & Analyzing Metaphor' on 17.06.2020.
4. Attended Webinar on 'Understanding & Supporting Children with ADHD' on 18.06.2020.

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

*Krishnakali Bhattacharyya*

Krishnakali Bhattacharyya

Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 9<sup>th</sup> August, 2020.



*Gurukar Sachdeva*  
12/8/2020



### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Dr. (Ms) Krishnakali Bhattacharyya

Department: Human Development

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

<b>SEMESTER-I</b>							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1	M.Sc. (HD)	1 <sup>st</sup> Year	Theories of Human Development (MHD102)	5	18	90	90
2	M.Sc. (HD)	2 <sup>nd</sup> Year	Minor Project(MHDP 306S)	2	18	36	36
3	M.Sc. (HD)	2 <sup>nd</sup> Year	Mental Health in Developmental Perspective(MHD301)	5	18	90	90
4	M.Sc. (HD)	2 <sup>nd</sup> Year	Human Exceptionality & Psychological Testing(MHDP 304)	6	18	108	108
5	M.Sc.	2 <sup>nd</sup> Year	NET Coaching	1	-	2	2
<b>TOTAL</b>						<b>288</b>	<b>326</b>

<b>SEMESTER-II</b>							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc. (HD)	1 <sup>st</sup> Year	Human Ability & Skills Testing	3	10 (offline mode)	12	12
2	B.Sc. (HD)	3 <sup>rd</sup> Year	Disability & Behavioral Problems in Children (HD601)	2(offline mode)	10 (offline mode) And 7 (online mode) (Jan to June 2020)	(20+3=)23	23
2.	B.Sc. (HD)	3 <sup>rd</sup> Year	Counseling Practices & Case Analysis (HD603P)	6(offline mode)	10 (offline mode) And 7 (online	(60+4=)64	64



					(Jan to June 2020)		
3.	B.Sc. (HD)	3 <sup>rd</sup> Year	Grand Viva(HD607S)	1	10 (offline mode) And 7 (online mode) (Jan to June 2020)	2	2
4	M.Sc. (HD)	2 <sup>nd</sup> Year	Guidance & Coping in Crises (MHD401)	3(offline mode)	10 (offline mode) And 7 (online mode) (Jan to June 2020)	(30+6=)36	36
5	M.Sc. (HD)	2 <sup>nd</sup> Year	Counseling & Therapy(MHD401)	5(offline mode)	10 (offline mode) And 7 (online mode) (Jan to June 2020)	(50+6=)56	56
6	M.Sc. (HD)	2 <sup>nd</sup> Year	Dissertation(MHDP403S)		10 (offline mode) And 7 (online mode) (Jan to June 2020)	(10+16=)26	26
TOTAL					148	219	

\* Each class is of 1 hour duration.

Kishwarli Bhattacharya 04.08.2021

Signature of the Faculty  
Designation: Assistant Professor  
Place: J.D. Birla Institute, Kolkata



To be verified by HOD

Gurika Sackda 5/8/2021



J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Amita Dutta
2. Birth Date: 14 July 1960 Age (in Years): 60
3. Marital Status: Married
4. Father's / Husband's Name: Mr. Samir K. Dutta
5. No. of Children: 2
6. Academic Qualification:
  - School (Std XII): (Class XI, in 1977)
  - Graduation: 1982
  - B.Ed:
  - Post Graduation: 1984
  - MPhil:
  - PhD: Registered in 2016-17 (On going)
  - NET/SET/GATE: Net, 2000
  - Others (Specify):
7. Current Designation: Assistant Professor (Grade III)
8. Department: Interior Designing
9. Date of Appointment: 3<sup>rd</sup> December 2001
10. Date of Last Promotion: 1<sup>st</sup> January 2016
11. Address for Correspondence: 7B Chanchal Sarani, Santoshpur, Kolkata, 700075
12. Telephone No: 9231699988
13. Email: duttamita@gmail.com



### PROFESSIONAL DETAILS

14. Membership in Professional Bodies: Nil  
 15. Orientation/Refresher Course and/or Summer School attended during the year: Nil

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

### 16. Published Papers in Journals

SL No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1	Amita Dutta, Deepali Singhee, Sankar Roy Maulik	Aal Dyeing - Past and Present	Journal of the Textile Association	Volume 80, No. 4	November - December 2019	253-260	ISSN 0368-4636
2	Amita Dutta, Deepali Singhee, Sankar Roy Maulik	Sustaining the future of traditionally woven Textiles of Koraput	Journal of the Textile Association	Volume 81, No. 5	January-February 2020	353-362	ISSN 0368-4636

### 17. Paper presented in Seminars & Conferences

SL No.	Title of Paper	Theme of Conference	Whether international /National/state/regional /college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/I SBN No.
1	Mirgan Panikas of Kotpad	Social Work Intervention with Elderly: Community Engagement, Social Responsibility and Social Work Profession	National Seminar	Department of Social Work, Visva Bharati University In collaboration With National Institute of Social Defence (NISD) Ministry of Social Justice & Empowerment GoI, New Delhi & Anthropological	18th and 19th January 2020 Department of Social Work, Visva Bharati University		



				Survey of India New Delhi		
2	Sustainability of the Traditional Kotpad Weaves	Innovative Approaches for the Development of Sustainable Textile Products and Processes	International Conference	The Institution of Engineers (India); West Bengal State Centre, Kolkata	February 9-10, 2020 The Lalit Great Eastern, Kolkata.	

18. Poster presented in Seminars & Conferences: Nil

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: Nil

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

20. Resource Persons and Examiners at Other Organizations: Nil

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: Nil

22. Awards Won: Nil

23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1	Annual Day	20 <sup>th</sup> November	In charge
2	Decoration	All events	Decoration in charge
3	Nature club-in-charge		
4	Took online sessions as per requirement		
5	Attended seminars and webinars arranged by the Institute		



Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

*A. L. Datta*

*8/8/2020*

Signature of the Faculty

Designation: Asst. Prof (Grade III)

Place: Kolkata

Date: 08/08/2020

*Birendra  
12/8/2020*

To be verified by HOD





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
**(Affiliated with Jadavpur University)**  
**Departments of Science, Commerce & Management**

## WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Amita Dutta

Department: Interior Designing

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I / III / V							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (ID)	1 <sup>st</sup> Year	Design Fundamentals (ID 103)	3	18	90	90
2.	B.Sc (ID)	3rd Year	Computer- Corel Draw & Photo Shop (ID P503)	1 Class in the Sem	-	1	1
3.	B.Sc (ID)	3rd Year	Model Making (ID P504)	12	18	216	216
3.	B.Sc (ID)	3rd Year	Project/Term Paper (ID P505C)	2	18	36	36
						<b>TOTAL</b>	<b>343</b>
SEMESTER-II / IV / VI							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (ID)	2 <sup>nd</sup> Year	Seminar (ID 405S)	2	10(Offline)	20	27
				1	7(Online)	7	
2.	B.Sc (ID)	3rd Year	Grand Viva (607S)	-	-	1 Class in the Sem	1
3.	B.Sc (ID)	1 <sup>st</sup> Year	Colour & Lighting in Interior Design (ID 202)	12	10(Offline)	120	134
				2	7(Online)	14	
4.	B.Sc (ID)	1 <sup>st</sup> Year	Freehand & measured Drawing (ID 203)	3	10(Offline)	30	37
		7 Onl.		1	7(Online)	7	
5.	B.Sc (ID)	2 <sup>nd</sup> Year	Accessories in Interiors (ID 402)	2	7(Online)	14	14
6.	B.Sc (ID)	2 <sup>nd</sup> Year	Colour and lighting in Interiors (ID 403)	2	7(Online)	14	14
7.	B.Sc (ID)	2 <sup>nd</sup> Year	Advanced sketching (ID P404)	3	10(Offline)	30	44
				2	7(Online)	14	
8.	B.Sc (ID)	3rd Year	Product Analysis & Field Visits (ID P603)	2	10 (Offline)	20	27
				1	7 (Online)	7	
						<b>TOTAL</b>	<b>305</b>
							<b>298</b>

\* Each class is of 1 hour duration.

11-7-20  
Amita Dutta

Signature of the Faculty  
Designation: Assistant Professor  
Place: J.D. Birla Institute, Kolkata

*Amita Dutta*  
11-7-20  
To be verified by HOD





J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Mrs.Punam Mehra
2. Birth Date: 02.02.1967 Age (in Years): 53
3. Marital Status: Married
4. Father's / Husband's Name: Mr. Rajib Mehra
5. No. of Children: Nil
6. Academic Qualification
  - B.Sc(Hons) in Home Science J.D.Birla Institute,( Jadavpur University Kolkata 1989)
  - B.Ed in Home Science J.D.Birla Institute,( Jadavpur University,Kolkata 1992)
  - M.Sc in Home Science (with specialization in Child Development)
7. Current Designation: Assistant Professor
8. Department: Human Development
9. Date of Appointment: Contract:2001, Probation:2003, Confirmation:2005
10. Date of Last Promotion: NA
11. Address for Correspondence: 13/1/2A Priyanath Mullick Road Kolkata-700026
12. Telephone No: 9830348670
13. Email: mehra.punam@gmail.com

**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies: Home Science Association of India

(Membership No-05/M-20/L)

15. Orientation/Refresher Course and/or Summer School attended during the year: NIL

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals: NIL

S. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.



17. Paper presented in Seminars & Conferences: NIL

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.

18. Poster presented in Seminars & Conferences: NIL

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: NIL

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
1	M.A./M.Sc Semester-I Examination 2020 P-I,I(CC4 Techniques of Assessment of Children in Human Development)	Department of Home Science, University of Calcutta, Viharilal College	M,A/M.Sc Semester-I	20.01.2020

21. Degrees or fresh academic qualifications acquired during the year: NIL

22. Awards Won: NIL

23. Activities undertaken for College during the Session:

S. No.	Activity Name	Date	Designation/ Duty Assigned
1	Fresher's Party.	10.8.2019.	Co-in charge of the event
2	Celebration of International Women's Day.	06.03.2020.	In charge of the Street play conducted by students during the event.



24. Others: Attended following webinars:

- "Procrastination and unlocking ones potentials"; "Nurturing the mindset of an entrepreneur" and "Wellbeing and epidemiology" on 15.05.2020.
- "Metaphor therapy and analyzing metaphor" on 17.06.2020.
- "Understanding and supporting children with ADHD" on 18.06.2020.

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Punam Mehra

*Punam Mehra*

Punam Mehra

Signature of the Faculty

Designation: Asst Professor

Place: Kolkata

Date: 09.08.2020

To be verified by HOD

*Gurika Saikia* 12/8/2020





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Mrs. Punam Mehra

Department: Human Development

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I							
Sl. No	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (HD)	1 <sup>st</sup> Year	Prenatal Development & Infant Care (HD103)	5	18 weeks (July to Dec 2019)	90	90
2	B.Sc (HD)	3 <sup>rd</sup> Year	Child with Special Needs(HD502)	5	18 (July to Dec 2019)	90	90
3	B.Sc (HD)	3 <sup>rd</sup> Year	Child with Special Needs(HDP504)	2(3hours each)	18 weeks (July to Dec 2019)	36	108
4	M.Sc (HD)	2nd Year	Advanced Study of Human Exceptionality (MHD302)	3	18 weeks	54	54
5	M.Sc (HD)	2 <sup>nd</sup> Year	Minor Project(MHDP306S)	2	18 weeks	36	36
6	M.Sc	2 <sup>nd</sup> Year	NET Coaching Class	--	--	2	2
TOTAL						308	380

SEMESTER-II							
Sl. No	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (HD)	3 <sup>rd</sup> Year	Early Childhood Education (HD602)	5(offline mode) 1(online mode)	10 weeks +6 weeks	50 (offline ) +6 weeks	56



					6 weeks (online mode) (Jan to June 2020)		
2.	M.Sc (HD)	1 <sup>st</sup> Year	Advanced Study in Human Development (MHD203)	5(offline mode) 2(online mode)	10 weeks (offline mode) And 6 weeks (online mode) (Jan to June 2020)	50(offline)+ 12 (online ) =62	62
3.	M.Sc (HD)	1 <sup>st</sup> Year	Early Childhood Care and Education (MHDP204)	2(3hours each in offline mode) 2 (1 hour each online mode)	10 weeks (offline mode) And 6 weeks (online mode) (Jan to June 2020)	20(offline)+6(online) 26	60+6= 66
4.	M.Sc (HD)	2 <sup>nd</sup> Year	Dissertation(MHP403S)	3	16	48	48
5	B.Sc (HD)	3 <sup>rd</sup> Year	Grand Viva (HD607S)	2	--	2	2
TOTAL						194	234

\* Each class is of 1 hour duration.

Purnam Mehta  
Signature of the Faculty  
Designation: Assistant Professor  
Place: J.D. Birla Institute, Kolkata



To be verified by HOD

Gurika Sachdeva  
5/8/2021



J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Dr. Shweta Tuteja Rakshit
2. Birth Date: 27<sup>th</sup> July, 1978 Age (in Years): 42
3. Marital Status: Married
4. Father's / Husband's Name: Dr. Amlan Rakshit (P.T.)
5. No. of Children: One (Son)
6. Academic Qualification:
  - School (Std XII): ISC; 70.2%; 1996
  - Graduation: C.S.A. University of Agriculture & Technology, Kanpur; 83.33; 1999
  - B.Ed: -----
  - Post Graduation: G.B. Pant University of Agriculture & Technology, Pantnagar; 83.79; 2001
  - MPhil: -----
  - PhD: C.S.J.M. University, Kanpur; 2015
  - NET/SET/GATE: U.G.C. NET in December 2000 & I.C.A.R. NET in June 2004
  - Others (Specify): -----
7. Current Designation: Assistant Professor
8. Department: Textile Science, Clothing & Fashion Studies
9. Date of Appointment: 10<sup>th</sup> July, 2009
10. Date of Last Promotion: -----
11. Address for Correspondence: 101, Mayfair Rainbow, 2939 Nayabad,  
P.O. Panchshayar, Kolkata- 700 094
  
12. Telephone No: 9748934245/7980829687
13. Email: shwetatuteja27@rediffmail.com/ shwetatuteja27@gmail.com

**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies
  - i. Home Science Association Membership
  - ii. Board of Studies, Department of Textile Science, Clothing & Fashion Studies, J. D. Birla Institute
  - iii. Research Committee Member, J. D. Birla Institute
  - iv. IQAC Co-ordinator, J. D. Birla Institute
  - v. MRP Co-ordinator, J. D. Birla Institute
  - vi. Member of Editorial Board-In house Journal-Reflection & College Magazine, J. D. Birla Institute

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
		NIL	



16. Published Papers in Journals

S. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
NIL							

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
NIL							

18. Poster presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
NIL							

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
NIL				

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
NIL				

21. Degrees or fresh academic qualifications acquired during the year: NIL

22. Awards Won: Received cash prize (Rs.20,000/- & Rs.5,000/-), trophy & certificate on Teacher's Day held on 14<sup>th</sup> September, 2019 for 'Best Academic Performance' for the year 2018-2019 and 'Outstanding Achievement in the Field of Publishing of Papers in Recognized Journals year 2018-2019'

23. Activities undertaken for College during the Session:

S. No.	Activity Name	Date	Designation / Duty Assigned
1	Fresher's Party 2019	10 <sup>th</sup> August, 2019	Emcee In-charge
2	Independence Day	15 <sup>th</sup> August, 2019	Discipline In-Charge
3	M.Sc. Dissertation Viva Voce	27 <sup>th</sup> August, 2018	Research Committee Representative for MSc. FN
4	Annual Day	20 <sup>th</sup> November, 2019	In-Charge for Costumes and Back stage
5	3-day International Workshop on Limitless Potential – A Step towards Gender Equity was	8 <sup>th</sup> January to 10 <sup>th</sup> January 2020	Overall In-charge



	organized in association with Vidya Veda Foundation and Esesson Foundation, Australia		
6	Inter-college Annual Sports- 'Zest'	15 <sup>th</sup> January, 2020	Overall In-Charge
7	5 <sup>th</sup> Annual Convocation	25 <sup>th</sup> January, 2020	Awards, Medals, Degree Scrolls In-Charge
8	Saraswati Puja	29 <sup>th</sup> January, 2020	Discipline- In-Charge
9	Annual Picnic	7 <sup>th</sup> February, 2019	Photography In-Charge

24. Others:

- i. Attended 2<sup>nd</sup> Higher Education Conclave on 'Impact of Disruptive Technologies on Higher Education' organized by CII (Confederation of Indian Industry) on 17<sup>th</sup> August, 2019.
- ii. Participated in the Faculty Knowledge Sharing Program on 'Pedagogy in Digital Era' organized by ICFAI Business School on 24<sup>th</sup> August, 2019.
- iii. Attended a special talk on 'Muslin' by Dr. Sonia Ashmore organized by Department of Textile Science, Clothing & Fashion Studies on 11<sup>th</sup> September, 2019.
- iv. Attended one day symposium on 'Innovations in Textiles & Apparel Manufacturing' organized by J.D. Birla Institute on 16<sup>th</sup> September, 2019.
- v. Attended the 5<sup>th</sup> Edition of CII School Excellence Conclave: Innovating Education & Educating Innovation on 23<sup>rd</sup> November 2019 at The Vivanta, Kolkata
- vi. Attended a Team Building Excursion on 25<sup>th</sup> & 26<sup>th</sup> November 2019 to Raichak on Ganges.

*Members may add any relevant information they deemed fit for their personal records.*

*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty  
 Designation: Assistant Professor  
 Place: Kolkata  
 Date: 7<sup>th</sup> August, 2020

To be verified by HOD





### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Dr. Shweta Tuteja Rakshit

Department: Textile Science, Clothing and Fashion Studies

Period: July 2019- June 2020

#### SEMESTER-I/III/V

Course	Class	Subject with code	No. of classes per Week	Total No. of Weeks	Total Class	Total Hours
B.Sc. (TCFS)	2 <sup>nd</sup> Year	Textile Preparatory Processing, Dyeing Printing & Finishing (TCFS303)	5	18	90	90
M.Sc. (TC)	1 <sup>st</sup> Year	Speciality Fibres and Technical Textiles (MTC103)	5	18	90	90
M.Sc. (TC)	2 <sup>nd</sup> Year	Fabric Design and Technical Fabrics (MTC302)	5	18	90	90
<b>TOTAL</b>						<b>270</b>

#### SEMESTER-II/IV/VI

Course	Class	Subject with code	No. of classes per Week	Total No. of Weeks	Total Class	Total Hours
B.Sc. (TCFS)	1 <sup>st</sup> Year 5 weeks (line + 7 weeks online)	Textile Testing & Quality Control (TCFS402)	5 (Offline) & 2 (Online)	17 (10 weeks offline + 7 weeks online)	99 (85 offline + 14 online)	99
B.Sc. (TCFS)	1 <sup>st</sup> Year 5 weeks (line + 7 weeks online)	Garment Manufacturing Technology (MTC203)	5 (Offline) & 2 (Online)	17 (10 weeks offline + 7 weeks online)	99 (85 offline + 14 online)	99
B.Sc. (TCFS)	3 <sup>rd</sup> Year (online)	Grand Viva (TCFS607PC)	2 (Online)	7 (online)	14	14
B.Sc. (TCFS)	2 <sup>nd</sup> Year (online)	Portfolio & Fashion Show (TCFS605P)	1 (Online)	7 (online)	7	7
M.Sc. (TC)	2 <sup>nd</sup> Year (online)	Textile & Fashion Marketing & Regulatory Framework (MTC402)	3 (Offline) & 1 (Online)	17 (10 weeks offline + 7 weeks online)	58 (51 offline + 7 online)	58
<b>TOTAL</b>						<b>277</b>

\*Each class is of 1 hour duration

Signature of the Faculty

Designation: Assistant Professor & IQAC Co-ordinator

Place: Kolkata



To be verified by HOD



**J. D. BIRLA INSTITUTE**  
**11 Lower Rawdon Street, Kolkata-700020**

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Mrs. Roshmi Banerjee
2. Birth Date: 08/02/68 Age (in Years): 52
3. Marital Status: Married
4. Father's / Husband's Name: Mr. Santanu Banerjee
5. No. of Children: 1
6. Academic Qualification: Passed Master of Architecture from Jadavpur University
7. Current Designation: Assistant Professor
8. Department: Interior Designing
9. Date of Appointment: 1/8/2010
10. Date of Last Promotion:
11. Address for Correspondence: 27/L/5 Raja S C Mullick Road Kolkata 700032
12. Telephone No: 98312-72356
13. Email: archroshmibanerjee@rediffmail.com

**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals

S. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

SL No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

18. Poster presented in Seminars & Conferences

SL No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies

SL No.	Title	Agency	Period	Grant/Amount



## 20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:  
 22. Awards Won: Best Faculty Award from ABID in 2010 and 2011  
 23. Activities undertaken for College during the Session:

S. No.	Activity Name	Date	Designation / Duty Assigned
1	College Picnic	February 2020	Bus In charge of ID students along with departmental colleagues
2	Annual Sports Day	February 2020	Writing of Certificates for Participants and Award Winners
3	Workshop on Self Defence		Writing of Certificates for the Participants
4	Convocation Day	February 2020	Part of the Discipline Committee
5	Saraswati Puja	February 2020	Part of the Science Registration Team

## 24. Others:

Attended 3 Webinars organized by College in the month of June 2020.

**Members may add any relevant information they deemed fit for their personal records.**

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Signature of the Faculty RBanerjee  
 Designation: Assistant Professor  
 Place: Kolkata  
 Date: 11/08/2020

To be verified by HOD





**J. D. BIRLA INSTITUTE**  
**11, Lower Rawdon Street, Kolkata-700020**

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019 – JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Ms. Geetika Sachdeva
2. Birth Date: 11.04.1985                    Age (in Years): 34 Years
3. Marital Status: Married
4. Husband's Name: Mr. Shivendra Sharma
5. No. of Children: 1
6. Academic Qualification:
  - School (Std XII): Birla High School for Girls' (C.B.S.E; 71%, 2003)
  - Graduation: Sophia Girls' College, Ajmer (Maharshi Dayanand Saraswati University, 71%, 2006)
  - B.Ed: N/A
  - Post Graduation: L.A.D College, Nagpur ( RTM Nagpur University, 82%, 2008)
  - MPhil: N/A
  - PhD: N/A
  - NET/SET/GATE: UGC NET (2008)
  - Others (Specify): P.G. Diploma in School Psychology from J.P.I.P , Pune (Pune University, 70% 2009)
7. Current Designation: Assistant Professor & HOD
8. Department: Human Development
9. Date of Appointment: Contract: 14.02.2011, Probation: 02.07.2011
10. Date of Last Promotion: N/A
11. Address for Correspondence: Flat-1001, Cascade Tower-I, Uniworld City, Newtown, Rajarhat Kolkata-700156
12. Telephone No: 9874421214



13. Email: geeths1111@gmail.com

#### PROFESSIONAL DETAILS

14. Membership in Professional Bodies: N/A
15. Orientation/Refresher Course and/or Summer School attended during the year: N/A
16. Published Papers in Journals: N/A
17. Paper presented in Seminars & Conferences: N/A
18. Poster presented in Seminars & Conferences: N/A
19. Ongoing and Completed Research Projects and Consultancies: N/A
20. Resource Persons and Examiners at Other Organizations: N/A
21. Degrees or fresh academic qualifications acquired during the year: N/A
22. Awards Won: No
23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1.	Students Election	14/8/19 & 20/8/19	In-charge
2.	Fresher's Party	10.08.2019	Discipline
3.	Independence Day	15.8.2019	Discipline
4.	Annual Day	20.11.2019	Emcee
5.	Discipline in-charge for 3 days International workshop on Limitless Potential- A step towards gender Equality was organized in association with Vidya Veda Foundation and Esesson Foundation, Australia	8.01-10.01. 2020	Room No 403 In-charge
6.	Pick up & Drop of guests for self defense workshop	8.01-10.01. 2020	In-charge
7.	Basant Panchami	29.01.2020	Discipline
8.	Annual Picnic	07.02.2020	Department Bus In-charge

Members may add any relevant information they deemed fit for their personal records.

- Attended the Second Globalized Education Forum 2019 organized by Indian Chamber of Commerce at J.W.Marriott, Kolkata on 8<sup>th</sup> November 2019.
- Attended the West Bengal Brand Leadership Awards 2019 at Taj Bengal, Kolkata to collect the Woman Leadership Award on behalf of our Principal, Prof. Singhee on 11th November 2019.
- Attended the 5th Edition of CII School Excellence Conclave: Innovating Education & Educating Innovation on 23<sup>rd</sup> November 2019 at The Vivanta, Kolkata.
- Attended Team Building Session to Raichak 27th -28th November 2019
- Attended Educational Excursion to Mumbai and Pune in October 2020.



I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Signature of the Faculty: Geetika Sachdeva  
(Ms. Geetika Sachdeva)

Designation: Assistant Professor and HOD, Dept. of Human Development

Place: Kolkata

Date: 09.08.2020





**J.D. BIRLA INSTITUTE**  
 A UNIT OF VIDYA MANDIR SOCIETY  
 (Affiliated with Jadavpur University)  
 Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

**Name of the Faculty:** Ms. Geetika Sachdeva

**Department:** Human Development

**PERIOD:** July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I, II, III, IV, V							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (Hons.) in Human Development	2nd Year	Development in Adolescence (HD303)	5	18 (8th July, 2019- 19th November, 2019)	90	90
2.	B.Sc (Hons.) in Human Development	3rd year	Principles of Guidance & Counseling (HD501)	3	18 (8th July, 2019- 19th November, 2019)	54	54
3	M.Sc in Human Development	1st year	Creativity & Play Material Design (MHD105P)	1	18 (8th July, 2019- 19th November, 2019)	18	54
4	B.Sc (Hons.) in Human Development	3rd year	Term Paper (HD505S)	3	18 (8th July, 2019- 19th November, 2019)	54	54
5	M.Sc in Human Development	2nd year	Field Visit & Seminar (MHD305S)	3	18 (8th July, 2019- 19th November, 2019)	54	54
6	M.Sc in Human Development	2nd year	Minor Project (MHD306S)	3	18 (8th July, 2019- 19th November, 2019)	54	54
<b>TOTAL</b>							<b>324</b>
<b>TOTAL</b>							

Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1	B.Sc (Hons.) in Human Development	3rd Year	Early Childhood Education (HD604P)	2	10 (Offline)	20	60
				2	7 (Online)	14	14
2	B.Sc (Hons.) in Human Development	3rd Year	Grand Viva (HD607S)	1	10 (Offline)	2	2
				06	07 (Online)	10	10
3	M.Sc in Human Development	2nd year	Dissertation (MHD403S)	3	10 (Offline)	30	30
				4	7 (Online)	28	28
<b>TOTAL</b>							<b>104</b>
<b>TOTAL</b>							

\* \* Each class was conducted for duration of 1 hour for 18 weeks for odd semester and 10 weeks (offline) and 7 weeks (online) for even semester.

Signature of the Faculty: Ms. Geetika Sachdeva *Geetika Sachdeva*  
 4/8/2021  
 Designation: Assistant Professor & HOD, Deptt. of Human Development  
 Place: J.D. Birla Institute, Kolkata





J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 2019-2020**

**PERSONAL INFORMATION**

1. Name: Ms. Jincy Abraham
2. Birth Date: 13.02.1988 Age (in Years): 32yrs
3. Marital Status: Unmarried
4. Father's / Husband's Name: Mr. P. C. Abraham
5. No. of Children: NA
6. Academic Qualification:
  - School (Std XII): ISC, 77%, 2006
  - Graduation: Mahatma Gandhi University, 82%, 2009
  - B.Ed: NA
  - Post Graduation: Madras University, 76%, 2011
  - MPhil: NA
  - PhD: NA
  - NET/SET/GATE: UGC-NET Lectureship, 66.86%, June 2013
  - Others (Specify): NA
7. Current Designation: Assistant Professor
8. Department: Food Science & Nutrition Management
9. Date of Appointment: 26th July, 2011 (Retainer Assistant Professor)  
1st August, 2014 (Assistant Professor on probation)
10. Date of Last Promotion: 1st August, 2015 (Confirmed)
11. Address for Correspondence: 48, Barick Para Road, Maya Nivas, Kolkata-700034
12. Telephone No: 8902339056
13. Email: jincys.mail@gmail.com



### PROFESSIONAL DETAILS

14. Membership in Professional Bodies: National Institute of Nutrition, The Good Food Institute, India, Journal of Food Science & Technology

15. Orientation/Refresher Course and/or Summer School attended during the year: Nil

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals: Nil

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences: Nil

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

18. Poster presented in Seminars & Conferences: Nil

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: None

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
1	Speaker for the technical session for panel discussion on the topic "Eat Right: the key features to improve the present scenario" at the 10 <sup>th</sup> Annual National Conference "NATCONPH 2020" organised by NSHM Knowledge Campus,	NSHM	Graduate & Post graduate students	29.02.2020



Kolkata - Group of Institutions on the theme "Emerging Trends in Modern Health Sciences"		
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21. Degrees or fresh academic qualifications acquired during the year: One-day FoSTaC Training Programme conducted by Bharat Chamber of Commerce on 'Advanced Manufacturing for Food Safety supervisors' on 25<sup>th</sup> September, 2019.
22. Awards Won: First prize for faculty race in annual college sports on 15<sup>th</sup> January, 2020.
23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1.	Freshers Celebration Party	10.08.2019	Faculty-in-charge
2.	Accompanied final year B.Sc students of the department for Educational Excursion to Pune, Mahabaleshwar, Aurangabad.	12-22.10.2019	Faculty-in-charge
3.	Conducted a Special Lecture on "Nutrifact of Food" for first years as part of Student Induction Program.	12.7.2019	Faculty-in-charge
4.	Conducted Outreach Activity of Nutrition Month Celebration at Ektara	20.09.2019	Faculty-in-charge
5.	Organized a field visit to "Raja Udyog Pvt.Ltd." for third year B.Sc. FSNM students.	24.08.2019	Faculty-in-charge

**Members may add any relevant information they deemed fit for their personal records.**

- Reviewer at Journal of Food Science & Technology.
- Attended a webinar organized by the Department of Food Science & Nutrition Management, J.D.Birla Institute on 'Coping with Covid'19 Outbreak' on 7th May, 2020
- Attended a webinar organized by the Department of Food Science & Nutrition Management, J.D.Birla Institute on 'Health & Habits' on 18th May, 2020.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*



*Abraham*

Signature of the Faculty  
Designation: Assistant Professor  
Place: Kolkata  
Date: 09.08.2020

To be verified by HOD

*Adrija Banerjee*  
25/8/2020





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

**WORKLOAD DETAILS OF FACULTY**

Name of the Faculty: Ms. Jincy Abraham  
Department: Food Science & Nutrition Management  
Period: July 2019- June 2020

SEMESTER-I/III/V						
Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class *	Total Hours
Food Science & Nutrition Management	3rd yr BSc	Food Science-II (FSNM503P)	2	18	90	108
Food & Nutrition	1st yr MSc	Food Toxicology(M FN103)	3	18	54	54
Food & Nutrition	2nd yr MSc	Food Technology(M FN302)	5	18	90	90
Food & Nutrition	2nd yr MSc	Minor Project(MFN3 06S) (as guide)	2	18	90	108
SEMESTER-II/IV/VI						
Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class*	Total Hours
Food Science & Nutrition Management	2nd yr BSc	Food Science-I (FSNM404P)	2	10	20	27
			1	7	7	
Food Science & Nutrition Management	2nd yr BSc	Fundamentals of Bakery & Confectionery (FSNM402)	3	10	30	43
			2 classes each in six weeks and 1 class in one week	7	13	
Food & Nutrition	2nd yr MSc	Advanced Food Quality Analysis(MFN 401)	3	10	30	43
			2 classes each in six weeks and one class in one week	7	13	
Food & Nutrition	2nd yr MSc	Dissertation(M FN403S)(as guide)	3	10	30	42
			2	6	12	

\*Each theory class is of 1 hour duration & practical class is 3 hours duration.



*Atreham*

**Signature of the Faculty**  
**Designation:** Assistant Professor  
**Place:** J.D. Birla Institute, Kolkata

To be verified by HOD





J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

## YEARLY PERFORMANCE OF FACULTY MEMBERS

PERIOD: July 2019 – June 2020.

### PERSONAL INFORMATION

1. Name: Mrs. Smita Parekh
2. Birth Date: 15<sup>th</sup> September, 1959 Age (in Years): 60+
3. Marital Status: Married
4. Father's / Husband's Name: Mr. Rajendra Parekh
5. No. of Children: One
6. Academic Qualification:
  - School (Std XII): National High School for Girls, West Bengal Council of Higher Secondary Education, 1978
  - Graduation: B.Sc in Home Science, J.D.Birla Institute, Jadavpur University, 1981
  - B.Ed: ---
  - Post Graduation: M.Sc (Composite Home Science), J.D.Birla Institute, Jadavpur University, 1997
  - MPhil: ---
  - PhD: ---
  - NET/SET/GATE: ---
  - Others (Specify): ---
7. Current Designation: HOD, Assistant Professor.
8. Department: Interior Designing
9. Date of Appointment: 2<sup>nd</sup> January, 2014
10. Date of Last Promotion: ---
11. Address for Correspondence: 38/F, Chakraberia Road (South), Kolkata - 700025
12. Telephone No: 033 24746760 (Resi), 9874146094 (Mob.)



13. Email: smitaparekh.2008@rediffmail.com

#### PROFESSIONAL DETAILS

14. Membership in Professional Bodies : The Home Science Association of India

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Nil			

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
	Nil						

17. Paper presented in Seminars & Conferences

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
	Nil						

18. Poster presented in Seminars & Conferences

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
	Nil						

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
	Nil			



20. Resource Persons and Examiners at Other Organizations

SL No.	Title of Lecture / Exam	Appointing Institute	Class	Date
	Nil			

21. Degrees or fresh academic qualifications acquired during the year: Nil

22. Awards Won: Nil

23. Activities undertaken for College during the Session:

SL No.	Activity Name	Date	Designation / Duty Assigned
1.	Saraswati Puja	29/01/2020	Incharge
2.	Students Picnic	07/02/2020	Incharge
3.	Other College Events		Duty Assigned.

Members may add any relevant information they deemed fit for their personal records.

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I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Signature of the Faculty

Designation: HOD, Asst. Prof.

Place: Kolkata

Date: 8<sup>th</sup> August, 2020

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To be verified

To be verified by HOD





**J.D. BIRLA INSTITUTE**  
A UNIT OF VIDYA MANDIR SOCIETY  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

## WORKLOAD DETAILS OF FACULTY

**Name of the Faculty:** Mrs. Smita Parekh

**Department:** Interior Designing

**PERIOD:** July 2019- June 2020

*b Class taken During the Last Academic Session (to be verified and signed by the concerned HOD)*

SEMESTER-I/III/V								
Sl. No.	COURSE	Class	Subject code	Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1	B.Sc (TCFS)	2 <sup>nd</sup> Year	Children's Clothing (TCFS 306P)	6+6=12	18	216	216	216
							<b>TOTAL</b>	<b>216</b>

SEMESTER-II/IV/VI								
Sl. No.	COURSE	Class	Subject code	Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1	B.Sc (TCFS)	1 <sup>st</sup> Year	Pattern making & Children's Clothing (TCFS 203)	6+6=12	10 (Offline)	120	120	120
		7 (Online)			7	7 (Online)	14	14
							<b>TOTAL</b>	<b>134</b>
							<b>TOTAL</b>	<b>134</b>

\* Each class is of 1 hour duration.

*Dated 10.7.20*

Signature of the Faculty  
Designation: Assistant Professor  
Place: J.D. Birla Institute, Kolkata

To be verified by HOD





**J. D. BIRLA INSTITUTE**  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Dr. Adrija Sarkar
2. Birth Date: 30<sup>th</sup> June 1983 Age (in Years): 37
3. Marital Status: Separated
4. Father's Name: Mr. Soumendra Nath Saha
5. No. of Children: 2
6. Academic Qualification: Ph.D. Biochemistry
7. Current Designation: Assistant Professor & HOD
8. Department: Food Science & Nutrition Management
9. Date of Appointment: 3<sup>rd</sup> February 2014.
10. Date of Last Promotion: NA
11. Address for Correspondence: Flat 2A, Block 2, Rohra Address Residential Complex, Kolkata-20
12. Telephone No: 9874634455, 9163689337
13. Email: adrija.saha1@gmail.com

**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies- NA

15. Orientation/Refresher Course and/or Summer School attended during the year: Nil

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals-Nil

S. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences -Nil

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

18. Poster presented in Seminars & Conferences-Nil

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies -Nil



Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

20. Resource Persons and Examiners at Other Organizations- Nil

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: Nil

22. Awards Won: Nil

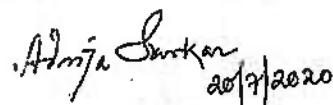
23. Activities undertaken for College during the Session:

S. No.	Activity Name	Date	Designation / Duty Assigned
1	Independence Day Celebration	15 <sup>th</sup> August 2019	Event-in-charge

24. Others: Nil

Members may add any relevant information they deemed fit for their personal records.

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.



Adrijit Sarkar  
20/7/2020

Signature of the Faculty  
 Designation: Assistant Professor  
 Place: Kolkata  
 Date: 20/7/2020

To be verified by HOD





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
**(Affiliated with Jadavpur University)**  
**Departments of Science, Commerce & Management**

**WORKLOAD DETAILS OF FACULTY**

Name of the Faculty: Dr. Adrijा Saha

Department: Food Science & Nutrition Management

Period: July 2019- June 2020

**SEMESTER-I/III/V**

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class *	Total Hours
Food & Nutrition	1 <sup>st</sup> year M.Sc	Nutritional Biochemistry (Th) (MFN 104)	5	18	90	90
Food & Nutrition	1 <sup>st</sup> year M.Sc	Nutritional Biochemistry (Pr) (MFN 105P)	6	18	108	108
Food & Nutrition	2nd year M.Sc.	Minor Project (MFN 306P)	4	18	72	72
Food Science & Nutrition Management	3rd year B.Sc.	Project/ Term Paper (FSNM 505PC)	2	18	36	36

**SEMESTER-II/IV/VI**

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class	Total Hours
Food Science & Nutrition Management	2nd year B.Sc.	Nutritional Biochemistry (Th) (FSNM 401)	3	10 (Offline)	30	37
			1	7 (Online)	7	
Food & Nutrition	2nd year M.Sc.	Advanced Food Quality Analysis (Pr) (MFN 402P)	6	10 (Offline)	60	63
			1	3 (Online)	3	
Food & Nutrition	2 <sup>nd</sup> year M.Sc	Dissertation (MFN403S) as Guide	3	10 (Offline)	30	44
			2	7 (Online)	14	

\* Each class was conducted for duration of 1 hour for 18 weeks for odd semester and 10 weeks (offline) and 7 weeks (online) for even semester.

Signature of the Faculty

Designation: HOD & Assistant Professor

Place: J.D. Birla Institute, Kolkata



To be Verified by HOD



J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019 – JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Ms. Sudeshna Pramanik
2. Birth of Date: 08.02.1989      Age (in Years): 31 Years
3. Marital Status: Single
4. Father's / Husband's Name: Samarendra Narayan Pramanik
5. No. of Children: NA
6. Academic Qualification:
  - School (StdXII): Pratt Memorial School, Kolkata, ISC, 80%, 2007
  - Graduation: J. D. Birla Institute, Jadavpur University, 66.44%, 2010
  - B.Ed: No
  - Post Graduation: M. H. College of Home Science & Science, Rani Durgavati University, 84%, 2012
  - MPhil: No
  - PhD: No
  - NET/SET/GATE: UGC NET Lectureship, 66.29%, June 2013
  - Others(Specify): Post Graduate Diploma in Applied Nutrition, Annamalai University, 77%, 2014
7. Current Designation: Assistant Professor
8. Department: Food Science & Nutrition Management
9. Date of Appointment: 08.05.2014 (Probation)
10. Date of Last Promotion: 08.05.2016 (Confirmed)
11. Address for Correspondence: 39 B.T. Road, PO. Talpukur, Kolkata 700123
12. Telephone No: 9007277787



13. Email:pramanik.sudeshna59@gmail.com

#### PROFESSIONAL DETAILS

14. Membership in Professional Bodies: Indian Dietetic Association, Nutrition Society of India, National Library of India, Kolkata

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
NA			

16. Published Papers in Journals:

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
NA							

17. Paper presented in Seminars & Conferences:

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/collage or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
NA							

18. Poster presented in Seminars & Conferences:

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/collage or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
I	'A Study on the Effect on Indian Dairy Products – Addition of Flaxseeds & Oats on Organoleptic Properties and Nutritional Composition of	National Seminar on Traditional Indian Dairy Products – Prospects of Commercialization	National	Faculty of Dairy Technology, West Bengal University of Animal & Fishery Sciences	13 <sup>th</sup> March, 2020 Faculty of Dairy Technology, Mohanpur Campus, PO. Krishivishwavidyalaya Nadia, West Bengal - 741252	76	-



an Indian Culture d Dairy Product “Shrikhand”					
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19. Ongoing and Completed Research Projects and Consultancies: Completed

Sl No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
1	A Study on The Impact of Nutritional Labelling on The Buying Behaviour of College Goers (18-22 years) in Kolkata	UGC	21 <sup>st</sup> February 2017- 20 <sup>th</sup> February 2019	Rs. 2,05835/-

20. Resource Persons and Examiners at Other Organizations: NIL

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
NA				

21. Degrees or fresh academic qualifications acquired during the year: NA

22. Awards Won: NA

23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1.	Students Election	14 <sup>th</sup> August, 2019	Assistant Event In-charge
2.	Fresher	10 <sup>th</sup> August, 2019	Assistant Event In-charge
3.	Zest- Intercollege Sports Meet, 2020	15 <sup>th</sup> January, 2020	Event In-charge
4.	Nutrition week celebration	20 <sup>th</sup> September, 2020	In- charge for outreach activities

Members may add any relevant information they deemed fit for their personal records.

- Attended National seminar on “Traditional Indian Dairy Products – Prospects of Commercialization” on 13th of March, 2020 at Faculty of Dairy Technology, Mohanpur Campus, KrishiVishwavidyalaya, Nadia, West Bengal, organized by Faculty of Dairy Technology, West Bengal University of Animal & Fishery Sciences.
- Attended a live Webinar on “Nutritional Deficiency of Common Indian People and how it makes Way for Diseases in the Present Scenario” organized by Indian Dietetic Association, Bengal Chapter in association with Smart Management Consultancy on 12<sup>th</sup> May, 2020 from 06:00 PM – 07:30 PM through Cisco Webex.
- Department of Food Science & Nutrition Management had organized a live webinar entitled ‘Coping with Covid’19 Outbreak’ on 7th May, 2020 and graced by Mr. Amit Vaishnav, Managing Director at Megafoods Products Madras Private Limited, Chennai and Mr.



AnupKumar Tiwari, Group Head - Training & Development, at Peerless Hotels Ltd., Kolkata.

- Attended Webinar on the theme "Health and Habits" graced by Dr. Shikha Sharma and organized by Department of Food Science & Nutrition Management, J.D. Birla Institute on 18<sup>th</sup> May, 2020.
- Attended the 8<sup>th</sup> International Webinar, organized by Signutra Inc. (Signature Nutrition), USA on the topic NUTRIVIGILANCE, which aimed at utilizing nutrition surveillance as a tool for Medical Nutrition Therapy against Diabetes Mellitus Type II" on 1<sup>st</sup> June, 2020.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the *Sudhansu Pramanik*  
Faculty Designation: Assistant Professor  
Place: Barrackpore  
Date: 08.08.2020



*Adrijit Banerjee  
25/8/2020*



**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
**(Affiliated with Jadavpur University)**  
**Departments of Science, Commerce & Management**

**WORKLOAD DETAILS OF FACULTY**

Name of the Faculty: Ms. Sudeshna Pramanik  
 Department: Food Science & Nutrition Management  
 Period: July 2019- June 2020

SEMESTER-I/III/V						
Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class *	Total Hours
Food Science & Nutrition Management	3 <sup>rd</sup> Year B.Sc.	Dietetics II (FSNM 506P)	4	18	72	216
Post Graduate Diploma in Dietetics & Applied Nutrition	PGDDAN	Medical Nutrition Therapy (PGDDAN/103)	5	18	80	80
Food Nutrition	2 <sup>nd</sup> Year M. Sc.	Minor Project Work (MFN306S) *as guide	3	18	54	162
SEMESTER-II/IV/VI						
Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class *	Total Hours
Food Science & Nutrition Management	3 <sup>rd</sup> Year B.Sc.	Dietetics III (FSNM 604P)	4 1 (1 <sup>st</sup> 2 weeks) 2 (3 <sup>rd</sup> to 7 <sup>th</sup> week)	10 (Offline) 7 (Online)	40 13	160 13
Food Nutrition	1 <sup>st</sup> Year M. Sc.	Clinical Nutrition (MFN203)	5 4 (1 <sup>st</sup> week) 5 (2 <sup>nd</sup> week) 3 (3 <sup>rd</sup> to 7 <sup>th</sup> week)	10 (Offline) 7 (Online)	50 24	50 24
Food Nutrition	2 <sup>nd</sup> Year M. Sc.	Dissertation (MFN403S) *as guide	3 1 (2 <sup>nd</sup> week) 2 (4 <sup>th</sup> to	10 (Offline) 6 (Online)	30 11	30 11



			7 <sup>th</sup> week)			
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\*Each theory class is of 1 hour duration & each practical class is of 3 hour duration.

*Sureshwar Pramanik*  
**Signature of the Faculty**  
**Designation:** Assistant Professor  
**Place:** J.D. Birla Institute, Kolkata

*Anupam Saha*  
To be verified by HOD





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 2019-20**

**PERSONAL INFORMATION**

1. Name: Ms Sweata Rani Rai
2. Birth Date: 06.09.1989 Age (in Years): 31 years
3. Marital Status: Single
4. Father's Name: Late Mr Subash Rai
5. No. of Children: NA
6. Academic Qualification:
  - School (Std XII): St. Joseph's High School, Matigara, 2006
  - Graduation: Sri Sathya Sai Institute of Higher learning, Anantapur Campus, 2009
  - B.Ed: NA
  - Post Graduation: Sri Sathya Sai Institute of Higher learning, Anantapur Campus, 2011
  - MPhil: NA
  - PhD: NA
  - NET/SET/GATE: NET UGC Qualified, 2013
  - Others (Specify): NA
7. Current Designation: Assistant Professor
8. Department: Food Science & Nutrition Management
9. Date of Appointment: 5<sup>th</sup> August, 2014 (Assistant Professor on probation)  
5<sup>th</sup> August, 2016 (Assistant Professor Confirmation)
10. Date of Last Promotion: NA
11. Address for Correspondence: Block 5, Flat 1C, Sunny Seasons Apartment, Kamalgachi, Garia-700103
12. Telephone No: 8697364157
13. Email: sweatarai224@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: NA

15. Orientation/Refresher Course and/or Summer School attended during the year: NA

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1.	Sweata Rani Rai, Sabia Nazmin	Assessment of the Sensory Acceptability of Soy Milk based Sandesh (Traditional Indian Sweet Dairy Dessert) for Elderly People (Aged>60 Years) Living in Kolkata and its Efficacy on the Health Status of Geriatric Population	Global Journal of Medical Research: L Nutrition & Food Science	20 (1)	2020	31-38	Online ISSN: 2249-4618; Print ISSN: 0975-5888

17. Paper presented in Seminars & Conferences:

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
1.	A study on the sensory acceptability and chemical analysis of soy milk based sandesh for geriatric population (aged >60 years)	Advances in Food Science, Processing & Safety	National	Dept of Home Science, IIS (deemed to be University), Jaipur	13th-14th March,2020 Jaipur	130	



18. Poster presented in Seminars & Conferences: NA

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No:

19. Ongoing and Completed Research Projects and Consultancies: Minor Research Project- Completed

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
1.	A comparative study to assess the nutritional status according to mini nutritional assessment (MNA) of institutionalized and home care elderly male population in and nearby districts of Kolkata	UGC Minor Research Project	2	Rs. 1,32,225

20. Resource Persons and Examiners at Other Organizations NA

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: NA

22. Awards Won:

- 1<sup>st</sup> prize for faculty race in Zest: Intercollege Annual Sports Meet 2020

23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1.	Farewell Party	20 <sup>th</sup> March,2020	Faculty In Charge
2.	Special 7- day camp- NSS Camp on "7- Day training camp in making of hand-crafted products from old newspaper and jute for the young women	16 <sup>th</sup> - 23 <sup>rd</sup> September,2019	Faculty In Charge
3.	Celebrations of Independence Day at Parichay Foundations- NGO	15 <sup>th</sup> August, 2019	Faculty In Charge
4.	Swachta Pakhwada campaign - Awareness activity on water conservation	9 <sup>th</sup> September,2019	Faculty In Charge
5.	Outreach activities (Anthropometric measurements, awareness	20 <sup>th</sup> September,2019	Teacher In Charge for outreach activities for Nutrition Week Celebrations



	on hygiene using puppet shows, demonstration of low-cost recipes, nutrition facts-based quiz and health camps) at various NGOs (Hope Foundation, Ektara Foundations, Tollygunge Women in Need, Seva Kendra Calcutta, Disha Foundation, Jungle Crow and Help Us, Help Them)		
6.	Blood donation camp	13 <sup>th</sup> November, 2019	Faculty In Charge
7.	Eye-check up camp	14 <sup>th</sup> January, 2020	Faculty In Charge
8.	Dental check-up camp	14 <sup>th</sup> January 2020	Faculty In Charge
9.	Sale of recyclable products	18 <sup>th</sup> -19 <sup>th</sup> February, 2020	Faculty In Charge
10.	Fund raising activity by sale of TB seals and Communal Harmony Stickers	9 <sup>th</sup> August, 2019, 18 <sup>th</sup> March, 2020, 10 <sup>th</sup> February, 2020	Faculty In Charge
11.	Distribution of Tee Shirts to children of NGO- Jungle Crows	26 <sup>th</sup> February 2020	Faculty In Charge
12.	Donation of food packets to NGO children (Dakhin Kolikata Sevasaram & Calcutta Social Project)	13 <sup>th</sup> September, 2019 29 <sup>th</sup> January 2020	Faculty In Charge
13.	Sale of hand sanitizers prepared by the faculty members and lab instructors of the departments of Food Science & Nutrition Management and Textile Science, Clothing & Fashion Studies	19 <sup>th</sup> March, 2020	Faculty In Charge
14.	Educational excursion to Pune, Mahabaleswar & Aurangabad	12 <sup>th</sup> - 22 <sup>nd</sup> October, 2020	Teacher In Charge for Dept of Food Science & Nutrition Management

Members may add any relevant information they deemed fit for their personal records.

1. NSS Co-Ordinator for the Department of Science, J. D. Birla Institute
2. Grand Viva (FSNM 607 PC) Co-Ordinator for 3<sup>rd</sup> year (Sem VI) B.Sc. (Hons) Food Science & Nutrition Management
3. Attended a webinar on "Industry Coping with the Covid'19 Outbreak" which was organized by the Dept of Food Science & Nutrition Management, J.D. Birla Institute on 7<sup>th</sup> May, 2020.
4. Attended a webinar on "Health & Habits" which was organized by the Dept of Food Science & Nutrition Management, J.D. Birla Institute on 18<sup>th</sup> May, 2020.



I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Prokanta Loni Rai

Signature of the Faculty

Designation: Assistant Professor

Place: Mirik, Darjeeling

Date: 08.08.2020

Adm'ja Samik Banerjee  
25/8/2020

To be verified by HOD





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Ms. Sweata Rani Rai  
Department: Food Science & Nutrition Management  
Period: July 2019- June 2020

#### SEMESTER-I/III/V

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class *	Total Hours
Food Science & Nutrition Management	1 <sup>st</sup> year B.Sc FSNM	Introduction to Food & Nutrition (FSNM101) **	3	18	54	54
Food Science & Nutrition Management	2 <sup>nd</sup> year B.Sc FSNM	Dietetics-I (FSNM302)	3	18	54	54
Food Science & Nutrition Management	3 <sup>rd</sup> year B.Sc FSNM	Dietetics -III (FSNM501)	3	18	54	54
Food & Nutrition	2 <sup>nd</sup> year M.Sc	Nutrition for Geriatrics (MFN301)	3	18	54	54
Food & Nutrition	2 <sup>nd</sup> year M.Sc	Public Health Nutrition (MFNP304)	3	18	54	54
Food & Nutrition	2 <sup>nd</sup> year M.Sc	Minor Project (MFN306S) as Guide	3	18	54	40.5

#### SEMESTER-II/IV/VI

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class	Total Hours
Food Science & Nutrition Management	3 <sup>rd</sup> year B.Sc FSNM	Dietetics-II (FSNM501)	3	10 (Offline)	30	37
			1	7 (Online)	7	
Food Science & Nutrition Management	3 <sup>rd</sup> year B.Sc FSNM	Diet & Patient Counseling (FSNM604P)	6	10 (Offline)	60	67
			1	7 (Online)	7	
Post Graduate Diploma in	Post Graduate	Medical Nutrition	3	10 (Offline)	30	



Dietetics & Applied Nutrition	Diploma in Dietetics & Applied Nutrition	Therapy-II (PGDDAN202)	2	7 (Online)	14	
Food Science & Nutrition Management	3 <sup>rd</sup> year B.Sc FS NM	Grand Viva (FSNM607S) as Coordinator	2	10 (Offline)	20	41
			3	7 (Online)	21	
Food & Nutrition	2 <sup>nd</sup> year M.Sc	Dissertation (MFN403S) as Guide	3	10	30	42
			2	6	12	

\* Each class was conducted for duration of 1 hour for 18 weeks for odd semester and 10 weeks (offline) and 7 weeks (online) for even semester.

\*\*Shared paper

*Bireet Banerjee*

04.08.2021

**Signature of the Faculty**

**Designation:** Assistant Professor

**Place:** J.D. Birla Institute, Kolkata

To be verified by HOD





**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD: 2019-2020**

**PERSONAL INFORMATION**

1. Name: Yamini Dhanania
2. Birth Date: 09/02/1988 Age (in Years): 32 yrs
3. Marital Status: Single
4. Father's / Husband's Name: Mr. Ramesh Kumar Dhanania
5. No. of Children: None
6. Academic Qualification:
  - School (Std XII): Mahadevi Birla Higher Secondary Girl's School, 2006
  - Graduation: J.D. Birla Institute (Affiliated to Jadavpur University), 2009
  - B.Ed: ---
  - Post Graduation: J.D. Birla Institute (Affiliated to Jadavpur University), 2011
  - MPhil: ----
  - PhD: Pursuing in Textile Technology from Department of Jute and Fiber Technology, Calcutta University
  - NET/SET/GATE: UGC-NET, Lectureship, June 2013
  - Others (Specify): ---
7. Current Designation: Assistant Professor
8. Department: Textile Science, Clothing & Fashion Studies
9. Date of Appointment: 2. 7. 2013
10. Date of Last Promotion: N.A.
11. Address for Correspondence: 1, Lord Sinha Road  
Dhanania Niwas, 1<sup>st</sup> Floor  
Kolkata-700071
12. Telephone No: +91 9874557134
13. Email: yaminidhanania@gmail.com



## PROFESSIONAL DETAILS

**14. Membership in Professional Bodies**

- a) The Indian Natural Fiber Society- Member
- b) Alumni Association of J.D. Birla Institute- Secretary

**15. Orientation/Refresher Course and/or Summer School attended during the year:**

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
		NIL	

**16. Published Papers in Journal:**

Sl.No	Authors	Title	Journal	Vol & Issue No.	Year	Pg.No	ISSN/ISBN No.
			NIL				

**17. Paper presented in Seminars & Conference:**

Sl.No	Tilte of Paper	Theme of Conference	Whether International/ National/State/Regional/ College/ University Level	Organizing Body	Date and Place of the conference	Pg.No	ISSN/ISBN No.
			NIL				

**18. Poster presented in Seminars & Conference:**

Sl.No	Tilte of Paper	Theme of Conference	Whether International/ National/State/Regional/ College/ University Level	Organizing Body	Date and Place of the conference	Pg.No	ISSN/ISBN No.
			NIL				

**19. Ongoing and Completed Research Projects and Consultancies**

Sl. No.	Title	Agency	Period	Grant/ Amount Mobilized (in Lakh)
			NIL	

**20. Resource Persons and Examiners at Other Organizations**

Sl. No.	Title of Lecture/ Exam	Appointing Institute	Class	Date
		NIL		

**21. Degrees or fresh academic qualifications acquired during the year: N.A**

**22. Awards Won: N.A**



23. Others:

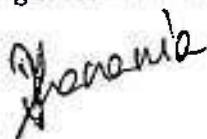
- a. In-charge of the costume committee for Annual Show held on 21<sup>st</sup> November, 2019.
- b. In-charge of making of Sanitizer for NSS Activity.
- c. Took active part in Inter-College Sports day held on 15<sup>th</sup> January, 2020.
- d. Helped in the editing of the book of papers on 'Strategic Management in Industry 4.0'-An International Management Conference held on 27<sup>th</sup> September, 2019.

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty



Designation: Assistant Professor

Place: Kolkata

Date: 9<sup>th</sup> August, 2020



J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 2019-20**

**PERSONAL INFORMATION**

1. Name: Anindita Deb Pal
2. BirthDate: 19.12.1985 Age (inYears): 34
3. Marital Status: Married
4. Father's / Husband's Name: Sandip Pal
5. No. of Children: 1
6. Academic Qualification:
  - School (StdXII): Indian School Certificate Examinations (ISC), 85%, 2004
  - Graduation: University of Calcutta, 71.8%, 2007
  - B.Ed: NA
  - PostGraduation: University of Delhi, 76.2%, 2009
  - MPhil: NA
  - PhD: University of Calcutta, PhD degree obtained, 2015
  - NET/SET/GATE: CSIR-UGC NET (Life Science; Qualified 2008), CSIR-UGC JRF (2009-2011) and SRF (2011-2014), GATE (Life Science; Qualified 2008)
  - Others(Specify): NA
7. Current Designation: Assistant Professor
8. Department: Food Science & Nutrition Management
9. Date of Appointment: 28<sup>th</sup> July 2015
10. Date of Last Promotion: Nil
11. Address for Correspondence: 128, Kankulia Road, Kolkata-700029
12. Telephone No: 9477238749



13. Email:deb\_anindita@yahoo.com

#### PROFESSIONAL DETAILS

14. Membership in Professional Bodies: Nil

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Interdisciplinary Refresher Course (IDC) on "Emerging areas of Life Sciences"	Department of Life Science and Biotechnology, Jadavpur University	27.01.2020- 08.02.2020	UGC- Human Resource Development Centre (HRDC)

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1	Anindita Deb Pal	Clostridium Difficile: A Growing Health Concern	Journal of Advanced Scientific Research	volume 10, issue 4	2019	16-23	2249-9571
2	Anindita Deb Pal & Beepsa Basu	Pathogenic profile of green coloured vegetables using different washing procedures	Annals. Food Science & Technology	volume 20, issue 4	2019	793- 799	2344-4916 (eISSN) and 2065-2828 (pISSN)
3	Anindita Deb Pal	Protein in a New Way: Single Cell Protein	Research Trends in Multidisciplinary Research, Akinik Publishers (New Delhi)	chapter 5, volume 15	2020	81-98	978-93-89680-74-4 (eISBN) & 978-93-89680-73-7 (pISBN)

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.



18. Poster presented in Seminars &Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
1	Microbiology quality of water bodies of Kolkata	National Seminar on Frontiers in Biological Sciences (FIBS): Chapter III	National	St Xavier's College, Kolkata in association with Presidency University, Kolkata and IICB, Kolkata	21 <sup>st</sup> and 22 <sup>nd</sup> September, 2019 at St Xavier's College, Kolkata	72	-

19. Ongoing and Completed Research Projects and Consultancies: Nil

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

20. Resource Persons and Examiners at Other Organizations: Nil

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: None

22. Awards Won:

- Award for best academic performance for the year 2018-19 awarded by Vidyamandir Society
- Award for publishing papers in recognized journals for the year 2018-19 awarded by Vidyamandir Society.

23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation /Duty Assigned
1	Annual Show	20.11.2019	Event assistant
2	Basant Panchami	29.01.2020	Event-incharge (at Refresher course on the day of the event)

Members may add any relevant information they deemed fit for their personal records.

- Selected as an editorial board member of the American Journal of BioScience, Science Publishing Group.
- Selected as an editorial board member of the International Journal of Food Science & Nutrition, Gupta Publications.



- Participated in Faculty Knowledge Sharing Program on "Pedagogy in Digital Era" organized by ICFAI Business School on 24<sup>th</sup> August, 2019.
- Attended webinar on "Coping with Covid'19 Outbreak" organized by J.D. Birla Institute on 7<sup>th</sup> May, 2020.
- Attended webinar on "Alternative Medicine- The Future"organized by J.D. Birla Institute on 20<sup>th</sup> May, 2020.
- Participated for preparation of alcohol based sanitizers
- Seminar Co-ordinator for 2<sup>nd</sup> year B.Sc (Hons) in Food Science & Nutrition Management
- Member of the Research Committee.

*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

*Anuradha Sankar*

Signature of the Faculty  
Designation:Assistant Professor  
Place:Kolkata  
Date:07.08.2020

*Anuradha Sankar  
25/8/2020*

To be verified by HOD





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Dr. Anindita Deb Pal  
Department: Food Science & Nutrition Management  
Period: July 2019- June 2020

#### SEMESTER-I/III/V

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class * hours	Total Hours
B.Sc (Hons) in Food Science & Nutrition Management	2 <sup>nd</sup> year B.Sc FSNM	Food Quality & Analysis (FSNM306 P)*	12(2 groups)	18	216	216
M.Sc in Food & Nutrition	2 <sup>nd</sup> Year MSc. FN	Minor Project Work (MFN306S ) as guide	3	18	54	54

#### SEMESTER-II/IV/VI

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class hours	Total Hours
B.Sc (Hons) in Food Science & Nutrition Management	2 <sup>nd</sup> year B.Sc FSNM	Nutritional Biochemistry (FSNM 406P)**	12 (2 groups)	10 (Offline)	120	141
			1 (1st to 4th week) 2 (5th to 7th week)	7 (Online)	21	
M.Sc in Food & Nutrition	1 <sup>st</sup> Year M.Sc FN	Advanced Food Microbiology (Pr) (MFN 205)**	3	10 (Offline)	30	37
			1 (1st to 7th week)	7 (Online)	7	
M.Sc in Food &	2 <sup>nd</sup> Year MSc. FN	Dissertation	3	10 (Offline)	30	21



Nutrition		(MFN403S) **) as guide	1 (2nd week) 2 (4th to 7th week)	7 (Online)	21	
B.Sc (Hons) in Food Science & Nutrition Management	2 <sup>nd</sup> year B.Sc FSNM	Seminar** as co-ordinator	1 1 (1st to 7th week)	10 (Offline) 7 (Online)	10 7	17

\* Each class was conducted for duration of 1 hour for 18 weeks

\*\* Each class was conducted for duration of 1 hour for 17 weeks (Offline-10 weeks, Online-7 weeks)

*Anuradha S. Pal*

**Signature of the Faculty**

**Designation:** Assistant Professor

**Place:** J.D. Birla Institute, Kolkata

To be verified by HOD





**J. D. BIRLA INSTITUTE**  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 2019-20**

**PERSONAL INFORMATION**

1. Name: DR. Manika Das
2. Birth Date: 21/10/1970 Age (in Years): 49
3. Marital Status: Married
4. Father's / Husband's Name: Mr Soumendra Nath Bhakta
5. No. of Children: 1
6. Academic Qualification:
  - School (Std XII): West Bengal Board of Higher Secondary Education, 53.7%, 1988
  - Graduation: University of Calcutta, 60.5%, 1991
  - B.Ed:
  - Post Graduation: University of Calcutta, 63.4%, 1993
  - MPhil:
  - PhD: University of Calcutta, 1999
  - NET/SET/GATE: Gate, 1994
  - Others (Specify): Post-doctoral Research Experience
7. Current Designation: Assistant Professor
8. Department: Food Science and Nutrition Management
9. Date of Appointment: 14<sup>th</sup> August, 2015
10. Date of Last Promotion:
11. Address for Correspondence: 14B, Beadon Street, Kolkata-700006
12. Telephone No: 8961889743/ 9874478736
13. Email: mdas3933@gmail.com



## PROFESSIONAL DETAILS

### 14. Membership in Professional Bodies

Selected as Reviewer of 'Current Research in Nutrition & Food Science', (ISSN: 2347-467X), [UGC- CARE journal]

### 15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Nil			

### 16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1	Manika Das & Snigdha Deora	Development and evaluation of heart healthy food product from green coffee extract	Annals. Food Science and Technology [UGC-CARE journal]	Volume 20 Issue: 4	2019	832-840	ISSN: 2065-2828
Book Chapter:							
2	Manika Das	Sustainable Food: Algaculture	Research Trends in Food Technology and Nutrition	Volume: 11 Chapter :9	2019	127-148	ISBN: 978-93-5335-859-4

### 17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
1	Prebiotic potential of cultivated mushroom ( <i>agaricus bisporus</i> ): stimulatory effect on <i>bifidobacteria</i> sp. and <i>lactobacilli</i> sp.	Emerging Trends in Modern Health Sciences	National Conference	School of Health Sciences, NSHM Knowledge Campus, Kolkata	28 <sup>th</sup> -29 <sup>th</sup> February, 2020, Kolkata		



18. Poster presented in Seminars & Conferences

Sl. No. of Paper	Title of Conference	Theme of Conference /National/state/regional/college or university level	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
		Nil					

19. Ongoing and Completed Research Projects and Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
	Nil			

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
	Nil			

21. Degrees or fresh academic qualifications acquired during the year: Nil

22. Awards Won

- a) Got the first prize for the paper presentation (oral) at 'National Conference on emerging trends in modern health sciences', held at Kolkata dated 28<sup>th</sup>-29<sup>th</sup> February, 2020. This conference was organized by Department of Health Sciences, NSHM Knowledge campus, Kolkata.
- b) Teachers' day award for outstanding performance in the field of publishing papers in recognized journals for the year 2018-19. This award was given by Vidya Mandir Society.

23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation/ Duty Assigned
1	College Picnic (Science)	07/02/2020	Assistant Incharge

Members may add any relevant information they deemed fit for their personal records.

Reviewed three papers for the journal "Current Research in Nutrition & Food Science" (ISSN: 2347-467X), [UGC- CARE journal]

- i) Possible Prophylactic And Therapeutic Foods For Prevention And Management Of COVID-19- An Updated Review
- ii) Pectin production and characterization in some wild edible fruits of Odisha, India.



iii) Mock meat – Ambiguity in Vegetarianism.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*



**Signature of the Faculty:** Dr Manika Das

**Designation:** Assistant Professor

**Place:** Kolkata

**Date:** 08/08/2020

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To be verified by HOD

*Adrija Sarkar*  
25/8/2020





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

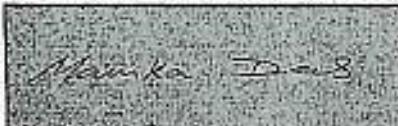
Name of the Faculty: Dr Manika Das  
Department: Food Science & Nutrition Management  
Period: July 2019- June 2020

SEMESTER-I/III/V						
Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class *	Total Hours
Food Science & Nutrition Management	B.Sc 1st Year	Basic Physiology (FSNM103)	11 [3 theory Class + 8 practical class]	18	198	162
PGDDAN	PGDDAN	Human Physiology & Nutritional Biochemistry (PGDDAN 101)	3	18	54	54
Food S & Nutrition	M.Sc 2nd year	Minor Project (MFN 306S) as guide	3	18	54	54
SEMESTER-II/IV/VI						
Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class *	Total Hours
Food Science & Nutrition Management	B.Sc 1st Year	Human Physiology (FSNM 203)	5	10 (Offline)	50	64
			2	7 (Online)	14	
Human Development	B.Sc 1st Year	Human Physiology (HD 203)	3	10 (Offline)	30	44
			2	7 (Online)	14	



Food & Nutrition	M.Sc 2nd year	Dissertation (MFN403S) as guide	3	10 (Offline)	30	42
			2	6 (Online)	12	

\*Each class is of 1 hour duration



**Signature of the Faculty**

**Designation:** Assistant Professor

**Place:** J.D. Birla Institute, Kolkata

To be verified by HOD





J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019-JUNE2020**

**PERSONAL INFORMATION**

1. Name: Dr. Debolina Chatterjee
2. Birth Date: 03.07.1987 Age (in Years): 33
3. Marital Status: Married
4. Husband's Name: Anuran Mukherjee
5. No. of Children: 0
6. Academic Qualification:
  - School (Std XII): Calcutta Girls' High School
  - Graduation: Presidency College Kolkata
  - B.Ed: NA
  - Post Graduation: Jawaharlal Nehru University
  - MPhil: NA
  - PhD: Indian Institute of Technology Kharagpur
  - NET/SET/GATE: UGC NET JRF 2011
  - Others (Specify):
7. Current Designation: Assistant Professor
8. Department: Human Development
9. Date of Appointment: 01.07.2017
10. Date of Last Promotion: \_\_\_\_\_
11. Address for Correspondence: 20, Bon Behari Bose Road, Howrah - 711101
12. Telephone No: 9674019939
13. Email: chatterjee.debolina@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies- None

15. Orientation/Refresher Course and/or Summer School attended during the year: None

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1.	Chatterjee, D., & Chatterjee, S.C, Bhattacharyya T.	Exploring self-care abilities among women in prisons of West Bengal	International Journal of Prisoner Health (Scopus and UGC listed)	Vol. 16 No. 2	2020	183-198	ISSN: 1744-9200
2	Chatterjee, D., & Ghosh I.D.(2020)	General Well Being and Life Satisfaction of Elderly in Kolkata	The Indian Journal of Gerontology (UGC listed)	Vol. 34, Issue No.1	2020	96-112	ISSN 0971-4189
3	Chatterjee, D. (2019)	Medical interactions in Prisons	Understanding Social Issues: Some Reflections (Book Chapter)	Vol 2	2019	91-101	(ISBN-9789388207461)

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
1.	Ageing in Prisons: Need for Social Work Intervention	Social Work Intervention with Elderly: Community Engagement, Social Responsibility and Social Work Profession	National	Department of Social Work, Visva Bharati University 18th and 19th January 2020	18th and 19th January 2020 At Department of Social Work, Visva Bharati University, Bolpur		
2.	Medical Interactions in Prisons: Reflections from the Field	5th International Social Science and Humanities Congress	International	Jadavpur University	7th and 8th September 2019, at Jadavpur University		
3.	Understanding Health of Imprisoned Women	International Conference on Women and Society	International	Prof. Syed Nurul Hasan College, Farakka, Murshidabad, West Bengal.	7th July, 2019 at Prof. Syed Nurul Hasan College, Farakka, Murshidabad, West Bengal.		

18. Poster presented in Seminars & Conferences- None

19. Ongoing and Completed Research Projects and Consultancies - None



20. Resource Persons and Examiners at Other Organizations- None
21. Degrees or fresh academic qualifications acquired during the year: Doctoral Degree from Indian Institute of Technology Kharagpur
22. Awards Won- None
23. Activities undertaken for College during the Session:

Sl.No.	Activity Name	Date	Designation / Duty Assigned
1.	Independence Day	15.08.2019	Programme in Charge and Emcee in Charge
2.	Fresher's Day	10.08.2019	Volunteer (Science) in Charge
3.	Saraswati Puja	29.01.2020	Puja committee
4.	International Women's Day	06.08.2020	Coordinated the event with other faculty members, Emcee in charge

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 09.08.2020

To be verified by HOD

Geetika Saha  
12/8/2020





**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Dr. Richa Chauhan
2. Birth Date: 03.10.1984                      Age (in Years): 35
3. Marital Status: Married
4. Father's / Husband's Name: Mr. Parth Chauhan
5. No. of Children: 1
6. Academic Qualification:
  - School (Std XII): Central Board of Secondary Education (CBSE), 2003.
  - Graduation: St. Mary's College, Shillong (Affiliated to North-Eastern Hill University, Shillong), 2003-2006.
  - B.Ed: N/A
  - Post Graduation: The M.S. University of Baroda, Vadodara, Gujarat, 2006-2008.
  - MPhil: N/A
  - PhD: Acharya N. G. Ranga Agricultural University, Hyderabad, 2009-2014. Convocation – 2016.
  - NET/SET/GATE: UGC-NET, 2007
  - Others (Specify): N/A
7. Current Designation: Assistant Professor
8. Department: Textile Science, Clothing and Fashion Studies
9. Date of Appointment: 02.05.2018
10. Date of Last Promotion: NA
11. Address for Correspondence: JD Birla Institute, Kolkata-700020, West Bengal.
12. Telephone No: +91-8286389319
13. Email: richapraks@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: NO

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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NO

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
	NO						

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
	NO						

18. Poster presented in Seminars & Conferences

Sl. No.	Title of Poster	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
	NO						

19. Ongoing and Completed Research Projects and Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)



NA			

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
	NO			

21. Degrees or fresh academic qualifications acquired during the year: NO

22. Awards Won: NO

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 09.08.2020





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Dr. Richa Chauhan  
Department: Textile Science, Clothing and Fashion Studies  
Period: July 2019- June 2020

SEMESTER-I/III/V						
Course	Class	Subject with code	No. of classes per Week	Total No. of Weeks	Total Class	Total Hours
B.Sc. (TCFS)	1 <sup>st</sup> Year	Basic Science & Introduction to Textiles (TCFS103)	6	18	108	81
B.Sc. (TCFS)	3 <sup>rd</sup> Year	Project/ Term Paper (TCFS505PC)	2	18	36	27
M.Sc. (TC)	1 <sup>st</sup> Year	Pattern Making (MTCP 104)	2	18	36	27
M.Sc. (TC)	2 <sup>nd</sup> Year	Textile Chemical Processing (MTC301)	5	18	90	90
<b>TOTAL</b>						<b>270</b>
<b>TOTAL</b>						<b>225</b>

### SEMESTER-II/IV/VI

Course	Class	Subject with code	No. of classes per Week	Total No. of Weeks	Total Class	Total Hours
B.Sc. (TCFS)	1 <sup>st</sup> Year	Fibre Science and Yarn Studies (TCFS201) <i>offline - 11</i>	5 (Offline) & 2 (Online)	17 (10 weeks offline + 7 weeks online)	99 (85 offline + 14 online)	99
B.Sc. (TCFS)	2 <sup>nd</sup> Year	Seminar (TCFS405PC) <i>6.8 offline + 14 online</i>	5 (Offline) & 2 (Online)	17 (10 weeks offline + 7 weeks online)	99 (85 offline + 14 online)	99
B.Sc. (TCFS)	3 <sup>rd</sup> Year	Grand Viva (TCFS607PC)	1 (Online)	7 (online)	7	7
B.Sc. (TCFS)	3 <sup>rd</sup> Year	Portfolio & Fashion Show (TCFS605P)	1	7 (online)	7	7
M.Sc. (TC)	1 <sup>st</sup> Year	Garment Construction & Draping (MTCP204)	2 (Online)	7 (online)	14	14
M.Sc. (TC)	1 <sup>st</sup> Year	Fashion Illustration (MTCP205)	1 (Online)	7 (online)	7	7
<b>TOTAL</b>						<b>233</b>
<b>TOTAL</b>						<b>233</b>

\*Each class is of 45 minutes duration

*Richa Chauhan*

Signature of the Faculty  
Designation: Assistant Professor  
Place: Kolkata



*Samita Chakrabarti*

To be verified by HOD



**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Ms. Swati Tulshan
2. Birth Date: 18.03.2020 Age (in Years): 26
3. Marital Status: Single
4. Father's Name: Mr. Jai Prakash Tulshan
5. No. of Children: 0
6. Academic Qualification:M.Sc. in Human Development, UGC-CBSE NET
7. Current Designation: Assistant professor
8. Department: Human Development
9. Date of Appointment: 01.07.2020
10. Date of Last Promotion: NA
11. Address for Correspondence: 84, Bangur Avenue, Block -B, Kolkata - 700055
12. Telephone No: +91 8697842209 / +91 8910197848
13. Email: tulshanswati@gmail.com

**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies : Member of ISSBD (International Society for the Study of Behavioral Development)

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Soft Skills and Entrepreneurship Development	Viharilal College of Home Science, Kolkata	1 week (7 days)	Viharilal College, Calcutta University

16. Published Papers in Journals

S. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1	Ms. Swati Tulshan	Online Social Media Use and Behaviour among Today's Young Adults	Global Journal for Research Analysis	Volume -9 Issue-6	2020		Print ISSN no- 2277-8160

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
NONE							



18. Poster presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
			NONE				

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
			NONE	

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
			NONE	

21. Degrees or fresh academic qualifications acquired during the year: NA

22. Awards Won: NA

23. Activities undertaken for College during the Session:

S. No.	Activity Name	Date	Designation / Duty Assigned
1	Extra Curricular Activities		Coordinator for all Extra curricular activities and Fests in which the college takes part.
2	Sports/Atheletics		In charge of the Sports club, coordination of the sports activities which the students take part in.

24. Others: Completed a diploma in Diploma in Fundamental Psychology and Applied Counseling and Body Language – from Psychogenesis Research Foundation  
 Completed a basic communicative course in French from Ramkrishna School of Languages

Members may add any relevant information they deemed fit for their personal records.

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

S.Tulshan

Signature of the Faculty : Swati Tulshan  
 Designation: Assistant Professor  
 Place: Kolkata  
 Date: 07.08.2020

To be verified by HOD

Gutika Sathdeva  
 12/8/2020  




**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
**(Affiliated with Jadavpur University)**  
**Departments of Science, Commerce & Management**

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Ms. Swati Tulshan

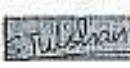
Department: Human Development

**PERIOD:** July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

<b>SEMESTER-I, III, V</b>							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (Hons.) in Human Development	1 <sup>st</sup> Year	Prenatal Development and Infant Care(HD105P)	01	18	18	54
2.	B.Sc (Hons.) in Human Development	2 <sup>nd</sup> Year	Extension Education(HD306P)	02	18	36	108
3.	B.Sc (Hons.) in Human Development	3 <sup>rd</sup> Year	Gerontology(HD506P)	02	18	36	108
<b>TOTAL</b>						<b>90</b>	<b>270</b>
<b>SEMESTER-II, IV, VI</b>							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (Hons.) in Human Development	2 <sup>nd</sup> Year	Adulthood and Aging (HD403)	05 (Offline) 03 (Online)	17	70	70
2.	B.Sc (Hons.) in Human Development	3 <sup>rd</sup> Year	Curriculum Planning for Young Children (HD605P)	02 (Offline)	10	20	60
3.	B.Sc (Hons.) in Human Development	3 <sup>rd</sup> Year	Grand Viva (HD607PC)	01 (Offline) 06 (Online)	10 07	03 04	03 04
<b>TOTAL</b>						<b>97</b>	<b>137</b>

\* Each class is of 1-hour duration.

Signature of the Faculty:  04/08/2021  
Designation: Assistant Professor  
Place: J.D. Birla Institute, Kolkata

*Geetika Sachdeva*  
4/8/2021

To be verified by HOD





## **YEARLY PERFORMANCE OF FACULTY MEMBERS**

**PERIOD: July 2019- June 2020**

### **PERSONAL INFORMATION**

1. Name: Ms. Divya Mehta
2. BirthDate: 10.07.1993 Age (in Years): 27
3. MaritalStatus: Single
4. Father's / Husband's Name: Mr. Kiran Mehta
5. No. of Children: NA
6. Academic Qualification:
  - School (StdXII): Mahadevi Birla ShishuVihar (2012)
  - Graduation: B.Sc. (Hons.) in Food Science & Nutrition Management, J.D. Birla Institute (2012- 2015)
  - B.Ed: No
  - PostGraduation: M.Sc. in Food & Nutrition, J.D. Birla Institute (2015-2017)
  - MPhil: No
  - PhD: No
  - NET/SET/GATE: CBSE UGC-NET (2018)
  - Others(Specify): -
7. CurrentDesignation: Assistant Professor
8. Department: Food Science & Nutrition Management
9. Date of Appointment: 5<sup>th</sup> July, 2019
10. Date of LastPromotion:-
11. Address for Correspondence: 22/3A Dhirendra Nath Ghosh Road, Ayesha Apartment, Bhowanipore, Kolkata- 700025.
12. TelephoneNo: 8017893915/ 9831563436
13. Email: dmehta2010@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies

- Indian Dietetic Association (Bengal Chapter)

15. Orientation/Refresher Course and/or Summer School attended during the year: No

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals: NIL

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences: NIL

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

18. Poster presented in Seminars & Conferences: NIL

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: No

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)

20. Resource Persons and Examiners at Other Organizations: No

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: No

22. Awards Won: No



23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1.	Basant Panchami	29.01.2020	Event In-charge
2.	Student's Election	14.08.2019	Assistant Event In-charge

Members may add any relevant information they deemed fit for their personal records.

- Attended 8<sup>th</sup> International Webinar named 'NUTRIVIGILANCE' organized by Signutra Inc. (Signature Nutrition), USA on 1<sup>st</sup> June, 2020.
- Attended Webinar entitled "Health & Wellness during Challenging Times" organized by the Department of Food Science & Nutrition Management, J.D. Birla Institute on 13<sup>th</sup> May, 2020.
- Attended Webinar on the topic "Nutritional Deficiencies of Common Indian People and how it makes Way for Diseases in the Present Scenario" organized by Indian Dietetic Association (Bengal Chapter) in collaboration with Smart Management Consultancy on 12<sup>th</sup> May, 2020.
- Attended Webinar entitled "Coping with Covid'19 Outbreak" organized by the Department of Food Science & Nutrition Management, J.D. Birla Institute on 7<sup>th</sup> May, 2020.
- Attended Symposium on the theme "India's Global Foodprint: New Discoveries" organized by Tasting India Symposium on 13<sup>th</sup> February, 2020.
- Attended 4<sup>th</sup> Diabetes Educator's International Conference DAYDEIC, 2019 on the theme "Diabetes Educator- Time to pair up with" organized by Diabetes Awareness & You (DAY) on 8<sup>th</sup> September, 2019.

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Divya Mehta  
09/08/2020

Signature of the Faculty  
Designation: Assistant Professor  
Place: Kolkata  
Date: 09.08.2020

Adrijit Sankar  
25/8/2020





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

**WORKLOAD DETAILS OF FACULTY**

Name of the Faculty: Ms. Divya Mehta  
Department: Food Science & Nutrition Management  
Period: July 2019- June 2020

**SEMESTER-I/III/V**

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total no. Class*	Total Hours
Food Science & Nutrition Management	1 <sup>st</sup> Year B.Sc.	Human Nutrition (FSNM102) CBCS	10	18	180	180
Food Science & Nutrition Management	2 <sup>nd</sup> Year B.Sc.	Food Preservation (FSNM304P)	6	18	108	108

**SEMESTER-II/IV/VI**

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class*	Total Hours
Food Science & Nutrition Management	1 <sup>st</sup> Year B.Sc.	Maternal & Child Health (FSNM201) CBCS	9	10 (Offline)	90	120
			5 (1 <sup>st</sup> to 2 weeks) 4 (3 <sup>rd</sup> to 7 <sup>th</sup> week)	7 (Online)	30	
Food & Nutrition	1 <sup>st</sup> Year M. Sc.	Clinical Nutrition (MFNP204)	6	10 (Offline)	60	74
			2 (1 <sup>st</sup> to 7 <sup>th</sup> week)	7 (Online)	14	
Human Development	2 <sup>nd</sup> Year B.Sc.	Maternal & Child Health (HD404P)	3	10 (Offline)	30	44
			2 (1 <sup>st</sup> to 7 <sup>th</sup> week)	7 (Online)	14	
Post Graduate Diploma in Dietetics & Applied Nutrition	PGDDAN	Project/ Term Paper (PGDDAN 205S) <i>*as mentor/guide</i>	2	10 (Offline)	20	34
				7 (Online)	14	

\*Offline: Each theory class is of 1 hour duration & each practical class is of 3 hour duration.

Online: Each class is of an hour duration.

Divya Mehta

04.08.2021



**Signature of the Faculty**  
**Designation:** Assistant Professor  
**Place:** J.D. Birla Institute, Kolkata

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To be verified by HOD





**J.D. BIRLA INSTITUTE**  
11 Lower Rawdon Street

**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Payel Pal
2. Birth Date: 13/01/79 Age (in Years): 41 yrs
3. Marital Status: Married
4. Father's / Husband's Name: Mr.Suman Pal
5. No. of Children: One
6. Academic Qualification:
  - School (Std XII): CBSE (Year of passing-1996) / 84%
  - Graduation: BE - Architecture / OUAT(Year of passing-2002) / 72%
  - B.Ed: NA
  - Post Graduation: Master of Architecture(Urban Design) / Jadavpur University(Year of passing-2019) / 78.33%
  - MPhil: NA
  - PhD: NA
  - NET/SET/GATE: GATE 2017 (Score-351)
  - Others (Specify): NA
7. Current Designation: Assistant Professor
8. Department: Interior Designing
9. Date of Appointment: 01/08/2019
10. Date of Last Promotion: NA
11. Address for Correspondence: 36, Tarasankar Sarani , Kolkata-700037
12. Telephone No: 9830954808
13. Email: contact\_payel@rediffmail.com



## **PROFESSIONAL DETAILS**

**14. Membership in Professional Bodies      NA**

15. Orientation/Refresher Course and/or Summer School attended during the year: - NA

**Name of the Course/Summer School**      **Place**      **Duration**      **Sponsoring Agency**

**16. Published Papers in Journals**

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences NA

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
1							
2							
3							
4							
5							

18. Poster presented in Seminars & Conferences NA

19. Ongoing and Completed Research Projects and Consultancies NA

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
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20. Resource Persons and Examiners at Other Organizations      NA

Sl. No.	Title of Lecture/ Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:      NA

22. Awards Won      NA

**Members may add any relevant information they deemed fit for their personal records.**

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 08/08/2020

*S. Paulsen*  
12/8/2020





**J.D. BIRLA INSTITUTE**  
A UNIT OF VIDYA MANDIR SOCIETY  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

## WORKLOAD DETAILS OF FACULTY

**Name of the Faculty:** Payel Pal

**Department:** Interior Designing

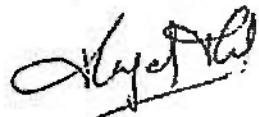
**PERIOD:** July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I / III / V										
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours			
1.	B.Sc (ID)	2 <sup>nd</sup> Year	Building Services (ID 303)	5	18	90	90			
2.	B.Sc (ID)	2 <sup>nd</sup> Year	Furniture Designing & Furnishings (ID 304P)	1 Class in the Semester	-	1	1			
3.	B.Sc (ID)	3rd Year	Commercial Space Design-II (ID 507P)	12	18	216	216			
3.	B.Sc (ID)	3rd Year	Project/Term Paper	2	18	36	36			
						TOTAL	343			
SEMESTER-II / IV / VI										
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours			
1.	B.Sc (ID)	2 <sup>nd</sup> Year	Seminar (ID 405S)	2	10 (Offline)	27	27			
				1	7 (Online)					
2.	B.Sc (ID)	3rd Year	Grand Viva (607S)	-	-	10 Classes in the Semester	10			
3.	B.Sc (ID)	3rd Year	Recreational Space Design (ID 605P)	12	10 (Offline)	127	127			
				1	7 (Online)					
4.	B.Sc (ID)	3rd Year	Entrepreneurship Management & Professional Practice (ID 601)	3	10	30	30			
				1	7	7	7			
						TOTAL	196			



\* Each class is of 1 hour duration.



(04/08/2020)

**Signature of the Faculty**  
**Designation:** Assistant Professor  
**Place:** J.D. Birla Institute, Kolkata

*Gaurab*  
6-8-20  
To be verified by HOD





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Dr. Uttiya Jana  
Department: Food Science & Nutrition Management  
Period: July 2019- June 2020

#### SEMESTER-I/III/V

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class*	Total Hours
Food Science & Nutrition Management	2 <sup>nd</sup> Year B.Sc.	Food Preservation (FSNM 303)	5	18	90	90
Food Science & Nutrition Management	3 <sup>rd</sup> Year B.Sc.	Food Processing & Packaging Operation (FSNM502)	5	18	90	90
Post Graduate Diploma in Dietetics & Applied Nutrition	PGDDAN	Food Commodities & Food Science (PGDDAN/102)	5	18	90	80
Food & Nutrition	1 <sup>st</sup> Year M. Sc.	Functional Foods (MFN102)	3	18	54	54

#### SEMESTER-II/IV/VI

Course	Class	Subject (with code)	No. of Class per Week	Total no. of weeks	Total Class*	Total Hours
Food Science & Nutrition Management	2 <sup>nd</sup> Year B.Sc.	Food Science (FSNM 604P)	5	10 (Offline)	50	85
			5 (1 <sup>st</sup> to 7 <sup>th</sup> week)	7 (Online)	35	
Food Science & Nutrition Management	3 <sup>rd</sup> Year B.Sc.	Food Service Management FSNM 602	5	10 (Offline)	50	54
			1 (4 <sup>th</sup> to 7 <sup>th</sup> week)	4 (Online)	4	
Post Graduate Diploma in Dietetics & Applied	PGDDAN	Community Nutrition & Hospital Management	5	10 (Offline)	50	85
			5 (1 <sup>st</sup> to 7 <sup>th</sup> )	7 (Online)	35	



Nutrition		PGDDAN203	week)			
Human Development	2 <sup>nd</sup> Year B.Sc.	MCH HD401	3	10 (Offline)	30	51
			3 (1 <sup>st</sup> to 7 <sup>th</sup> week)	7 (Online)	21	
Post Graduate Diploma in Dietetics & Applied Nutrition	PGDDAN	Project/Term paper (PGDDAN205S) *As Mentor	2	10 (Offline)	20	34
			2 (1 <sup>st</sup> to 7 <sup>th</sup> week)	7(Online)	14	
Food & Nutrition	2 <sup>nd</sup> Year M. Sc.	Dissertation (MFN403S) *As Mentor	3	10 (Offline)	30	31
			3 (1 <sup>st</sup> to 7 <sup>th</sup> week)	7 (Online)	21	

\*Each theory class is of 1 hour duration & each practical class is of 3 hour duration.

**Signature of the Faculty**  
**Designation:** Assistant Professor  
**Place:** J.D. Birla Institute, Kolkata

To be verified by HOD





J.D. BIRLA INSTITUTE

11 Lower Rawdon Street

**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Avigyan Mitra
2. Birth Date: 12.11.1992                          Age (in Years): 27
3. Marital Status: Unmarried  
✓
4. Father's / Husband's Name: Sankari Prasad Mitra
5. No. of Children: None
6. Academic Qualification:
  - School (Std XII): ISC from St. Joseph's College, Bowbazar, 2010
  - Graduation: B.Arcitecture from Surya School of Architecture, Patiala, Punjab Technical University, 2015
  - B.Ed:
  - Post Graduation: M.Arch(in U.D.) from Jadavpur University, 2019
  - MPhil:
  - PhD:
  - NET/SET/GATE: GATE, 2017
  - Others (Specify):
7. Current Designation: Assistant Professor
8. Department: Interior Designing
9. Date of Appointment: 10.02.2020
10. Date of Last Promotion:
11. Address for Correspondence: 13, Roy Para Road, Kolkata-700050
12. Telephone No: +91 8017560910
13. Email: mitraavigyan@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies :Council Of Architecture

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

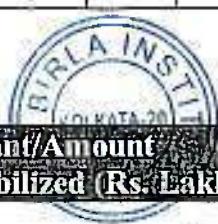
Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.

18. Poster presented in Seminars & Conferences

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)




20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:

22. Awards Won

23. Participated in a Youtube Video about Young Academic Teachers by The Architectural Trap.

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*



Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 07.08.2020

*Danell*  
12/8/2020.





**J.D. BIRLA INSTITUTE**  
 A UNIT OF VIDYA MANDIR SOCIETY  
 (Affiliated with Jadavpur University)  
 Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Ar. Avigyan Mitra

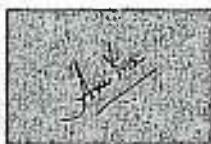
Department: Interior Designing

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I/III/V							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (ID)	1st Year	Basic Drawing(ID 102)	6	13	78	78
2.	B.Sc (ID)	2nd Year	Computer Aided Design(ID 306P)	12	13	156	156
2.	B.Sc (ID)	3rd Year	Term Paper (ID 506S)	2	13	26	26
TOTAL						260	260
SEMESTER-II/IV/VI							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (ID)	2nd Year	Commercial Space Design I (Theory) (ID 401)	3	10	37	37
				1	7		
2.	B.Sc (ID)	2nd Year	Commercial Space Design I (Practical) (ID 406P)	12	10	127	127
				1	7		
3.	B.Sc (ID)	2nd Year	Seminar(ID 405 S)	2	10	27	27
				1	7		
4.	B.Sc (ID)	3rd Year	Grand Viva	-	-	6	6
TOTAL						197	197

\* Each class is of 1 hour duration.



(04.08.2020)

Signature of the Faculty

Designation: Assistant Professor

Place: J.D. Birla Institute, Kolkata



Ar. Avigyan Mitra  
04.08.2020

To be verified by HOD



J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 2019-2020**

**PERSONAL INFORMATION**

1. Name: A.S.Manjulakshmi
2. Birth Date: 11.04.1969 Age (in Years):51
3. Marital Status: Married
4. Father's / Husband's Name: J.Krishnamurthy
5. No. of Children:One
6. Academic Qualification:
  - School (Std XII): Board of HS Tamil Nadu, Sri Avinashilingam HS School, Coimbatore, 75.8% 1986.
  - Graduation: B.Com, University of Calicut, 68.4%,1989
  - B.Ed:NA
  - Post Graduation: M.Com, University of Calicut, 68.8%,1991(3<sup>rd</sup> university Rank holder)
  - MPhil: Madurai Kamaraj University, 61.2%,1998
  - PhD:NA
  - NET/SET/GATE:NA
  - Others (Specify): ICWAI(Inter)1992, PGDFM, Annamalai University,2010
7. Current Designation: Assistant Professor Grade II
8. Department: Commerce
9. Date of Appointment: 13.11.2006
10. Date of Last Promotion: 1.1.2015
11. Address for Correspondence: No.8 Bompas Road, Ground Floor, Kolkata-700029
12. Telephone No: Mobile Number 9831703172
13. Email: manjulakshmias@jdbikolkata.in/asmlakshmi1998@yahoo.com

**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies: NIL
15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
"Financial Markets and Emerging Business Model"	SWAYAM online Programme under MHRD	15 <sup>th</sup> October,2019 to 30 <sup>th</sup> January,2020	ARPIT (Annual Refresher Programme in teaching) - by University of Kerala.



"Refresher course in Commerce"	SWAYAM online Programme under MHRD	1 <sup>st</sup> September, 2019 to 15 <sup>th</sup> January, 2020	ARPIT(Annual Refresher Programme in teaching) by Shri Ram College of Commerce (University of Delhi)
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- Online Certificates received due to COVID 19 Lockdown. Attaching the same for reference

16. Published Papers in Journals: NIL

17. Paper presented in Seminars & Conferences: NIL

18. Poster presented in Seminars & Conferences: NIL

19. Ongoing and Completed Research Projects and Consultancies: NIL

20. Resource Persons and Examiners at Other Organizations: NIL

21. Degrees or fresh academic qualifications acquired during the year: NIL

22. Awards Won: Nil

23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation/Duty Assigned
1.	Independence Day	15 <sup>th</sup> August, 2019	
2.	Students Picnic	6 <sup>th</sup> February, 2020	Co-Ordination

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I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

A.S.Manjulakshmi

Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 7.8.2020



To be verified by HOD  
*Bomknapadhyay*  
 12/8/2020

"Refresher course in Commerce"	SWAYAM online Programme under MHRD	1 <sup>st</sup> September, 2019 to 15 <sup>th</sup> January, 2020	ARPIT(Annual Refresher Programme in teaching) by Shri Ram College of Commerce (University of Delhi)
--------------------------------	------------------------------------	---	---

- Online Certificates received due to COVID 19 Lockdown. Attaching the same for reference

16. Published Papers in Journals: NIL

17. Paper presented in Seminars & Conferences: NIL

18. Poster presented in Seminars & Conferences: NIL

19. Ongoing and Completed Research Projects and Consultancies: NIL

20. Resource Persons and Examiners at Other Organizations: NIL

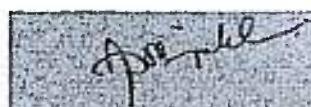
21. Degrees or fresh academic qualifications acquired during the year: NIL

22. Awards Won: Nil

23. Activities undertaken for College during the Session:

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1.	Independence Day	15 <sup>th</sup> August, 2019	
2.	Students Picnic	6 <sup>th</sup> February, 2020	Co-Ordination

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.



A.S.Manjulakshmi

Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 7.8.2020



To be verified by HOD

Bomknapadhyay  
12/8/2020



**J.D. BIRLA INSTITUTE**

A UNIT OF VIDYA MANDIR SOCIETY

(Affiliated with Jadavpur University)

Departments of Science, Commerce & Management

## WORKLOAD DETAILS OF FACULTY

Name of the Faculty: A.S.Manjulakshmi

Department: Commerce

PERIOD: 2019-20

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I/III/V							
Sl. No.	COURSE	Class	Subject code	Taken (with)	No. of Lectures per Week	Total No. of Weeks	Total Classes Total Hours
1.	B.Com	1 <sup>st</sup> year	Business Law(COM1.2)	18hrs (6hrs*3sec)	18	324	324
2.	B.Com	2 <sup>nd</sup> year	Seminar(Com305)	1hr	18	18	18
3.	M.Com	1 <sup>st</sup> year	Term Paper(MCOMC104)	1hr	18	18	18
4.	M.Com	2 <sup>nd</sup> year	Project-1(MCOMC305)	1hr	18	18	18
					TOTAL	378	378
SEMESTER-II/IV/VI							
Sl. No.	COURSE	Class	Subject code	Taken (with)	No. of Lectures per Week	Total No. of Weeks	Total Classes Total Hours
1.	B.Com	3 <sup>rd</sup> year	Security Analysis and Portfolio Management (COM 601AF)	Offline 15hrs (5hrs*3sec)  Online 3hrs(1hr*3 sec)	Offline 10  Online 7	255	255
2.	B.Com	2 <sup>nd</sup> year	Project (COM 405)	1hr	17	17	17
3.	M.Com	2 <sup>nd</sup> year	Project & viva-II(MCOMC405)	1hr	17	17	17
					TOTAL	289	289

\* Each class is of 1 hour duration.

Signature of the Faculty

Designation: Assistant Professor

Place: J.D. Birla Institute, Kolkata

*Amita Sen 23/08/21*

To be verified by HOD





**J.D. BIRLA INSTITUTE**  
11 Lower Rawdon Street

**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Basudha Mukhopadhyay
2. Birth Date: 23.01.1975                          Age (in Years): 45 years
3. Marital Status: Married
4. Father's / Husband's Name: Arijit Mukhopadhyay
5. No. of Children: 1 (one)
6. Academic Qualification:
  - School (Std XII): 50.07%
  - Graduation: 59.50%
  - B.Ed: 62%
  - Post Graduation: 60.25%
  - MPhil: 64%
  - PhD: Registered
  - NET/SET/GATE: NET qualified
  - Others (Specify):
7. Current Designation: Assistant Professor *and HoD*
8. Department: Commerce
9. Date of Appointment: 9<sup>th</sup> July, 2007
10. Date of Last Promotion: NA
11. Address for Correspondence: 454 Ashok Road, Flat B-3/3, Kolkata-700084
12. Telephone No: 9038626411
13. Email: rc.basudha@gmail.com



## **PROFESSIONAL DETAILS**

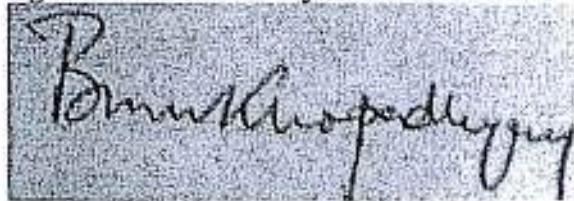
14. Membership in Professional Bodies : Member of Bengal Economic Association
15. Orientation/Refresher Course and/or Summer School attended during the year:NA
16. Published Papers in Journals NA
17. Paper presented in Seminars & Conferences NA
18. Poster presented in Seminars & Conferences: NA
19. Ongoing and Completed Research Projects and Consultancies: NA
20. Resource Persons and Examiners at Other Organizations: NA
21. Degrees or fresh academic qualifications acquired during the year: NA
22. Awards Won: NA

**Members may add any relevant information they deemed fit for their personal records.**

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

**Signature of the Faculty**



**Designation:**Assistant  
Professor and HoD,  
Commerce

**Place:**  
Kolka  
ta

**Date:**  
8.8.20  
20





### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Basudha Mukhopadhyay

Department: Commerce

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	1 <sup>st</sup> year	Microeconomics (COM 103)	(6hr *3sections)=18	18	324	324
2.	M.Com	1 <sup>st</sup> year	Term Paper (MCOMC 104S)	1	18	18	18
3	M.Com	2nd year	Project-I (MCOMC 305S)	1	18	18	18
4	B.Com	2 <sup>nd</sup> Year	Seminar (COM 305S)	1hr	18	18	18
<b>TOTAL</b>							<b>378</b>

Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	2 <sup>nd</sup> Year	Business Economics- Macro ( COM 403)	Offline (5hr*5sections)=25 Online( 1 *5secs)= 5	Offline 10 Online 7	250 35	285
2.	B.Com	1 <sup>st</sup> Year	Term Paper (COM 205S)	1	17	17	17
3.	B.Com	2 <sup>nd</sup> Year	Project (COM 405S)	1	17	17	17
4	M.Com	2 <sup>nd</sup> Year	Project II (MCOMC 405S)	1	17	17	17
<b>TOTAL</b>							<b>336</b>

\* Each class is of 1 hour duration.

Signature of the Faculty  
 Designation: Assistant Professor  
 Place: J.D. Birla Institute, Kolkata

*Basudha Mukhopadhyay*  
 23/08/21

To be verified by HOD





**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Mahua Pal
2. Birth Date: 14/ 05/1976 Age (in Years): 44
3. Marital Status: Divorced
4. Father's / Husband's Name: Late Sri Mahadeb Pal
5. No. of Children: 1 (son)
6. Academic Qualification:
  - School (Std XII): 58%
  - Graduation: 53%
  - B.Ed: 66%
  - Post Graduation: 67%
  - MPhil: (M.Tech) 80%
  - PhD: Nil
  - NET/SET/GATE: UGC-NET (Lectureship) Qualified
  - Others (Specify): CIC (IGNOU), PGDCA
7. Current Designation: Assistant Professor
8. Department: Commerce
9. Date of Appointment: 17th February, 2012
10. Date of Last Promotion: 19<sup>th</sup> June, 2013
11. Address for Correspondence: 78 E Swinhoe Lane, Kolkata - 700042
12. Telephone No: 9748449169
13. Email: mahua\_pal2004@yahoo.co.in



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies : Nil

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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Nil

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1.	Mahua Pal, Madhu Agnihotri	Homomorphic Encryption for Business Data Security in Cloud	Our Heritage	Vol-68- Issue-8	January 2020	Sl No 10	ISSN No: 0474-9030

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
1.	Homomorphic Encryption for Business Data Security in Cloud	Two Day International Conference on Emerging Perspectives in Commerce, Economics, Environment and Management – Transformation of the Global Economy	International	St. Xavier's College, Kolkata (Autonomous) Department of Commerce and Management Studies in collaboration with Bengal Chamber of Commerce & Industry,	13 <sup>th</sup> -14 <sup>th</sup> September, 2019		ISSN No: 0474-9030

18. Poster presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
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Nil

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
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Nil

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
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Nil

21. Degrees or fresh academic qualifications acquired during the year: M.Tech. (University of Calcutta )
22. Awards Won : Best Academic Performance (Dept. Of Commerce) for the year 2018-2019 awarded by Vidya Mandir Society

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Mahera Pal.

Signature of the Faculty  
Designation: Assistant Professor  
Place: Kolkata  
Date: 09/08/2020

Brunhup Chetry  
12/8/2020





### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Mahua Pal

Department: Textile Science, Clothing & Fashion Studies, Human Development, Food Science & Nutrition Management, Interior Designing & Commerce

PERIOD: July 2019- June 2020

SEMESTER-I/III/V							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	M.Sc (TC) (HD) (FN)	1st Year	Computer Application And Information Communication Technology(MSC/TC/106), (MSC/HD/106), (MSC/FN/106)	3	18	54	54
2.	B.Sc (TCFS) (ID)	1 <sup>st</sup> Year	Bridge Course (Physics)	2	4	8	8
3.	M.Com.	1st Year	Management Information System & its Application (MCOMC 103)	6	18	108	108
TOTAL						170	170
SEMESTER-II/IV/VI							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Sc (HD)	1st Year	Computer Fundamentals Practical (HD 205 PC)	3(offline) 1(online)	10 6	36	36
2.	B.Com.	3 <sup>rd</sup> Year	Management Information System (COM 605P)	15(offline) 5 (online)	10 6	150 30	150 30
TOTAL						216	216

\* Each class is of 1 hour duration.

Mahua Pal

Signature of the Faculty  
Designation: Assistant Professor  
Place: J.D. Birla Institute, Kolkata



Mahua Pal 23/08/21  
To be verified by HOD  
Adonja Saha  
Gurbir Singh



J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Mrs.Swapnapiya Sethy
2. Birth Date: 23/12/1989 Age (in Years): 30
3. Marital Status: Married
4. Father's / Husband's Name: Dr.Suprio Mandal
5. No. of Children: 1
6. Academic Qualification:
  - School (Std XII): CBSE, 82.8%, 2007
  - Graduation: University of Calcutta, 77%, 2010
  - B.Ed: NA
  - Post Graduation: University of Calcutta, 60.7%, 2012
  - MPhil: NA
  - PhD: Registered under University of Calcutta, Department of Business Management
  - NET/SET/GATE: NET with JRF, December 2012
  - Others (Specify): NA
7. Current Designation: Assistant Professor
8. Department: Commerce
9. Date of Appointment: 03/02/2014
10. Date of Last Promotion:NA
11. Address for Correspondence: House No.47, Subhayan Park, Ho-Chi-Minh Sarani, Biren Roy Road West, Kolkata 700061
12. Telephone No: 9681849363
13. Email: swapna\_m23@yahoo.co.in



### PROFESSIONAL DETAILS

14. Membership in Professional Bodies: NA
15. Orientation/Refresher Course and/or Summer School attended during the year: NA
16. Published Papers in Journals:

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page No	ISSN/ISBN No.
1.	Swapnapiya Sethy & Chinmoy Jana	Role of Microfinance towards Personal Empowerment of Women: An Empirical Study	Indian journal of economics and development (UGC care list group-II)	Volume 16, No 2,	April-June 2020	Page no- 301-306	eISSN No 2277-5412, pISSN No 2322-0430,
2.	Swapnapiya Sethy & Chinmoy Jana	Socio-Economic Aspects of Women Empowerment Using Microfinance- A Case Study in West Bengal.	Alochana Chakra Journal (UGC care list group-I)	Volume IX, Issue VI	June/2020	page no- 4395-4414	ISSN No - 2231-3990

17. Paper presented in Seminars & Conferences:

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/ regional/ college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
1.	Role of Microfinance towards Personal Empowerment of Women	New Paradigms in Management	One Day Eastern Regional Conference	Association of Indian Management Schools (AIMS) in association with Bharatiya Vidya Bhavan Institute of Management Science (BIMS)	24 <sup>th</sup> August 2019, Saturday	NA	NA

18. Poster presented in Seminars & Conferences: NA
19. Ongoing and Completed Research Projects and Consultancies :NA
20. Resource Persons and Examiners at Other Organizations: NA



21. Degrees or fresh academic qualifications acquired during the year: NA

22. Awards Won: NA

**Members may add any relevant information they deemed fit for their personal records.**

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty:

Designation: Assistant Professor

Place: Kolkata

Date: 09-08-2020

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To be verified by HOD

*Bishnupadhyay  
12/8/2020*





**J.D. BIRLA INSTITUTE**  
 A UNIT OF VIDYA MANDIR SOCIETY  
 (Affiliated with Jadavpur University)  
 Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Swapnapiya Sethy

Department: Commerce

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I/III/V							
Sl. No	Course	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	2 <sup>nd</sup> Year	Corporate Accounting (COM 301)	15 hrs (5 hrs * 3 sec)	18	270	270
2.	B.Com	2 <sup>nd</sup> Year	Seminar (COM 305S)	1hr	18	18	18
3.	M.Com	1 <sup>st</sup> Year	Term Paper (MCOMC 104S)	1hr	18	18	18
4.	M.Com	2 <sup>nd</sup> Year	Project-I (MCOMC 305S)	1hr	18	18	18
TOTAL						324	324

SEMESTER-II/IV/VI							
Sl. No	Course	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	2 <sup>nd</sup> Year	Direct Tax (COM 401)	Offline 15 hrs (5hrs * 3 sec) Online 3 hrs (1hrs * 3 sec)	Offline 10 Online 7	171	171
2.	B.Com	2 <sup>nd</sup> Year	Project (COM 405S)	1hr	17	17	17
3.	M.Com	2 <sup>nd</sup> Year	Project-II (MCOMC 405S)	1hr	17	17	17
TOTAL						205	205

\* Each class is of 1 hour duration.

*Swapnapiya Sethy.*

Signature of the Faculty

Designation: Assistant Professor

Place: J.D. Birla Institute, Kolkata

*P.M. Basu 23/08/21*  
 To be verified by HOD





J. D. BIRLA INSTITUTE  
11 Lower Rawdon Street, Kolkata-700020

**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: JULY 2019- JUNE 2020**

**PERSONAL INFORMATION**

1. Name: Ms. Pritha Sen
2. Birth Date: 22<sup>nd</sup> December, 1986 Age (in Years): 33 years
3. Marital Status: Married
4. Husband's Name: Mr. Kaustav Sanyal
5. No. of Children: 1(one)
6. Academic Qualification:
  - School (Std XII): West Bengal Board of Higher Secondary Education, 2005, 75.2%
  - Graduation: University of Calcutta, 2008, 63%
  - B.Ed: NA
  - Post Graduation: University of Calcutta, 2010, 68.2%
  - MPhil: NA
  - PhD: Registered under University of Calcutta
  - NET/SET/GATE: UGC NET qualified, 2011
  - Others (Specify): NA
7. Current Designation: Assistant Professor
8. Department: Commerce
9. Date of Appointment: 27.01.2015
10. Date of Last Promotion: NA
11. Address for Correspondence: D 665 Lake Gardens, Opposite: Oriental Bank of Commerce  
Kolkata-700045
12. Telephone No: 9051423079
13. Email: prithasen15@yahoo.in/prithas@jdbikolkata.in



**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies: NA
15. Orientation/Refresher Course and/or Summer School attended during the year: NA
16. Published Papers in Journals: NA

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page No.	ISSN/ISBN No.
1.							
2.							

17. Paper presented in Seminars & Conferences:

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/ regional/ college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
1.							

18. Poster presented in Seminars & Conferences: NA
19. Ongoing and Completed Research Projects and Consultancies :NA
20. Resource Persons and Examiners at Other Organizations: NA
21. Degrees or fresh academic qualifications acquired during the year: NA
22. Awards Won: NA

**Members may add any relevant information they deemed fit for their personal records.**

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty:  
Designation: Assistant Professor  
Place: Kolkata  
Date: 9.08.2020

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To be verified by HOD

*B. Bhattacharya*  
b/8/2020



**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Mrs. Pritha Sen

Department: Commerce

PERIOD: June 2019- July 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER- I/III/V							
Sl. No.	COUR SE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	3 <sup>rd</sup> Year	Indirect Tax (Com 502)	4hrs*4sections =16 hrs	18	288	288
2.	M.Com	2 <sup>nd</sup> Year (Sem III)	Advanced Cost and Management Accounting (MCOME/A 303)	5hrs*1section =5hrs	18	90	90
3.	B.Com	2 <sup>nd</sup> Year	Seminar (COM 305S)	1hr	18	18	18
4.	M.Com	1 <sup>st</sup> Year	Term Paper (MCOMC 104S)	1hr	18	18	18
5.	M.Com	2 <sup>nd</sup> Year	Project-I (MCOMC 305S)	1hr	18	18	18
TOTAL							432
SEMESTER- II/IV/VI							
Sl. No.	COUR SE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	2 <sup>nd</sup> Year	Direct Tax (COM 401)	Offline 10 hrs (5hrs * 2 sec)  Online 2 hrs (1hrs * 2 sec)	Offline 10  Online 7	114	114
2.	M.Com	2 <sup>nd</sup> year (Sem IV)	Taxation and Tax Planning (MCOME/A 403)	5hrs*1section =5hrs	Offline 10  Online 7	85	85
3.	B.Com	2 <sup>nd</sup> Year	Project (COM-405S)	1hr	17	17	17
4.	M.Com	2 <sup>nd</sup> Year	Project-II (MCOMC 405S)	1hr	17	17	17
TOTAL							173

\* Each class is of 1 hour duration.

05.08.21

Signature of the Faculty  
Designation: Assistant Professor





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 2019-2020**

**PERSONAL INFORMATION**

1. Name: Dr. Namrata Maheshwari
2. Birth Date: 23-07-1980 Age (in Years): 40 years
3. Marital Status: Married
4. Husband's Name: Prashant Maheshwari
5. No. of Children: 1
6. Academic Qualification:
  - School (Std XII): Passed in 1997 with 70.1% from Rajasthan Board
  - Graduation: Passed B. Com. in 2000 with 60% from M D S University, Raj.
  - Post Graduation: MBA in 2002 with 73% from MD S University, Raj.
  - PhD: Passed in 2015 from Pacific University, Udaipur(Raj)
7. Current Designation: Assistant Professor
8. Department: Commerce
9. Date of Appointment: 16<sup>th</sup> February, 2016
10. Date of Last Promotion: 1<sup>st</sup> April, 2018
11. Address for Correspondence: 14, Watkins lane, Gokul Appt., Block-B, 7<sup>th</sup> Floor, Howrah-1
12. Telephone No: 8100128585
13. Email: namratamaheshwari23@gmail.com

**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies - No
15. Orientation/Refresher Course and/or Summer School attended during the year: No
16. Published Papers in Journals/Books

Sl. No.	Authors	Title	Journal/ BOOK	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1	Maheshwari N.	"Exploring Factors Influencing Customer's Decision Making Towards Online Grocery Retail Services in Kolkata"	International Journal for Research in Engineering Application & Management (IJREAM) (UGC approved journal)	Vol . 06, Issue-02	May 2020	PP 280- 283	(ISSN: 2454-9150) (Impact Factor- 6.466)



Maheshwari N.	" Impact of Various Dimensions of Consumer Attitude in Online Cab Services: An Exploratory Study "	Journal of Emerging Technologies & Innovative Research(JETIR) (UGC Approved Journal)	Vol.07, Issue 06	June 2020	PP 1008-1014	(ISSN: 2349-5162) (Impact Factor- 5.87)
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17. Paper presented in Seminars & Conferences - No  
 18. Poster presented in Seminars & Conferences - No  
 19. Ongoing and Completed Research Projects and Consultancies - No  
 20. Resource Persons and Examiners at Other Organizations - No  
 21. Degrees or fresh academic qualifications acquired during the year: No  
 22. Awards Won- Nil  
 23. Activities undertaken for College during the Session:

Academic:-

Sl. No.	Activity Name	Date	Designation / Duty Assigned
1	M.Com. Class Mentor	July 2019 onwards	Class mentor of M.Com. 1 <sup>st</sup> and 2 <sup>nd</sup> year

Non- Academic:-

Sl. No.	Activity Name	Date	Designation/ Duty Assigned
1	Fresher's Party	July 2019	In-charge
2	Student's Elections	August 2019	In-charge

Members may add any relevant information they deemed fit for their personal records.

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Signature of the Faculty :

Designation: Asst. Professor

Place: Kolkata

Date: 8/8/2020

To be verified by HOD

Bmwshepedayal  
12/8/2020





### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Dr. Namrata Maheshwari

Department: Commerce

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com.(H)	2 <sup>nd</sup> Year	Seminar/Project	5	12	60	60
2.	B.Com.(H)	3 <sup>rd</sup> Year (Market ing)	Marketing of Services (COM 502M)	6	12	72	72
3.	M.Com.	1 <sup>st</sup> Year	Organisational Behaviour (MCOM C102)	3	12	36	36
4.	M.Com.	2 <sup>nd</sup> Year (Market ing)	Sales and Distribution Management (MCOME/M301)	5	12	60	60
5.	M.Com.	2 <sup>nd</sup> Year (Market ing)	Rural Marketing (MCOME/M302)	3	12	36	36
6.	M.Com.	2 <sup>nd</sup> Year (Market ing)	Project-I	1	12	12	12
7.	B.Com.(H)	2 <sup>nd</sup> Year	Seminar/Project	5	12	60	60
				Total		240	240
SEMESTER-II							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com.(H)	3 <sup>rd</sup> Year (Market ing)	Consumer Behaviour and Sales Management (COM601M)	6	12	72	72



	B.Com.(H)	3 <sup>rd</sup> Year (Marketi ng)	Retail and Supply Chain Management (COM602M)	6	12	72	72
3.	M.Com.	1 <sup>st</sup> Year	Marketing Management (MCOMC202)	3	12	36	36
4.	M.Com.	2 <sup>nd</sup> Year (Marketi ng)	Supply Chain Management ( MCOME/M403)	3	12	36	36
5.	M.Com.	2 <sup>nd</sup> Year (Marketi ng)	Services Marketing(MCOME/M402)	3	12	36	36
6.	M.Com.	2 <sup>nd</sup> Year (Marketi ng)	Project-II	1	12	12	12
TOTAL					300	300	

\* Each class is of 1 hour duration.

Namrata Maheshwari  
Signature of the Faculty  
Designation: Assistant Professor  
Place: J.D. Birla Institute, Kolkata

Priti Sen 23/08/21  
To                  by HOD





YEARLY PERFORMANCE OF FACULTY MEMBERS

PERIOD: - 1/7/2019 - 30/6/2020

PERSONAL INFORMATION

1. Name: Debjyoti Dey
2. Birth Date: 22/04/1990 Age (in Years): 30 years
3. Marital Status: Married
4. Father's/Husband's Name: Hare Krishna Dey
5. No. of Children: Zero
6. Academic Qualification:
- School (Std XII): Chittaranjan colony Hindu vidya path [WBCHSE, 2008] → 79.4%
  - Graduation: Narendra College of commerce & B.A [University of Calcutta], 2011, → 78.375% [B.Com]
  - B.Ed: University of Calcutta, 2015, 74.07%
  - Post Graduation: University of Calcutta [M.Com] [2013] → 61%
  - MPhil: University of Calcutta [commerce] [2017] → 71%
  - PhD: Pursuing from University of Mysore
  - NET/SET/GATE: UGC NET / IIT DEL / 2015
  - Others (Specify): NA
7. Current Designation: Assistant Professor
8. Department: Commerce
9. Date of Appointment: 05/06/2016
10. Date of Last Promotion: 25/06/2018 [Became confirmed from probation]
11. Address for Correspondence:  
FR.6/2A Jyotir (south) Baguiati, Kolkata - 700019
12. Telephone No.: NA
13. Email: debjyoti.dey1@gmail.com



## **PROFESSIONAL DETAILS**

#### 14. Membership in Professional Bodies

- ZA

15. Orientation/Refresher Course and/or Summer School attended during the year.

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**Name of the Course/Summer School**      **Place**      **Duration**      **Sponsoring Agency**

#### 16. - Published Papers in Journals

Sl. No.	Authors	Title	Journal	No. & Issue No.	Year	Page no.	ISSN/ISBN No.
1	Supriyo S.	Government Budget, Politics & Policy	Lokayan	10 - 1	2016	323 - 341	978-93-8888-66-3
2	Supriyo S.	Government Budget, Politics & Policy	Dialectic	10 - 1	2016	66 - 36 - 1	
3	Supriyo S.	Government Budget, Politics & Policy	Accounting & Finance	10 - 1	2016	66 - 36 - 1	
4	Supriyo S.	Government Budget, Politics & Policy	Finance	10 - 1	2016	66 - 36 - 1	

17. on Economy - A Study on Different school of thought  
Paper presented in Seminars & Conferences.

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
1	A Study on the Impact of Corporate Governance Research	Recent Trends in Composite Corporate Business	National level	Barrack Pithora Gur Ravraj Singh Burendranath College	7-12 Dec 2020	—	—

on the overall  
cat performance of Selfit

#### **18. Poster presented in Seminars & Conferences**

N P

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

#### **19. Ongoing and Completed Research Projects and Consultancies**

— 1 —



Sl.No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)
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26 Resource Persons and Examiners at Other Organizations : N A

NAME OF THE PERSON	APPOINTING INSTITUTE / CLS	PERIOD

27. Degrees of fresh academic qualifications acquired during the year : N A

28. Awards Won : N A

Members may add any relevant information they deemed fit for their personal records.

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Dilipson Dey

Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 08/09/2020

Bomkhupadipa

12/09/2020





### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Mr. Debjyoti Dey

Department: Commerce

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	1 <sup>st</sup> Year(SEM I)	Financial Accounting(COM 101)	12 [6 classes in each section X 2 Sections]	18	216	216
2.	B.Com	2 <sup>nd</sup> Year(SEM III)	Business Regulatory Framework(COM 303)	2	18	36	36
3.	M.Com	2 <sup>nd</sup> Year (Accounting & Finance) (SEM III)	Financial Management & Financial Engineering(MCOME302/A)	3	18	54	54
TOTAL						306	306
SEMESTER-II							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	1 <sup>st</sup> Year(SEM II)	Cost Accounting(COM 201)	12 [6 classes in each section X 2 Sections]	Offline- 10 weeks	120	120
				6 [3 classes in each section X 2 Sections]	Online - 7 weeks	42	42
2.	M.Com	2 <sup>nd</sup> Year (Accounting & Finance)	Security Analysis & Portfolio Management (MCOME402/A)	3	Offline- 10 weeks	30	30



	(SEM IV)		1	Online - 7 weeks	7	7
			TOTAL		199	199

\* Each class is of 1 hour duration.

**Signature of the Faculty**

**Designation:** Assistant Professor

**Place:** J.D. Birla Institute, Kolkata

*Pritha Sen 23/08/21*  
To be verified by HOD





**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Swapnateet Saha
2. Date of Birth : 10-09-1976
3. Marital Status: Married
4. Father's / Husband's Name: Late Sri Paresh Chandra Saha
5. No. of Children: 2
6. Academic Qualification:
  - School (Std XII): Passed Higher Secondary Examination in 1995 with 77.5 % aggregate marks.
  - Graduation: B.Sc (Hons.) in Mathematics from Jadavpur University in 1998 With 83% marks.
  - B.Ed:
  - Post Graduation: M.Sc in Applied Mathematics from Jadavpur University in 2000 with 77% marks.
  - MPhil: No
  - PhD: No
  - NET/SET/GATE: UGC-NET
  - Others (Specify): None
7. Current Designation: Assistant Professor
8. Department: Commerce
9. Date of Appointment:-10-08-2016
10. Date of Last Promotion: Yet to get Promotion. Confirmation status is obtained on 10-08-2018
11. Address for Correspondence: Premises No. 1721, 2 No. Chit Nayabad, Kolkata 700094



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies : None.
15. Orientation/Refresher Course and/or Summer School attended during the year: None.

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals: None

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISB N No.
1.	Measuring Stakeholder Satisfaction of Educational Institutions using Technology in LMS	Innovative Business Practices In a VUCA world	International Conference	IMPRESS ICSSR Sponsored & Organised by Department of Commerce & Management, St. Xavier's College(Autonomous) Kolkata	03-01-2020 to 04-01-2020; Kolkata	257 -263	ISBN 978-93-8965714-2



18. Poster presented in Seminars & Conferences: None

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: None

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)




20. Resource Persons and Examiners at Other Organizations: None

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: None

22. Awards Won: None

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

*Swapnateet Saha*  
Swapnateet Saha,

**Signature of the Faculty**

Designation: Assistant Professor

Place: Kolkata

Date: 09-08-2020





**J.D. BIRLA INSTITUTE**  
A UNIT OF VIDYA MANDIR SOCIETY  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Mr. Swapnateet Saha

Department: Commerce

PERIOD: Session 2019-2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I							
Sl. No	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	M.Sc. (HD/FN/TC)	1st Year	Statistics I (MHD/MFN/MTC 101)	3	18	54	54*
2.	B. Com	1 <sup>st</sup> Year	Business Mathematics & Statistics (COM103 NON-CBCS)	4	18	72	54*
2.	M.Com	1 <sup>st</sup> Year	Mathematics & Statistics in Business Decisions (MCOMC 101)	3	18	54	54*
						TOTAL	180 162
SEMESTER-II							
Sl. No	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	M.Sc. (HD/FN/TC)	1st Year	Statistics II (MHD/MFN/MTC 201)	3	10 Offline	30	30*
2.	M.Sc. (HD/FN/TC)	1st Year	Statistics II (MHD/MFN/MTC 201)	2	7 Online	14	14*
3.	M.Sc. (HD/FN/TC)	1st Year	Research Methodology (MHD/MFN/MTC 202)	3	10 Offline	30	30*
4.	M.Sc. (HD/FN/TC)	1st Year	Research Methodology (MHD/MFN/MTC 202)	2	7 Online	14	14*
5.	B. Com	1 <sup>st</sup> Year	Advanced Business Mathematics & Statistics (COM203 NON-CBCS)	3	10 Offline	30	30*



6.	B. Com	1 <sup>st</sup> Year	Advanced Business Mathematics & Statistics (COM203 NON-CBCS)	2	7 Online	14	14*
7.	B. Com	3 <sup>rd</sup> Year	Marketing Research (COM 603M)	5	10 Offline	50	50*
8.	B. Com	3 <sup>rd</sup> Year	Marketing Research (COM 603M)	3	7 Online	35	35*
9.	M.Com	1 <sup>st</sup> Year	Operations Research (MCOMC 201)	3	10 Offline	30	30*
10.	M.Com	1 <sup>st</sup> Year	Operations Research (MCOMC 201)	2	7 Online	14	14*
<b>TOTAL</b>						<b>261</b>	<b>261</b>

\* Each class is of 1 hour duration.

*[Signature]*

**Signature of the Faculty**

**Designation:** Assistant Professor

**Place:** J.D. Birla Institute, Kolkata

*Pritha Sen 23/08/21*

To be verified by HOD





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 2019-2020**

**PERSONAL INFORMATION**

1. Name: RIDDHI JAIN
2. BirthDate: 27<sup>th</sup> April, 1994      Age (inYears): 26
3. MaritalStatus: SINGLE
4. Father's / Husband'sName: SANJAY JAIN
5. No. ofChildren:-
6. Academic Qualification:
  - School (StdXII):AUXILIUM CONVENT SCHOOL (ISC – 90.25%)
  - Graduation: BHAWANIPUR EDUCATION SOCIETY COLLEGE (C.U. – 53.33%)
  - B.Ed: -
  - PostGraduation: BHAWANIPUR EDUCATION SOCIETY COLLEGE (C.U. – 68.2%)
  - MPhil: -
  - PhD: -
  - NET/SET/GATE: NET (DECEMBER – 2018)
  - Others(Specify): -
7. CurrentDesignation: ASSISTANT PROFESSOR
8. Department: COMMERCE
9. Date ofAppointment: 3<sup>rd</sup> April,2019
10. Date of LastPromotion: 1<sup>st</sup> July,2019
11. Address forCorrespondence: 2, BANGUR AVENUE; BLOCK – C, KOLKATA- 700055
12. TelephoneNo: 9748071414 / 9123625545
13. Email:[riddhijain85@gmail.com](mailto:riddhijain85@gmail.com) / [riddhij@jdbikolkata.in](mailto:riddhij@jdbikolkata.in)



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: -

15. Orientation/Refresher Course and/or Summer School attended during the year: -

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals: -

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences -

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

18. Poster presented in Seminars & Conferences -

Sl. No. of Poster	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies -

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)




20. Resource Persons and Examiners at Other Organizations -

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:-

22. Awards Won -

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty

Designation:

ASSISTANT PROFESSOR

Place: Kolkata

Date: 9<sup>th</sup> August, 2020

12/8/2020





**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Riddhi Jain

Department: Commerce

PERIOD: July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-II & VI							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.COM	1st Year (Sec A, B, C, D, E)	Cost Accounting (COM 201)	3 * 5 = 15	6	15 * 6	1 * 90
2.	B.COM	3 <sup>rd</sup> Year (Sec A1, A2)	Advanced Financial Management (COM 603AF)	3 * 2 = 6	6	6 * 6	1 * 36
					TOTAL	126	126

\* Date of joining - 03<sup>rd</sup> April, 2019

SEMESTER-I							
Sl. No	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.COM	1st Year (Sec C, D, E)	Financial Accounting (COM101)	6 * 3 = 18	18	18 * 18	1 * 324
					TOTAL	324	324

SEMESTER-VI & IV							
Sl. No	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.COM (Offline)	3 <sup>rd</sup> Year (Sec A1, A2, A3)	Advanced Financial Management (COM603AF)	6 * 3 = 18	10	18 * 10	1 * 180
	B.COM (Online)	3 <sup>rd</sup> Year (Sec A1, A2, A3)	Advanced Financial Management (COM603AF)	1 * 3 = 3	7	3 * 7	1 * 21



	B.COM (Offline)	3 <sup>rd</sup> Year (Sec A1, A2, A3)	Grand Viva	1 * 3 = 3	10	3 * 10	1 * 30
3.	M.COM (Offline)	2 <sup>nd</sup> Year (Finance)	International Business (MCOME/A 403)	3	10	3 * 10	1 * 30
	M.COM (Online)	2 <sup>nd</sup> Year (Finance)	International Business (MCOME/A 403)	1	7	1 * 7	1 * 7
						TOTAL	268
							268

Riddhi Dey

**Signature of the Faculty**

**Designation:** Assistant Professor

**Place:** J.D. Birla Institute, Kolkata

To be verified by HOD





**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Sayoni Biswas
2. Birth Date: 18.04.1992                          Age (in Years): 28 years
3. Marital Status: Unmarried
4. Father's / Husband's Name: Mr Santi Gopal Biswas
5. No. of Children: Not Applicable
6. Academic Qualification:
  - School (Std XII): 85%
  - Graduation: 75.5%
  - B.Ed: Not Applicable
  - PostGraduation: 61.6%
  - MPhil: Not Applicable
  - PhD: Not Applicable
  - NET/SET/GATE: NET, November 2017
  - Others (Specify):
7. Current Designation: Assistant Professor
8. Department: Commerce
9. Date of Appointment: 15<sup>th</sup> July, 2019
10. Date of Last Promotion: Not Applicable
11. Address for Correspondence: 38, Barwari Tala Road Kolkata- 700010
12. Telephone No: 8100291057
13. Email: sayonibiswas2010@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: Not Applicable

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.
I.	Surplus Production in Agriculture: Entrepreneurial Pathways	Innovative Business Practices in a VUCA World	International	St. Xavier's College (Autonomous), Kolkata (IMPRESS- ICSSR sponsored)	January 3 and 4, 2020	Not published	Not published

18. Poster presented in Seminars & Conferences

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.



19. Ongoing and Completed Research Projects and Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)




20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:

22. Awards Won

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty:



Designation: Assistant Professor

Place: Kolkata

Date: 08.08.2020

Bimlesh Sengupta  
12/8/2020





### WORKLOAD DETAILS OF FACULTY

**Name of the Faculty:** Sayoni Biswas

**Department:** Commerce

**PERIOD:** July 2019 – June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I/III/V							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com (Hons)	2nd Year Sem III (Sec: E)	Business Regulatory Framework (COM 303)	3	18	54	54
2.	B.Com (Hons)	2nd Year Sem III (Sec: B)	Seminar (Practical) (COM 305P)	1	18	18	18
3	B.Com (Hons)	3rd Year Sem V (Sec: A1, A2 & A3)	Accounting Theory and Standards (COM 501AF)	5*3	18	270	270
						<b>TOTAL</b>	<b>342</b>
SEMESTER-II/IV/VI							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com (Hons)	2nd Year Sem IV (Sec: B)	Corporate Law (COM 404)	3 Class  2 Class	10 (Offline) 7 (Online)	44	44
2.	B.Com (Hons)	3rd Year Sem VI (Sec: A3)	Financial Institutions and Markets (COM 602AF)	5 Class	10 (Offline)	57	57



				1 Class	7 (Online)		
3.	B.Com (Hons)	3rd Year Sem VI (Sec: B &C)	Financial Management (COM 604)	5*2 Class	10 (Offline)	114	114
				1*2 Class	7 (Online)		
				TOTAL	215	215	

\* Each class is of 1 hour duration.

*[Signature]*

**Signature of the Faculty**

Designation: Assistant Professor

Place: J.D. Birla Institute, Kolkata

*P. Mitra Sen 23/08/21*

To be verified by HOD





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD:2019-2020**

**PERSONAL INFORMATION**

1. Name: PRATIBHA SHARMA
2. BirthDate: 5<sup>TH</sup> APRIL, 1992      Age (inYears): 28
3. MaritalStatus: UNMARRIED
4. Father'sName:MR. SUNIL SHARMA
5. No. ofChildren:NOT APPLICABLE
6. Academic Qualification:
  - School (StdXII):82%
  - Graduation:60%
  - B.Ed:NOT APPLICABLE
  - PostGraduation:69%
  - MPhil: NOT COMPLETED (PURSUING)
  - PhD:NOT APPLICABLE
  - NET/SET/GATE: NET QUALIFIED (NOVEMBER,2017)
  - Others(Specify):
7. CurrentDesignation: ASSISTANT PROFESSOR
8. Department: COMMERCE
9. Date ofAppointment: 15<sup>TH</sup> JULY,2019
10. Date of LastPromotion:NOT APPLICABLE
11. Address forCorrespondence: 34/1 B SUDHIR CHATTERJEE STREET, NEAR GIRISHPARK METRO STATION, KOLKATA-700006
12. TelephoneNo: 8910645483
13. Email:Pratibhasharma5492@gmail.com



**PROFESSIONAL DETAILS**

14. Membership in Professional Bodies:
15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

18. Poster presented in Seminars & Conferences

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)



20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:

22. Awards Won

Members may add any relevant information they deemed fit for their personal records.

---

*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Pratibha Sharma  
9/8/2020

Signature of the faculty:

Designation: Assistant Professor

Place: Kolkata

Date: 9<sup>th</sup> August, 2020



Bimukhopadhyay  
12/8/2020



**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Pratibha Sharma

Department: Commerce

PERIOD: July 2019- June 2020

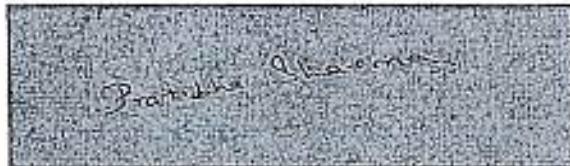
Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I/III/V							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	2 <sup>nd</sup> Year Semester III Section B	Business Regulatory Framework (COM 303)	3 lectures per section	18	54	54
2.	B.com	3 <sup>rd</sup> Year Semester V Section A1, A2 & A3 (Finance)	Financial Statement Analysis (Com 503 AF)	5lectures per section	18	270	270
TOTAL							324      324
SEMESTER-II/IV/VI							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.com	2 <sup>nd</sup> Year Semester IV Section C &D	Corporate Law (Com 404)	3lectures per section offline& 3 lectures total in online	17 (10offline + 7 online)	51	51
2.	B.Com	3 <sup>rd</sup> Year	Financial Management	5lectures	17	171	171



	Semester VI Section A1, A2 & A3 (Finance)	(Com 604)	per section offline& 3 lectures total in online	(10 offline + 7 online)		
				TOTAL	222	222

\* Each class is of 1 hour duration.



(Pratibha Sharma)

**Signature of the Faculty**  
**Designation:** Assistant Professor  
**Place:** J.D. Birla Institute, Kolkata



Pratibha Sen 23/08/21

To be verified by HOD



**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Sucharita Basak
2. BirthDate: 08/03/1991 Age (in Years): 30
3. MaritalStatus: Married
4. Father's / Husband's Name: Avishek Sarkar (Husband)
5. No. of Children: 1
6. Academic Qualification:
  - School (StdXII): 83.8%
  - Graduation: 80.13%
  - B.Ed: N.A.
  - PostGraduation: 81.1%
  - MPhil: N.A.
  - PhD: Registered in 2019
  - NET/SET/GATE: NET
  - Others(Specify): Chartered Accountant (CA), DISA
7. CurrentDesignation: Assistant Professor
8. Department: Commerce
9. Date of Appointment: 01.08.2019
10. Date of Last Promotion:
11. Address for Correspondence: 254, New Station Road, Hindmotor, P.O.: Bhadrakali, Dist. Hooghly.  
PIN: 712232
12. Telephone No: 9674388324, 7980362093
13. Email: basak.sucharita8@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: Institute of Chartered Accountant of India (ICAI)  
 15. Orientation/Refresher Course and/or Summer School attended during the year: N.A.

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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16. Published Papers in Journals: N.A.

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISB N No.
1.	Employee Volunteerism in a CSR: Study of Infosys and Tech Mahindra	Innovative Business Practices in a VUCA World	International	St. Xavier's College (Autonomous)	3 <sup>rd</sup> and 4 <sup>th</sup> January, 2020		

18. Poster presented in Seminars & Conferences: N. A.

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISB N No.

19. Ongoing and Completed Research Projects and Consultancies: N.A.



SL No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

20. Resource Persons and Examiners at Other Organizations: N.A.

Sl. No.	Title of Lecture/ Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: N.A.

22. Awards Won: N. A.

**Members may add any relevant information they deemed fit for their personal records.**

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Sucharita Basak.

(SUCHARITA BASAK)

Designation: Assistant Professor

Place: Kolkata

Date: 09.08.2020



B. Sucharita Basak

12/08/2020



**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYA MANDIR SOCIETY**  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

**Name of the Faculty:** Sucharita Basak

**Department:** Commerce

**PERIOD:** July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I/III/V							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.Com	3 <sup>rd</sup> Year (Sem V) (Sec A1, Sec A2 and Sec A3)	Advance Accounting (COM 502AF)	5 lectures per section	18 weeks	270	270
2	B.Com	1 <sup>st</sup> Year	Bridge Course on Accounting	2 Lectures	10 weeks (30 <sup>th</sup> August, 2019 to 6 <sup>th</sup> November, 2019)	20	20
						TOTAL	290
SEMESTER-II/IV/VI							

Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
I.	B.Com	1 <sup>st</sup> Year (Sem	Cost Accounting (COM 201)	6 lectures per	10 (offline)	180	180



		II) (Sec A, Sec B and Sec C)		section (offline) 4 lectures	e) 7 (online)	28	28
2.	B.Com	3 <sup>rd</sup> Year (Sem VI) (Sec CA2)	Grand Viva (Com606S)	1 Lectures	7	7	7
<b>TOTAL</b>						<b>215</b>	<b>215</b>

\* Each class is of 1 hour duration.

*Sucharita Basak,*  
 (SUCHARITA BASAK)

**Signature of the Faculty**  
**Designation:** Assistant Professor  
**Place:** J.D. Birla Institute, Kolkata

*Priti Sen 23/08/21*  
To be verified by HOD





YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD: 2019-2020

**PERSONAL INFORMATION**

1. Name: Dr. Promita Mukherjee
2. Birth Date: 07/05/1984 Age (in Years): 36
3. Marital Status: Married
4. Father's / Husband's Name: Dr. Biswajit Ray
5. No. of Children: 0
6. Academic Qualification:
  - School (Std XII): 70%, from West Bengal Council of Higher Secondary Education
  - Graduation: 55%, from University of Calcutta
  - B.Ed: NA
  - Post Graduation: 64%, from University of Calcutta
  - MPhil: 77%, from Rabindra Bharati University
  - PhD: Awarded on November 2019, from University of Calcutta
  - NET/SET/GATE: UGC NET June 2012 and December 2012
  - Others (Specify): NA
7. Current Designation: Assistant Professor
8. Department: Commerce
9. Date of Appointment: 14.10.2019
10. Date of Last Promotion: NA
11. Address for Correspondence: 1C, Shah Nagar Road, Kolkata 700026
12. Telephone No: 9163040560
13. Email: promita0705@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: NA
15. Orientation/Refresher Course and/or Summer School attended during the year: NA

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals:NA

Sl. No.	Authors	Title	Journal	Vol. & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.
1	Forest Income and Sustainable Rural Livelihoods: Evidence from Joint Forest Management in West Bengal, India	Development Policy Research	International Conference	Visva Bharati University	3-4 February 2020	NA	NA

18. Poster presented in Seminars & Conferences NA



Sl. No. of Paper	Title of Conference	Theme of Conference National/state/regional/college or university level	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: NA

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)




20. Resource Persons and Examiners at Other Organizations:NA

Sl. No.	Title of Lecture/ Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:PhD.

22. Awards Won: NA

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the  
Faculty:

*Bornita Mukherjee*

Designation: Assistant Professor

Place: Kolkata

Date: 09.08.2020



*Bornita Mukherjee*  
12/08/2020



**J.D. BIRLA INSTITUTE**  
**A UNIT OF VIDYAMANDIR SOCIETY**  
**(Affiliated with Jadavpur University)**  
**Departments of Science, Commerce & Management**

### WORKLOAD DETAILS OF FACULTY

**Name of the Faculty:** Dr. Promita Mukherjee

**Department:** Commerce

**PERIOD:** July 2019- June 2020

Class taken During the Last Academic Session (*to be verified and signed by the concerned HOD*)

SEMESTER-I/III/V							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.COM	2 <sup>nd</sup> Year Section A,B	Managerial Economics(COM302)	3*2=6	6	36	108
2.	B.COM	3 <sup>rd</sup> Year Section A1,A2, C	Business Environment(COM505)	3*3=9	6	54	54
Joined on 14.10.19						TOTAL	90
							90

SEMESTER-II/IV/VI							
Sl. No.	COURSE	Class	Subject Taken (with code)	No. of Lectures per Week	Total No. of Weeks	Total Classes	Total Hours
1.	B.COM	1 <sup>st</sup> Year Section D,E	Macroeconomics (COM203)	6*2=12 (offline)s 1*2=2(on line)	10(offline) + 7(online)=17	134	134
3.	MCOM	1 <sup>st</sup> Year	Managerial Economics & Indian Business Environment(MCOMC203)	5 (offline) + 2(online) =17	10(offline) + 7(online)=17	64	32
						TOTAL	198
							198



Each class is of 1 hour duration.

Promish Alu Khur<sup>m</sup> 3.8.21

**Signature of the Faculty**

Designation: Assistant Professor

Place: J.D. Birla Institute, Kolkata

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Promish Alu Khur 23/08/21





## YEARLY PERFORMANCE OF FACULTY MEMBERS PERIOD:

### PERSONAL INFORMATION

1. Name: RISHIPARNA GUHA
2. Birth Date: 18.09.1983 Age (in Years): 36 years 10 months 21 days
3. Marital Status: Married
4. Husband's Name: Suman Poddar
5. No. of Children: One
6. Academic Qualification:
  - School (Std XII): West Bengal Council of Higher Secondary Education
  - Graduation: University of Calcutta (B. Sc. in Physics Honours)
  - B.Ed: No
  - Post Graduation: Department of Environmental Science, University of Kalyani (M.Sc. in Environmental Science)
  - MPhil: No
  - PhD: Department of Environmental Science, University of Kalyani (U. G. C. New Regulations)
  - NET/SET/GATE: No
  - Others (Specify): No
7. Current Designation: Assistant Professor
8. Department: Science and Commerce
9. Date of Appointment: 8.07.2016
10. Date of Last Promotion: N/A
11. Address for Correspondence: c/o Mr. Suman Poddar, North Nimta Golbagan, P. O. Nimta, Kolkata - 700049
12. Telephone No: 7890148969
13. Email: [rishiparna.guha@gmail.com](mailto:rishiparna.guha@gmail.com); [rishiparnag@jdbikolkata.in](mailto:rishiparnag@jdbikolkata.in)



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies – N/A
15. Orientation/Refresher Course and/or Summer School attended during the year: No
16. Published Papers/Book Chapters in Journals/Books– 3

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page No.	ISSN/ISBN No.
1.	R. Guha and A. Bhattacharya	Role of Non-structural measures in the strategic disaster management with special emphasis on disaster insurance	Review of Research	Vol. 8; May, 2019	2019	pp.1-5	ISSN – 2249-894X
2.	J. Datta, R. Guha and A. Bahattacharya	Analysis of heat stress and its impact on thermal comfort	Research Journal of Physical Sciences	Vol. 7(3); September 2019	2019	pp. 12-14	ISSN – 2320-002
3.	R. Guha	Role of IT innovations in Financial Services	Book Title - Changing Paradigm in Financial Services Marketing- Edited By - Dr. Ashish Gupta, Dr. Babita Yadav and Dr. Varsha Rokade	Manakin Press Pvt. Ltd., October 2019	2019	pp. 165-174	ISBN: 978-93-86221-01-8

17. Paper presented in Seminars & Conferences - No

18. Poster presented in Seminars & Conferences - No



19. Ongoing and Completed Research Projects and Consultancies : No
20. Resource Persons and Examiners at Other Organizations - No
21. Degrees or fresh academic qualifications acquired during the year: None
22. Awards Won  
  
(a) Award for "Outstanding Achievements in the field of publishing papers in reputed Journals, 2019" from Vidya Mandir Society.

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

*Rishiparna Ghosh*

Signature of the Faculty Designation:

Place: Kolkata

Date: August 8, 2020





## J.D. BIRLA INSTITUTE

11 Lower Rawdon Street

### YEARLY PERFORMANCE OF FACULTY MEMBERS PERIOD:

#### PERSONAL INFORMATION

1. Name: Dr. Madhumita Saha
2. Birth Date: 29.01.1977 Age (in Years): 43 years
3. Marital Status: Married
4. Father's / Husband's Name: Dr. Atanu Saha
5. No. of Children: 2
6. Academic Qualification:
  - School (Std XII): 75% AICBSE Bharatiya Vidya Bhavan Kolkata.
  - Graduation: 50% Bethune College
  - B.Ed:
  - Post Graduation: 55% Calcutta University
  - MPhil: 60% Calcutta University
  - PhD: Center for Studies in Social Sciences, Jadavpur University.
  - NET/SET/GATE:
  - Others (Specify): ICSSR Fellowship, Govt of India; Harvard Summer School;
7. Current Designation: Assistant Professor
8. Department: Communicative Skills and Personality Development
9. Date of Appointment: 15.10.2019
10. Date of Last Promotion:
11. Address for Correspondence: Upohar 5/1703, Chakgaria, Kolkata 700094
  
12. Telephone No: 9831027679; 6291466510
13. Email: madhumitasaha7@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: Asian Shakespeare Association

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No

18. Poster presented in Seminars & Conferences

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)



20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: Ph. D. Awarded on 24<sup>th</sup> December 2019 From Jadavpur University.

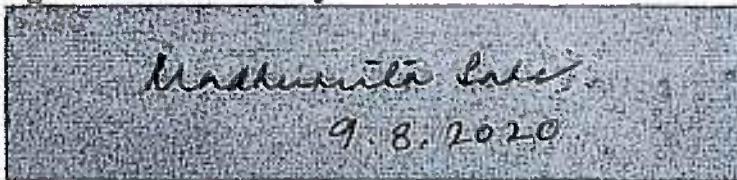
22. Awards Won

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty



Designation: Assistant Professor

Place: Kolkata

Date: 9.8.2020





**J.D. BIRLA INSTITUTE**  
A UNIT OF VIDYA MANDIR SOCIETY  
(Affiliated with Jadavpur University)  
Departments of Science, Commerce & Management

### WORKLOAD DETAILS OF FACULTY

Name of the Faculty: Dr. Madhumita Saha

Department: B.Com (Hons.)

Period: July 2019-June 2020

#### SEMESTER-I/III/V

Course	Class	Subject with code	No. of classes per Week	Total Weeks	No. of Total Class	Total Hours

#### SEMESTER-II/IV/VI

Course	Class	Subject with code	No. of classes per Week	Total Weeks	No. of Total Class	Total Hours
B.Com (Hons.)	Ist year section A, B, C, D and E	Business communication, soft skills and personality Development (COM 204)	10	16	160	115 hours

\*Each class is of 45 minutes duration



4/8/21

**Signature of the Faculty**  
Designation: Assistant Professor  
Place: J.D. Birla Institute, Kolkata



To be verified by HOD



**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 2019 – 2020**

**PERSONAL INFORMATION**

1. Name: Dr. Manjishtha Sur Roy Chowdhury
2. Birth Date: 22/10/1974 Age (in Years): 45
3. Marital Status: Married
4. Father's / Husband's Name: Debjit Sur Roy Chowdhury
5. No. of Children: 1
6. Academic Qualification:
  - School (Std XII): 1993
  - Graduation: 1996 (B.Sc. Psychology Honours)
  - B.Ed:
  - Post Graduation: 1998 (M.Sc. Applied Psychology)
  - MPhil:
  - PhD: Awarded in 2006 (Psychology)
  - NET/SET/GATE: SLET 2001
  - Others (Specify): Diploma in Labour Laws with Administrative Law 2000
7. Current Designation: Assistant Professor
8. Department: Management
9. Date of Appointment: 06/08/2014
10. Date of Last Promotion:
11. Address for Correspondence: 171D/1B Picnic Garden Road, Kolkata - 700039
12. Telephone No: +919330976212
13. Email: manjishtha@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: NA

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
72 <sup>nd</sup> Orientation Program	Kolkata	1 month (06/02/2019 – 06/03/2019)	Jadavpur University
SWAYAM Online Course (MOOC)	Kolkata	3 months	University of Mumbai

16. Published Papers in Journals

SL No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.

18. Poster presented in Seminars & Conferences

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)




20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam.	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:
22. Awards Won: Teachers' Day Award of J. D. Birla Institute for *Best Academic Performance* for the Year 2018 - 19

Members may add any relevant information they deemed fit for their personal records.

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- (a) As faculty coordinator of the debate and public speaking club of the department, I coordinated with the core committee members of team DEBUTANT to organize the mega two-day intra-college event, INVOLUTION, on 17<sup>th</sup> and 18<sup>th</sup> April 2019
- (b) Attended, as delegate, a workshop organized by CMA on 'Labour Laws and Acts' on 8<sup>th</sup> May 2019 at Hotel Hindustan International
- (c) Helped to organize and accompanied the first year students for the Team building Excursion to Bangalore (9<sup>th</sup> – 12<sup>th</sup> November 2019)
- (d) As the college counselor, I conducted counseling sessions

*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*



Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 30/06/2020





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: (July 2019 to June 2020)**

**PERSONAL INFORMATION**

1. Name:Dr RANJAN BHARDWAJ
2. BirthDate:26/08/1981 Age (in Years):39
3. Marital Status:MARRIED
4. Father's Name:Dr RAM NARESH SINGH
5. No. of Children:1
6. Academic Qualification:
  - School (StdXII): ISC (BIEC) WITH FIRST DIVISION(1997)
  - Graduation:BCA(IME COLLEGE GHAZIABAD) WITH FIRST DIVISION(2004)
  - B. Ed:NA
  - Post-Graduation:MBE(APPEJAY COLLEGE NEW DELHI) WITH FIRST DIVISON(2007)
  - MPhil:NA
  - PhD:MAGADH UNIVERSITY(BODH GAYA)IN MANAGEMENT PASSED(2016)
  - NET/SET/GATE:NA
  - Others(Specify):NA
7. Current Designation:ASSISTANT PROFESSOR
8. Department:MANAGEMENT
9. Date of Appointment: 10/09/2011(BSM), 1/08/2014(JDBI Dept of Management)
10. Date of Last Promotion: 1/08/2016
11. Address for Correspondence:UV -29-4D,UTSAV SOCIETY,BENGAL AMBUJA,SURVEY PARK,KOLKATA,700075
12. Telephone No:8820326689
13. Email :Ranjan.bhardwaj90@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies:NA

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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NA

16. Published Papers in Journals: ONE

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1	Dr RANJAN BHARDWAJ	A Study on Factors Affecting Customer Buying Decision of Detergents in India with Emphasis on Major Brands used in Kolkata	“ OJAS: Expanding the Knowledge Horizon, an international Journal of research in management	issue December 2019	2019	pg(12-18).	(ISSN No: 2279-0373 ) (Online-ISSN No: 2321-726X)”
2							
3							

17. Paper presented in Seminars & Conferences -NA

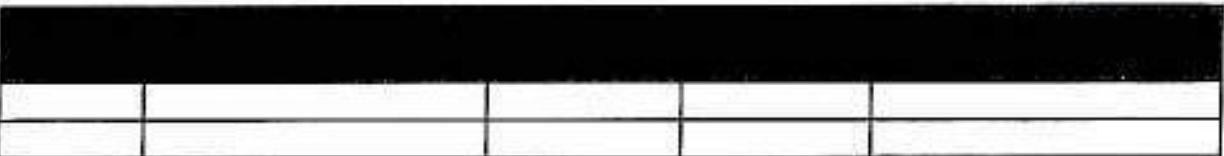
Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/ college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISB N No.
1							
2							

18. Poster presented in Seminars & Conferences :NA



Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: NA



( Resource Persons and Examiners at Other Organizations-NA

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

20. Degrees or fresh academic qualifications acquired during the year: NA

21. Awards Won:NA

**Members may add any relevant information they deemed fit for their personal records.**

**Seminars/event/Team building attended during the year**

- 1) Attended a session on discourse on Spirituality & Corporate Leadership delivered by Swami Atmapriyananda Ji (Vice chancellor, Ramakrishna Mission Vivekananda Educational & Research Institute, Deemed University)on 6/9/2019 at 4 to 6 PM ,organized by Indo American Chamber of Commerce
- 2) Attended Swami Nikhileshwarananda session in Teachers Day program on 14<sup>th</sup> September 2019 in Vidya Mandir auditorium from 11 AM - 1 PM
- 3) Attended cyber crime security seminar on 24<sup>th</sup> September 2019 in Vidya Mandir by **Mr. Rakshit Tandon** a Cyber Security Evangelist, Director Executive - Council of Information Security and Cyber Security Consultant to Internet and Mobile Association of India
- 4) Attended and coordinated seminar on topic “Strategic Management in Industry 4.0” of our college on 26<sup>th</sup> and 27<sup>th</sup> September 2019 in Vidya Mandir and Seminar Hall
- 5) Attended a discourse / special lecture by **Mr. B L Mittal, CEO, Sasta Sundar,** on .. "How to start a new business?" on 25<sup>TH</sup> October 2019 in Seminar Hall



6) Attended CMA event in Rotary Sadan on 19<sup>th</sup> November 2019 with some students on theme **Mission Pani and why water challenges should worry you.**

**Speaker-**

a) Dr Amit Dutta—Professor Jadavpur University

b) Ms Preetyam Budhia—President Business Development, Patton Group

7) Attended and coordinated Self Defense Workshop 7th ~ 9th Jan 2020 as a discipline committee member of the department of Management held in main campus

8) Attended team building program for teachers of department of management held on 5<sup>th</sup> Feb 2020 in Fortune Park Panchwati member of ITC hotel group Kolkata by professional Trainer

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*



Ranjan Bhardwaj

**Signature of the Faculty**

Designation:

Assistant Professor

Place:kolkata

Date:10/08/2020





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD:2019-20**

**PERSONAL INFORMATION**

1. Name: Dr.Soma Sinha Roy
2. Birth Date : 13.10.72                  Age (In Years) : 48
3. Marital Status: Married
4. Father's / Husband's Name: Joy Sinha Roy
5. No. of Children: -
6. Academic Qualification:
  - School (Std XII): Calcutta Girls' High School, (1991)
  - Graduation: B.Sc (Honours) in Chemistry from Scottish Church College, (1995)
  - B.Ed: NA
  - Post Graduation: MBA, Institute of Business Management, Jadavpur University (2000)
  - MPhil: NA
  - PhD: Awarded in 2015 from Indian Institute of Technology, Karagpur
  - NET/SET/GATE: NA
  - Others (Specify): Post Graduate Diploma in Mass Communications, Jadavpur University, 2006
7. Current Designation: Assistant Professor
8. Department: Management
9. Date of Appointment: 04.01.2017
10. Date of Last Promotion:
11. Address for Correspondence: 106 Baghajatin Place, Kolkata 700086
12. Telephone No: 9674039996, 9748875249
13. Email: sinharoysoma2001@gmail.com

**PROFESSIONAL DETAILS**

13. Membership in Professional Bodies : NA
14. Orientation/Refresher Course and/or Summer School attended during the year: NA

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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16. Published Papers in Journals : NA

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.




17. Paper presented in Seminars & Conferences: NA

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.

18. Poster presented in Seminars & Conferences :NA

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies :NA

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

20. Resource Persons and Examiners at Other Organizations :NA

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

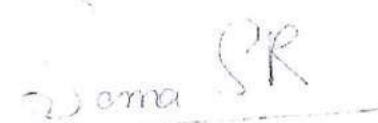
21. Degrees or fresh academic qualifications acquired during the year: None

22. Awards Won: None

Members may add any relevant information they deemed fit for their personal records.

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I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.



Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 10<sup>th</sup> August 2020





## **YEARLY PERFORMANCE OF FACULTY MEMBERS**

**PERIOD:2019-20**

### **PERSONAL INFORMATION**

1. Name: DR ARINDAM BANERJEE
2. BirthDate: 28/10/1977 Age (inYears): 42 years 9 months
3. MaritalStatus: Married
4. Father's / Husband's Name: Late Som Prasad Banerjee
5. No. of Children: 2 (two)
6. Academic Qualification:
  - School (StdXII): ISC :S. T. Xavier's School, Bokaro Steel City
  - Graduation: BCom (Hons) from Calcutta University
  - B. Ed: Not Available
  - Post-Graduation: MCom from IGNOU.
  - MPhil: Not Available
  - PhD: PhD (Management) from National Institute of Technology (NIT), Durgapur
  - NET/SET/GATE: UGC NET in Commerce
  - Others(Specify): Passed Final Examination of ICWAI (Institute of Cost and Works Accountants of India)  
  
Post Graduate Diploma in Investment Banking from ICFAI University, Tripura.
7. CurrentDesignation: Assistant Professor
8. Department: Management
9. Date of Appointment: 15/01/2018
10. Date of Last Promotion: N.A (Confirmation on 15/01/2019)
11. Address for Correspondence:  
198A, Sarat Bose Road, Kolkata -700029
12. TelephoneNo: 9064355698
13. Email :[drarindambanerjee77@gmail.com](mailto:drarindambanerjee77@gmail.com)



## PROFESSIONAL DETAILS

**14. Membership in Professional Bodies:**

- Fellow Member of Institute of Cost Accountants of India (Set up by Act of Parliament)
- Member of Society of Certified Investment Bankers, Hyderabad

**15. Orientation/Refresher Course and/or Summer School attended during the year:**

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

**16. Published Papers in Journals**

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1	Dr Arindam Banerjee and Dr Jayanta Nath Mukhopadhyaya	International Journal on recent trends in Business and Tourism	An Empirical Analysis to study the relationship between Profitability and Capital structure decisions in Indian Scenario	3 (3)	July 2019		25501526
2	Dr Arindam Banerjee and Dr Jayanta Nath Mukhopadhyaya	A Study to measure the efficiency of the Automobile companies in Indian Scenario utilizing Data Envelopment analysis	IMI Konnect (Journal of IMI, Kolkata),	9(1)	Jan-March, 2020	26-32	2321-9378
3	Dr Arindam Banerjee and Dr Jayanta Nath Mukhopadhyaya	Dividend Policy from the prism of Behavioral Finance	BIMS Journal of Management (Journal of Bharatiya Vidya Bhavan, Kolkata)	4(1&2)	2020	44-49	2456-222X

**17. Paper presented in Seminars & Conferences**

Sl. N o.	Title of Paper	Theme of Conference	Whether international /National/state/regional/ college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.
.							



1	A Study to measure the efficiency of the Automobile companies in Indian Scenario utilizing Data Envelopment analysis	Finance and Economics Conference 2019	National	IMI,Kolkata	Kolkata /December 17 – 18, 2019	NA	NA
2	Dividend Policy from the prism of Behavioral Finance	Conference on New Paradigms on Management	National	Association of Indian Management Schools (AIMS) with BIMS,Kolkata	Kolkata/24 <sup>th</sup> August, 2019	N.A	N.A

18. Poster presented in Seminars &Conferences : Not Available

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: Not Available


Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

20. Degrees or fresh academic qualifications acquired during the year: None

21. Awards Won: None



Members may add any relevant information they deemed fit for their personal records.

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I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Signature of the Faculty

Arendam Banerjee



Designation:  
Assistant Professor

Place:  
Kolka  
ta  
Date:  
09/08/  
20



**J.D. BIRLA INSTITUTE**  
11 Lower Rawdon Street

**YEARLY PERFORMANCE OF JUNE 2019-JUNE 2020  
FACULTY MEMBERS PERIOD:**

**PERSONAL INFORMATION**

1. Name: Dr.Oindrila Chakraborty
2. Birth Date: 02/01/1979 Age (in Years): 41 Years
3. Marital Status: Single
4. Father's / Husband's Name: Mr. Atindra Nath Chakrabarti
5. No. of Children:NIL
6. Academic Qualification:
  - School (Std XII):√
  - Graduation:√
  - B.Ed:×
  - Post Graduation:√ (MSc., MBA)
  - MPhil:×
  - PhD:√
  - NET/SET/GATE:×
  - Others (Specify): RET (Research Eligibility Test, conducted by University of Calcutta)
7. Current Designation: Assistant Professor
8. Department: Department of Management
9. Date of Appointment: 01.02.2018
10. Date of Last Promotion: 01.02.2019 (Date of Confirmation)
11. Address for Correspondence: 55/A Malanga Lane, 1<sup>st</sup> Floor, Flat number;03, Kolkata-700012



12. Telephone No:9830160987
13. Email:OindrilaChakraborty2012@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies ×  
 15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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Pedagogical Innovations and Research Methodology (ARPIT Course for Career Advancement Scheme(CAS) promotion)	Guru Jambeshwar university of Science & Technology Hisar, Haryana, under Swayam Arpit Online Course	6 Months	NIL
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16. Published Papers in Journals×

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/stat e/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/IS B N No.
1	A Fastidious and contemporary Investigation of Indian Media and Entertainment	Strategic Management in industry 4.0	International	JDBI	27th September,2019	-	-



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies ×  
 15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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Pedagogical Innovations and Research Methodology (ARPIT Course for Career Advancement Scheme(CAS) promotion)	Guru Jambeshwar university of Science & Technology Hisar, Haryana, under Swayam Arpit Online Course	6 Months	NIL
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16. Published Papers in Journals×

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/stat e/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/IS B N No.
1	A Fastidious and contemporary Investigation of Indian Media and Entertainment	Strategic Management in industry 4.0	International	JDBI	27th September,2019	-	-



	Industry						
2	An Investigation of Indian Restaurant Industry	Strategic Management in industry 4.0	International	JDBI	27th September,2019	-	-

18. Poster presented in Seminars & Conferences\*

Sl. N o	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/IS B N No.

19. Ongoing and Completed Research Projects and Consultancies\*

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)




20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
1.	Interviewer	SIMSR, Mumbai	MBA admission Interview	29 <sup>th</sup> July, 2020
2.	Interviewer	SIMSR, Mumbai	MBA admission Interview	1 <sup>st</sup> March, 2020

1. Degrees or fresh academic qualifications acquired during the year: ARPIT (Annual Refresher Programme in Teaching) (84.6%)
2. Awards Won: Certificate & Marksheets-A grade in ARPIT(84.6%)

Members may add any relevant information they deemed fit for their personal records.

Date/Month	Name of the Event	Place	Brief Description of the Initiative	Responsibility
<b>Initiatives for Qriosita( The Quiz Club of JDBI, as a coordinator of the club):</b>				
22 <sup>nd</sup> August 2019	INTELLECTO 2019 (Grooming Session for Beginners in Quizzing)	JDBI (Department of Management)	INTELLECTO 2019 This was held on 22 <sup>nd</sup> August 2019 (Thursday) from 10:30 am onwards. This was a short learning session for the first years and the themes include Current Affairs, Business World, Company mergers and CEOs, international	Coordinator



			news and stock market, famous books, literature & culture and Pop Culture. It was ensured that the students were able to learn to the maximum extent and can showcase their abilities here	
21 <sup>st</sup> October 2019	CONTENTIO 2019 (Intra college quiz competition )	JDBI (Department of Management)	CONTENTIO 2019 This was held on 21 <sup>st</sup> October. It was an intra college quiz competition hosted for all 3 years. An eminent quiz master Arijit Sen was invited to conduct the session and it turned out to be a great success.	Coordinator
Every 15 days till December,2019	Online quiz	JDBI (Department of Management)	A fortnightly quiz was conducted in regular interval through google form.	Coordinator
Every Weekend, till December,2019	The Bulletin	Facebook Page of Qriosita Club, JDBI (no longer exists)	The BULLETIN- Weekly Highlights through social media platform The main idea behind this was to update our students about the weekly highlights around the world through "The Bulletin", ensuring that students are informed about the current affairs related to international news and stock market, politics, sports etc.	Coordinator



15 <sup>th</sup> February,2020	Inter college Quiz Competition	Invictus College Fest	Participation from 5 colleges.	Coordinator
20 <sup>th</sup> June,2020	CUADRANTE(e-quizzing on Instagram page by Qriosita-Quiz club-JDBI)	JDBI official Instagram page	Students from across the years of Department of Management participated through four rounds (consisting of contemporary questions on books, events, eminent personalities and web series on social web platforms. (Total 40 selected questions and 5 winners, 4 winners of four rounds and one overall winner).	Coordinator

**Initiative for newsletter:**

16 <sup>th</sup> February, 2020	Newsletter, JDBI	Printed document, distributed to students at, JDBI (Department of Management)	Comprises the write ups of students on current domain of marketing, IT, Finance, HR and general management.	Editor, proof reader, coordinating the distribution of booklets to management student (both intra and Inter college- during Invictus, the college Fest.)
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**Initiatives for College Fest (Invictus,2020):**

12 <sup>th</sup> to 16 <sup>th</sup> February,2020	Operations Incharge of Invictus committee 2020	JDBI (Department of Management)	Operations Incharge of Invictus committee 2020- the Annual JDBI , Department of Management Fest.	A) maintained logistics record( both physical and virtual) through students
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			<p>with the help of Principal's office.</p> <p>B) Prepared Event flow, Inaugural programme flow and Closing flow for Invictus 2020 in consultation with Principal madam.</p> <p>C) Preparing duty rosters for event related sub-committee in consultation with TR sir.</p> <p>D) preparing students for welcome song, Inaugural stage etc.</p> <p>E) Managing celebrity performance through other teachers and students.</p> <p>F) volunteers duty allocation.</p> <p>G) Attendance related measurements.</p>
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<b>Registration and certificate distribution:</b>				
January,2020	Zest,2020	JDBI (Main Campus)	Zest,2020	Registration duty for Zest 2020
8 <sup>th</sup> to 10 <sup>th</sup> January 2020	Limitless Potential - A Step towards Gender Equity(Workshop)	JDBI (Main Campus)	Workshop on Limitless Potential - A Step towards Gender Equity (in Association with Vidya Veda Foundation and Esesson Foundation, Australia)	Registration of Candidate & distribution of certificate to the students
January,2020	Saraswati Puja	JDBI (Main Campus)	Saraswati Puja	Registration duty
<b>Initiative for Syllabus Formation:</b>				
11 <sup>th</sup> March,2020	Syllabus Framework for proposal of MSc.	JDBI (Department of Management)	Syllabus formation for a proposal of a M.Sc. Course in management.	Internal faculty committee member to identify probable area(s) for a M.Sc. Course in management
<b>Participation, representing Department of Management,JDBI:</b>				
1 <sup>st</sup> February,2020	Yi GALA 2020 (FASHION AND DURATION)	Rang Manch banquet at Swabhumi	On 1 <sup>st</sup> February, 2020 (Saturday), Yi (Young Indians) Kolkata held its annual meet of the year called Yi Gala: Fashion and Duration. The event was held at Rang Manch banquet at Swabhumi The Heritage. The members of Yi entered the venue after making their appearance at the Red Carpet and	Participation with student to represent JDBI



			Paparazzi event.	
November,2019	Team Building Exercise	Bangalore	Team Building Exercise	Responsibility of a group of students and conducting the Practical project for Environmental science (MAN 104)
February,2020	Team Building Exercise for teachers	Satragachi,Howrah	Team Building Exercise for teachers	Active Participation
March to June,2020	Webinars	Online Zoom meetings	Webinars	Attending and coordinating students of 2 <sup>nd</sup> year section A

**Examination related Work:**

Midterm and end term examination ,2019 and 2020	Midterm and end term examination	JDBI (Department of Management)	-	Paper setter, Paper evaluation, Invigilation Duty
March,2020 (Mock sessions), 25 <sup>th</sup> June to 7 <sup>th</sup> July,2020 (Final Grand Viva)	Grand Viva sessions and Final Grand Viva for 3 <sup>rd</sup> year marketing students	Zoom meeting Platform		Evaluation as committee member

**Teaching related work:**

May,2020	Preparation of Question Bank for four subjects	Through mail	Preparation of Question Bank for four subjects- Environmental management(MAN 104), BRM(BBA 405), Services Marketing(BBa602 MM), Global Marketing Management(BBA 603MM),	Question setter based on syllabus
May,2020	Preparation of Question Bank for	Through mail	Twenty Questions for Grand Viva set	



	Grand Viva		prepared for third year( 3rd year-services marketing )	
March to June,2020	Teaching Aids(video recording,PPTs, links, scanned books, hand outs, links)	Through mails and Whatsapp of students	Teaching Aids(video recording, links, scanned books, hand outs, links)	Active participation in the process of teaching, using and making of the materials.
March to June,2020	Assignments	6 assignments individually for BRM (2 <sup>nd</sup> year-A,B,C), GMM (3 <sup>rd</sup> year-B), SM (3 <sup>rd</sup> year-C)	Assignments based on syllabuses of the subjects mentioned	Preparation of the Assignment related document and evaluation of the same.
January to June,2020	Teaching classes	Offline and online	17hours of weekly workload for 3 subjects BRM, GMM,SM	Classroom teaching

**Overall Coordination:**

2019 till date	Class Coordinators of 1 <sup>st</sup> year section C(2019) and 2 <sup>nd</sup> year section A(2020)	Offline and online	Class Coordination of 1 <sup>st</sup> year section C(2019) and 2 <sup>nd</sup> year section A(2020).	All sorts of coordination including organizing students for different events, picnic,Tshirt distribution etc.
22nd February 2020	Picnic	-	Students' picnic	Coordination and Planning games for Annual picnic 2020
February,2020	Annual Sports	Gitanjali Stadium	Coordination	Overall coordination during the Annual Sports



Project Mentoring:				
March to June,2020	Project related Assistance	Through online classes, mail, whatsapp	Project Mentoring of 15 students; Project related Assistance through online classes, mail, whatsapp	Research assistance

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I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

Dinoril Chakrabarty  
\_\_\_\_\_  
08.08.2020

**Signature of the Faculty**

**Designation:** Assistant Professor

**Place:** Kolkata

**Date:** 08.08.2020





**YEARLY PERFORMANCE OF FACULTY MEMBERS**

**PERIOD: June 2019 to June 2020**

**PERSONAL INFORMATION**

1. Name: Paramita Sarkar
2. Birth Date: 27.11.1979                      Age (in Years): 40
3. Marital Status: Single
4. Father's / Husband's Name: Late Parthasarathi Sarkar
5. No. of Children: none
6. Academic Qualification:
  - School (Std XII): 1998, Higher Secondary , West bengal Board of secondary education
  - Graduation: 2001, Economics (Hons), Calcutta University
  - B.Ed:--
  - Post Graduation: 2003, M.A. in Economics from Jawaharlal Nehru University
  - MPhil: 2006, from Jawaharlal Nehru University
  - PhD: ---
  - NET/SET/GATE: ----
  - Others (Specify):----
7. Current Designation: Assistant Professor
8. Department: BBA
9. Date of Appointment: 08.12 .2008
10. Date of Last Promotion: ----
11. Address for Correspondence: 45A Rashbehari Avenue, Kolkata : 700026
12. Telephone No: 9830332027
13. Email: paramita.9sarkar@gmaail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: None
15. Orientation/Refresher Course and/or Summer School attended during the year: no
16. Published Papers in Journals: None
17. Paper presented in Seminars & Conferences: None
18. Poster presented in Seminars & Conferences: None
19. Ongoing and Completed Research Projects and Consultancies: None
20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Exam	Appointing Institute	Class	Date of examination
1	BCHGE130	St Xaviers College(Autonomous)	-	29/11/2019

21. Degrees or fresh academic qualifications acquired during the year: None

22. Awards Won: None

I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.



Paramita Sarkar





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 1 July, 2019 to 30 June, 2020**

**PERSONAL INFORMATION**

1. Name: Seema Lall
2. Birth Date: 16/11/1979                          Age (in Years): 40
3. Marital Status: Married  
✓
4. Father's / Husband's Name: Mr. Shankha Mukherjee
5. No. of Children: 01
6. Academic Qualification:
  - School (Std XII): Commerce (West Bengal Higher Secondary)
  - Graduation: B.Com (Honours) in Accountancy from University of Calcutta
  - B.Ed: Not Applicable
  - Post Graduation: MBA (Marketing) from ICFAI Business School, Kolkata
  - MPhil: Not Applicable
  - PhD: Submitted in Management, at NIT Durgapur. Topic: Socio-cultural Attitudes towards Infertility and Assisted Reproductive Technology (ART) in Kolkata
  - NET/SET/GATE: Qualified UGC-NET (Management) in June, 2012
  - Others (Specify): Certificate in 'Strategic Management' from IIM Calcutta, 2010

Certificate in 'Innovations in Marketing Theory and Practice' from IIM Calcutta, 2014

7. Current Designation: Assistant Professor
8. Department: Management
9. Date of Appointment: 18 June, 2015
10. Date of Last Promotion: Not Applicable
11. Address for Correspondence: 157 Ram Krishna Pur Lane, P.O. Shibpur, Howrah- 711102
12. Telephone No: +91 9831047279
13. Email: seemalall@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: Not Applicable

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Not Applicable			

16. Published Papers in Journals: Not Applicable

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No. of Paper	Title	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.
1	Mio-Amore: The Art of War against Own Creation	Marketing in the New Era, Emerging Trends and Sustainable Practices	International	IMI Kolkata Marcon 2019	December 19-20, 2019 Kolkata	47	Book of Abstracts
2	Attitude towards Eco-Friendly Shopping Bags: An Empirical Investigation among Young Indian Consumers	Marketing in the New Era, Emerging Trends and Sustainable Practices	International	IMI Kolkata Marcon 2019	December 19-20, 2019 Kolkata	9	Book of Abstracts

18. Poster presented in Seminars & Conferences: Not Applicable



Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies: Not Applicable

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

20. Resource Persons and Examiners at Other Organizations: Not Applicable

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: Not Applicable

22. Awards Won: Was placed second in "Newspaper Press Race" at Zest

23. Published Case Studies:

Sl. No.	Authors	Title	Publisher	Year	Product No.
1	Prof. Atanu Adhikari and Ms. Seema Lall	Switz Foods Pvt. Ltd.: Competing against its own creation	Ivey Publishing	31st March 2020	9B20A030
2	Prof. Atanu Adhikari and Ms. Seema Lall	Tee for Me (A) – An entrepreneur fails (Case)	The Case Centre	9th April 2020	820-0022-1
3	Prof. Atanu Adhikari and Ms. Seema Lall	Tee for Me (A) – An entrepreneur fails (Teaching note)	The Case Centre	9th April 2020	820-0022-8
4	Prof. Atanu Adhikari and Ms. Seema Lall	Tee for Me (B) – Customized T-Shirts for Women (Case)	The Case Centre	9th April 2020	820-0022-1B
5	Prof. Atanu Adhikari and Ms. Seema Lall	Tee for Me (B) – Customized T-Shirts for Women (Teaching note)	The Case Centre	9th April 2020	820-0022-8B
6	Prof. Atanu Adhikari and Ms. Seema Lall	Wow! Momo: The Making of India's Quick-Service Restaurant Giant	Ivey Publishing	26th May 2020	9B20A046



Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty: 

Designation: Assistant Professor

Place: Kolkata

Date: 10<sup>th</sup> August, 2020





## **YEARLY PERFORMANCE OF FACULTY MEMBERS PERIOD: 2019 - 2020**

### **PERSONAL INFORMATION**

1. Name: TAPOBRATA RAY

2. Birth Date : 19<sup>th</sup> June 1970 Age (In Years) : 50 Years

3. Marital Status: Married

4. Father's / Husband's Name: Mr. Amar Nath Ray

5. No. of Children: 1 (One)

6. Academic Qualification:

  - School (Std XII): West Bengal Higher Secondary Examination.
  - Graduation: B.A. (Sociology Honours)
  - B.Ed: --
  - Post Graduation: M.A. (Sociology) & MBA
  - MPhil: --
  - PhD: Pursuing
  - NET/SET/GATE: SLET.
  - Others (Specify): --

7. Current Designation: ASSISTANT PROFESSOR (STAGE II)

8. Department: MANAGEMENT

9. Date of Appointment: 24<sup>th</sup> November 2003

10. Date of Last Promotion: 1st January 2016.

11. Address for Correspondence: 100/2 ALIPORE ROAD, KOLKATA – 700027.

12. Telephone No: 9831234325

13. Email: tapobrata.ray@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies : Indian Sociological Society

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

Not in the current year.

16. Published Papers in Journals (could not publish any papers as was preparing for Ph.D. submission)

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences ---

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.
1							

18. Poster presented in Seminars & Conferences ---

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.

19. Ongoing and Completed Research Projects and Consultancies ---

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)




20. Resource Persons and Examiners at Other Organizations ---

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year: ---

22. Awards Won ---

**Members may add any relevant information they deemed fit for their personal records.**

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Tapobrata Ray

**Signature of the Faculty**

**Designation:** Assistant professor (Stage II)

**Place:** Kolkata

**Date:** 29<sup>th</sup> June 2020





**YEARLY PERFORMANCE OF FACULTY MEMBERS  
PERIOD:**

**PERSONAL INFORMATION**

1. Name: Sumanta Bhattacharyya
2. Birth Date : 05.12.1971                          Age (In Years) : 49
3. Marital Status: Married
4. Father's / Husband's Name: Debnarayan Bhattacharyya
5. No. of Children: 1
6. Academic Qualification:
  - School (Std XII): Hindu School, Kolkata (1991)
  - Graduation: B.Sc (Honours) in Economics from St. Xavier's College, Kolkata (1994)
  - B.Ed: NA
  - Post Graduation: M.Sc in Economics from University of Calcutta (1996)
  - MPhil: NA
  - PhD: Pursuing in the Department of Commerce, University of Calcutta
  - NET/SET/GATE: SLET (Economics) (1996)
  - Others (Specify): Post Graduate Diploma in Transport & Logistics Management (Equivalent to MBA) from IISW&BM, Kolkata (1997)
7. Current Designation: Assistant Professor
8. Department: Management
9. Date of Appointment:
10. Date of Last Promotion:
11. Address for Correspondence: P27/1, CIT, Scheme VII M, Udichi Co-operative Housing Society Ltd., Flat No. C30, Kolkata 700054
12. Telephone No: 9830189907
13. Email: sumantainc@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies : Indian Institute of Materials Management, Kolkata
15. Orientation/Refresher Course and/or Summer School attended during the year: NA

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
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16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

17. Paper presented in Seminars & Conferences

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
1	Foreign Portfolio Investment and its impact on the Volatility in Equity Market: An Empirical Analysis with special reference	New Paradigms in Management	Eastern Regional Conference	Association of Indian Management Schools (AIMS) in association with Bharatiya Vidya Bhavan Institute of Management Science (BIMS)	24 <sup>th</sup> August 2019 Bhawan's campus Auditorium		



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18. Poster presented in Seminars & Conferences

Sl. No	Title of Pape r	Theme of Conferen ce	Whether international /National/state/regional/col lege or university level	Organizi ng Body	Date and Place of Conferen ce	Pag e No	ISSN/ISB N No.

19. Ongoing and Completed Research Projects and Consultancies

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

2




20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
1.	Board Representative, West Bengal Joint Entrance Examination 2020	West Bengal Board of Joint Entrance Examination		02.02.2020

21. Degrees or fresh academic qualifications acquired during the year: None

22. Awards Won: None

Members may add any relevant information they deemed fit for their personal records.

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

Signature of the Faculty  
Designation: Assistant professor  
Place:Kolkata  
Date:09.08.2020






**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: 01.07.2019-30.06.2020**

**PERSONAL INFORMATION**

1. Name: Dr. Madan Mohan Dutta
2. Birth Date: 12.08.1965                          Age (in Years): 55
3. Marital Status: Married
4. Father's/ Husband's Name: Srikumar Dutta
5. No. of Children: One
6. Academic Qualification:
  - School (Std XII): CBSE (Sainik School Purulia)
  - Graduation: B.Com (Hons)
  - B. Ed:
  - Post-Graduation: M.Com (Accountancy), MBA (Finance)
  - MPhil:
  - PhD: Business Administration
  - NET/SET/GATE: NET (Management)
  - Others (Specify): Diploma in International Business.
7. Current Designation: Assistant Professor
8. Department: Management (BBA)
9. Date of Appointment: 01.09.2009
10. Date of Last Promotion: Confirmed on 01.04.2013
11. Address for Correspondence: BL-308, Sector-II, Salt Lake City, Kolkata-700091
12. Telephone No: 9163023770/8617745871
13. Email : mmd\_248@yahoo.co.in/mmdjdbi@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: Fellow Insurance Institute of India (FIII)

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1							
2							
3							

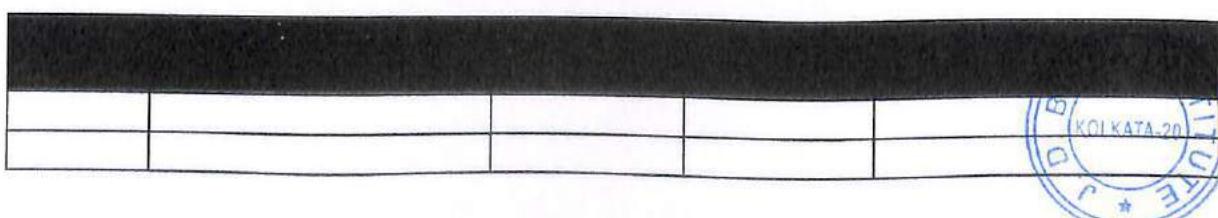
17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/ college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISB N No.
1							
2							

18. Poster presented in Seminars & Conferences :

Sl. No. of Paper	Title of Conference	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No.	ISSN/ISB N No.

19. Ongoing and Completed Research Projects and Consultancies: Not Available



Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

20. Degrees or fresh academic qualifications acquired during the year: PhD in Business Administration  
21. Awards Won: 13.01.2020

**Members may add any relevant information they deemed fit for their personal records.**

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

M. M. Bhattacharya

**Signature of the Faculty**

Designation: Asst. Professor

Place: Kolkata

Date: 10.08.2020





**YEARLY PERFORMANCE OF FACULTY MEMBERS**  
**PERIOD: (July 2019-June 2020)**

**PERSONAL INFORMATION**

1. Name: Anupam Purkait
2. Birth Date: 30/04/1984 Age (in Years): 36 Yrs.
3. Marital Status: Married
4. Father's/ Husband's Name: Mr. Nirmal Kumar Purkait
5. No. of Children: 1
6. Academic Qualification:
  - School (StdXII): Sarsuna High School
  - Graduation: BSc(Physics Hons.)(2005)
  - B. Ed: N.A.
  - Post-Graduation: MCA(2008)
  - MPhil: N.A.
  - PhD: Pursuing
  - NET/SET/GATE: WBSET in Computer Sc. And Applications(2013)
  - Others(Specify): N.A.
7. Current Designation: Assistant Professor
8. Department: BBA
9. Date of Appointment: 1/7/2015
10. Date of Last Promotion: 1/7/2017(Confirmation)
11. Address for Correspondence: 91/A, Jadav Ghosh Road, Sarsuna, Kolkata 700061
12. Telephone No: 9903823359
13. Email : anupampurkait@gmail.com



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies: N.A.

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
N.A.			

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.
1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
2							
3							

17. Paper presented in Seminars & Conferences

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/ college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.
1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
2							

18. Poster presented in Seminars & Conferences :

Sl. No.	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISB N No.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

19. Ongoing and Completed Research Projects and Consultancies: Not Available




Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date
N.A.	N.A.	N.A.	N.A.	N.A.

20. Degrees or fresh academic qualifications acquired during the year:  
 i) Completed PhD coursework in Computer Science and Engineering from Jadavpur University.  
 ii) PhD pursuing.
21. Awards Won: N.A.
22. Conference attended:  
 i) J. D. Birla International Conference held on 26th and 27th September, 2019.  
 ii) MCCI Education Forum held on 6th November, 2019 on the topic “Indian Higher Education, Bridging The Skill Gap”.
23. Faculty Development Programme attended:  
 i) Faculty Development Programme on “Big Data” by Prof. P.K.Das, organized by J.D. Birla Institute.

**Members may add any relevant information they deemed fit for their personal records.**

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*I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.*

*Anupam Purkait.*

Signature of the Faculty

Designation: Assistant Professor

Place: Kolkata

Date: 10/8/2020

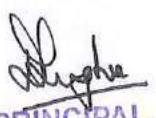


**YEARLY PERFORMANCE OF FACULTY MEMBERS**

**PERIOD: 2019-2020**

**PERSONAL INFORMATION**

1. Name: Bhargav Majumdar
2. Birth Date: 27 December, 1965      Age (in Years): 54
3. Marital Status: Married
4. Father's / Husband's Name: Late Amit Kumar Majumdar
5. No. of Children: 2
6. Academic Qualification:
  - School (Std XII): Pure Science - Saint Xavier's, Calcutta
  - Graduation: BSc (Business Administration) - Berea College, Kentucky, USA
  - B.Ed:
  - Post Graduation: MBA (Corporate Finance) - University of Kentucky, USA
  - MPhil:
  - PhD:
  - NET/SET/GATE: NET (Management), June 2013
  - Others (Specify): Doctor of Business Administration – Ballsbridge University
7. Current Designation: Assistant Professor (Finance)
8. Department: Management
9. Date of Appointment: 1 August, 2014 (1 August, 2012 with Birla School of Management)
10. Date of Last Promotion:
11. Address for Correspondence: 23 Ray Street, Kolkata 700020
12. Telephone No: 9831342639
13. Email: [bhargavmajumdar@gmail.com](mailto:bhargavmajumdar@gmail.com)

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



## PROFESSIONAL DETAILS

14. Membership in Professional Bodies

15. Orientation/Refresher Course and/or Summer School attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

16. Published Papers in Journals

Sl. No.	Authors	Title	Journal	Vol & Issue No.	Year	Page no.	ISSN/ISBN No.

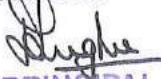
17. Paper presented in Seminars & Conferences

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.
I	THE INDIAN BANKING SECTOR - RESTRICTING AND STRENGTHENING PSU BANKS.	Finance	College level	JDBI	27 September 2019 JDBI Department of Management		

18. Poster presented in Seminars & Conferences

Sl. No	Title of Paper	Theme of Conference	Whether international /National/state/regional/college or university level	Organizing Body	Date and Place of Conference	Page No	ISSN/ISBN No.

19. Ongoing and Completed Research Projects and Consultancies

  
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**J. D. BIRLA INSTITUTE**  
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 Kolkata - 700 020



Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

20. Resource Persons and Examiners at Other Organizations

Sl. No.	Title of Lecture / Exam	Appointing Institute	Class	Date

21. Degrees or fresh academic qualifications acquired during the year:

22. Awards Won: First prize for paper presented on 27 September 2019 at JDBI DoM

**Members may add any relevant information they deemed fit for their personal records.**

Coordinator of Entrepreneurship Cell ACUMEN, Department of Management

Knowledge Session on Balance Sheet for Faculty Members (03.07.19)

Spanbou (Acumen Event) 25 July 2019

Explorica (Acumen Event) 29-30 August 2019

Clairvo (inter-college Acumen Event) 01 November 2019

MoU with MCX (11.09.19)

Arranged 3 papers for college magazine:

Wrote article in college magazine on Credit Rating

Presented Paper for seminar and received first prize (27.9.19)

College Ranking formalities

Invictus February 14 – referred judges, managed entrepreneurship event in Room 504

Arranged 2 speakers for webinars during lockdown

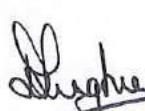
I hereby declare that all statements made in the application are correct and complete to the best of my knowledge.

**Signature of the Faculty**

Designation: Assistant Professor (Finance)

Place: Kolkata

Date: 30.06.2020



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11, Lower Rawdon Street  
Kolkata - 700 020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

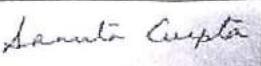
**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	SAMITA GUPTA
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	B.Sc. Hons. in Home Science (Textiles and Clothing) Lady Irwin College, Delhi University Post Graduation: M.Sc. in Home Science (Textiles and Clothing) Lady Irwin College, Delhi University U.G.C. NET (Home Science)
3.	Date of Birth	15th May 1974
4.	Date, Month & Year of joining service	1st July 1997
5.	Post held in this academic session	Assistant Professor- III and HOD, Dept. of Textile Science, Clothing and Fashion Studies
6.	Date from which post held	Assistant Professor- III from 10th January 2016 and HOD, TCFS from 1st August 2006
7.	Pay as on March 2019	Basic Pay: Rs. 38,490 Scale of Pay: Rs. 15,600-39,100+ AGP 8,000
8.	Medical Condition: Suffer from Hypertension, Spondylolysis, borderline rheumatoid arthritis and iritis. In November 2019, I suffered from SSNHL (Sudden sensorineural hearing loss) and Tinnitus	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	6 days
	Number of Medical Leave taken	27 days
	Number of Privileged Leave taken	6 days
	Number of Leave without Pay	None
	Number of Special Leave taken	Duty leave for educational excursion- 9 days
10	Courses / Workshops attended during the academic session	<ul style="list-style-type: none"> <li>i. Attended the 'ICC Conference on Textiles &amp; Apparel' organized by Indian Chamber of Commerce on 12<sup>th</sup> July 2019.</li> <li>ii. Attended a special talk on 'Muslin' by Dr. Sonia Ashmore organized by Department of Textile Science, Clothing &amp; Fashion Studies on 11<sup>th</sup> September, 2019.</li> <li>iii. Attended one day symposium on 'Innovations in Textiles &amp; Apparel Manufacturing' organized by J.D. Birla Institute on 16<sup>th</sup> September, 2019.</li> <li>iv. Attended International Management Conference 2019 on Strategic Management in Industry 4.0 on 27th Sept 2019.</li> <li>v. Attended the Telegraph SHE awards powered by JDBI at J.W. Marriott on 19th February 2020.</li> </ul>



	<p>vi. Attended webinar on "Challenges for the Apparel &amp; Fashion Industry Post Covid'19" organized by TCFS dept. on zoom app was held on Friday, 8<sup>th</sup> May, 2020.</p> <p>vii. Attended webinar on "Sustaining Traditions through New Ideas" organized by TCFS dept. on zoom app was held on Tuesday, 12<sup>th</sup> May, 2020.</p> <p>viii. Attended webinar on "Fashion Brands: Survival Post Covid '19" organized by TCFS dept. on zoom app was held on Thursday 14<sup>th</sup> May, 2020.</p> <p>ix. Attended webinar on "Clothing 3D Fit" organized by TCFS dept. on Google Meet was held on Friday, 19th June, 2020.</p> <p>x. Attended webinar on "Scope for Technical Textiles After Covid 19" organized by TCFS dept. on Google Meet was held on Saturday, 20th June, 2020.</p> <p>xi. Attended webinar on "Trend Forecast &amp; Product Development" organized by TCFS dept. on zoom app was held on Monday 22nd June, 2020.</p> <p>xii. Attended the webinar on "Covid Experience: From an Environmental perspective" organized by Dept. of management, JDBI on 5th June 2020.</p>
11	<p>Special Achievement in the Academic Session</p> <p>Taken admission in PhD in Home Science (Clothing and Textiles), Banasthali University in February 2020.</p>
12	<p>Help extended to students (Please give brief description)</p> <p>As a departmental head and a faculty I extend help to students whenever required in various matters: help in clarifying academic or college matters in case of doubt or guide them towards proper channel which they can take for clarifying doubts. I encourage them to participate in college activities and feel proud to be a part of this prestigious institute.</p> <p>As an HOD students approach me if they have any issues related to a faculty or subject. I look into the matter and with guidance from our Principal, I try to solve the matter.</p> <p>I arrange for excursions, field visits, lectures and workshops for them for giving them adequate exposure.</p>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <p>I work with full dedication and give my 100 percent towards all my college and departmental duties.</p> <p>I am able to give appropriate suggestions in all meetings held in college towards development of my department and college.</p> <p><b>LIMITATIONS</b></p> <p>I can improve on my communication ability with my colleagues and students</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>I desire to improve my networking professionally.</p>

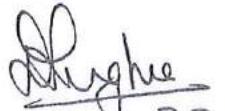
Signature: 

Name: Samita Gupta

Designation: Assistant Professor III, HOD

Date: 9th August 2020

Noted

  
24.8.20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	KRISHNAKALI BHATTACHARYYA
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	B.Sc. with Psychology (Honours), M.Sc. in Psychology, Ph.D. in Psychology, B.Ed.
3.	Date of Birth	02.04.1964.
4.	Date, Month & Year of joining service	03.04.2001.
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	01.12.2005.
7.	Pay as on March 2019	Basic Pay: 37,700/- Scale of Pay: 15,600-39,100+AGP 7,000
8.	Medical Condition: Healthy	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	02
	Number of Medical Leave taken	Nil
	Number of Privileged Leave taken	20
	Number of Leave without Pay	Nil
	Number of Special Leave taken	02
10	Courses / Workshops attended during the academic session: X	
11	Special Achievement in the Academic Session : X	
12	Help extended to students (Please give brief description)	<ul style="list-style-type: none"> <li>• Guiding post graduate students to develop inclination towards research.</li> </ul>



	<ul style="list-style-type: none"> <li>• Guiding undergraduate students to have a practical outlook of the subjects they are studying.</li> </ul>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Dedication towards the profession of teaching and sincerity.</li> <li>• Eagerness for acquiring new knowledge in fields related to teaching and other areas.</li> </ul>
	<p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>• Not having research publication.</li> </ul>
14	<p>Areas in which you desire to develop yourself professionally</p> <ul style="list-style-type: none"> <li>• Latest trends in teaching.</li> <li>• In the area of information technology which is the need of the hour.</li> </ul>

Signature: Krishnakali Bhattacharyya.

Krishnakali Bhattacharyya

Name: KRISHNAKALI BHATTACHARYYA

Designation: Assistant Professor

Date: 09.08.2020.



Noted

Dhruv  
12.8.20

Geetika Sardana  
12/8/2020

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

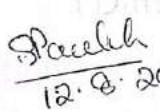
**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	AMITA DUTTA
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.A.Fine, NET, Pursuing PhD.
3.	Date of Birth	14/07/1960
4.	Date, Month & Year of joining service	3 <sup>rd</sup> December 2001 as fulltime Faculty
5.	Post held in this academic session	Assistant Professor (Grade III)
6.	Date from which post held	1 <sup>st</sup> January 2016
7.	Pay as on March 2019	Basic Pay: 36,130 Scale of Pay: 15,600-39, 100+AGP 8,000
8.	Medical Condition Osteoarthritis.	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	4
	Number of Medical Leave taken	Nil
	Number of Privileged Leave taken	Nil
	Number of Leave without Pay	Nil
	Number of Special Leave taken	10
10	Courses / Workshops attended during the academic session Nil	



11	<p>Special Achievement in the Academic Session</p> <ol style="list-style-type: none"> <li>1. Presented paper in an International conference and in a National Seminar</li> <li>2. Published 2 papers</li> </ol>
12	<p>Help extended to students (Please give brief description)</p> <p>As per requirement</p>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <p>Willing to learn and execute Willing to contribute Punctual</p> <p><b>LIMITATIONS</b> I can perform only till my capabilities permit. ?</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>Design development</p>

Signature:  8/8/2020

Name: Amita Dutta

Designation: Asst. Prof. (Grade III)

Dept. of Interior Designing.

Date: 09/08/2020

Noted

Hughes  
12.8.20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	PUNAM MEHRA
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	B.Sc in Home Science , M.Sc in Home Science with specialization in Child Development, B.Ed in Home Science, UGC NET
3.	Date of Birth	02.02.1967
4.	Date, Month & Year of joining service	09.07.2003
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	01.07.2016
7.	Pay as on March 2019	Basic Pay:Rs. 30,640/- Scale of Pay:Rs.15,600-39,100+AGP6,000
8.	Medical Condition: Fit and Healthy	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	2 .
	Number of Medical Leave taken	—
	Number of Privileged Leave taken	6
	Number of Leave without Pay	—
	Number of Special Leave taken	1
10	Courses / Workshops attended during the academic session: NIL	
11	Special Achievement in the Academic Session:Conducted an examination as external examiner for M.A/M.Sc (semester I) 2020 in Human Development of the paper "Techniques of Assessment of children in Human Development" Organized by University of Calcutta Viharilal College on 20.02.2020.	
12	Help extended to students (Please give brief description): When ever need was felt students were helped individually in academic matters.	
13	Strength /Limitations  STRENGTHS:Ability to complete allotted work in stipulated time.	

\* This is a part of the teaching process. Mrs. Mehra could have been more specific.

Gulika Sachdeva  
12/8/2020



NOT CLEAR  
HOD to Class

	<u>LIMITATIONS: Research initiatives.</u>	Limitation?
14	Areas in which you desire to develop yourself professionally: To conduct research activities and improve on knowledge.	

Punam Mehra  
Signature: PunamMehra

Name: Mrs. PunamMehra.

Designation: Asst Professor.

Date: 10.08.2020.

Please Note: I have not filled up point number 9 as I am not sure about number and type of leaves taken in this session. I need to check up from office. Sorry for the inconvenience.

Noted  
Geetika Sardena  
12/8/2020

Noted  
Raghve  
12.8.20.

Punam Mehra  
12/08/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: JULY 2019-JUNE 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	Dr. Shweta Tuteja Rakshit
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	Ph.D. (Home Science- Clothing & Textiles), M.Sc.( Textiles & Clothing), B.Sc. (Home Science), UGC & ICAR NET
3.	Date of Birth	27.07.1978
4.	Date, Month & Year of joining service	10 <sup>th</sup> July 2009
5.	Post held in this academic session	Assistant Professor, Dept. of Textile Science, Clothing & Fashion Studies & IQAC Co-ordinator
6.	Date from which post held	10 <sup>th</sup> July 2009 (Assistant Professor) 2015-2016 (IQAC Co-ordinator)
7.	Pay as on March 2019	Basic Pay: 29,950/- Scale of Pay: Rs. 15,600-39,100 + AGP 6,000/-
8.	Medical Condition: Hypothyroidism	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	5
	Number of Medical Leave taken	2
	Number of Privileged Leave taken	6
	Number of Leave without Pay	Nil
	Number of Special Leave taken	Nil
10	Courses / Workshops attended during the academic session	
i.	Attended 2 <sup>nd</sup> Higher Education Conclave on 'Impact of Disruptive Technologies on Higher Education' organized by CII (Confederation of Indian Industry) on 17 <sup>th</sup> August, 2019.	
ii.	Participated in the Faculty Knowledge Sharing Program on 'Pedagogy in Digital Era' organized by ICFAI Business School on 24 <sup>th</sup> August, 2019.	
iii.	Attended a special talk on 'Muslin' by Dr. Sonia Ashmore organized by Department of Textile Science, Clothing & Fashion Studies on 11 <sup>th</sup> September, 2019.	
iv.	Attended one day symposium on 'Innovations in Textiles & Apparel Manufacturing' organized by J.D. Birla Institute on 16 <sup>th</sup> September, 2019.	
v.	Attended the 5 <sup>th</sup> Edition of CII School Excellence Conclave: Innovating Education & Educating Innovation on 23 <sup>rd</sup> November 2019 at The Vivanta, Kolkata	

Part of College Activity



	<p>vi. Attended a Team Building Excursion on 25<sup>th</sup> &amp; 26<sup>th</sup> November 2019 to Raichak on Ganges.</p>
11	<p>Special Achievement in the Academic Session Received cash prize (Rs.20,000/- &amp; Rs.5,000/-), trophy &amp; certificate on Teacher's Day held on 14<sup>th</sup> September, 2019 for 'Best Academic Performance' for the year 2018-2019 and 'Outstanding Achievement in the Field of Publishing of Papers in Recognized Journals year 2018-2019'</p>
12	<p>Help extended to students (Please give brief description) As a senior faculty of the department, I extend my help to students whenever required in term of making them aware of the rules of the department and college in large. I would also direct them to the right person for the right kind of information. I used to communicate with the students, whose classes were allotted to me on a regular basis and also guiding the set of final year girls undertaking the fashion show. I have also guided and motivated master's students for the NET exam and also helped them with the Clothing and Textiles curriculum.</p>
13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• I am patient and have good listening skills.</li> <li>• I have good organization skills.</li> <li>• I also have good computer skills and can easily handle common office software.</li> <li>• I am dedicated towards my work.</li> <li>• I believe to understand the <u>emotions and problems of the students</u> and benefiting from this ability, I can connect with them on a very personal level, which helps me to gain their trust.</li> </ul> <p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>• I have little stage fear.</li> <li>• I have a limitation in leaving the city due to family constraint, so at times I miss the opportunity of attending <u>some good conferences and seminars held outside Kolkata</u>.</li> </ul>
14	<p>Areas in which you desire to develop yourself professionally</p> <ul style="list-style-type: none"> <li>• I would like to learn new softwares in the field of Textiles and Clothing.</li> <li>• I would like to learn fashion sketching, grading and draping.</li> <li>• I would like to <u>author a text book related to my field of expertise</u>.</li> <li>• I would like to publish at least two to three research papers in <u>reputed journals</u> per year.</li> </ul>

Signature:

Name: Dr. Shweta Tuteja Rakshit

Designation: Asst. Professor, TCFS &  
IQAC Co-ordinator

Date: 9<sup>th</sup> August, 2020

Sunita Gupta  
24.8.20

Noted

Shweta  
24.8.20



Nodal Documentation for Last Session

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: January - June 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	MRS. ROSHMI BANERJEE
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	Master of Architecture from Jadavpur University
3.	Date of Birth	08/02/1968
4.	Date, Month & Year of joining service	01/08/2010
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	Date of Joining
7.	Pay as on March 2019	Basic Pay:Rs 26590 / Scale of Pay: ( 15600 / to 39100 / )
8.	Medical Condition : Diabetic	
9.	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	2 days
	Number of Medical Leave taken	Nil
	Number of Privileged Leave taken	12 days - 7 days RBanerjee
	Number of Leave without Pay	Nil
	Number of Special Leave taken	Nil
10.	Courses / Workshops attended during the academic session - Webinars organized by the college :	
	1) Antiviral surface coatings to prevent the spread of Covid 19 by Dr. Swapan Kumar Ghosh on 16 <sup>th</sup> June 2020	
	2 Heritage Buildings : Restoration and Renovation - by Mr. Debasish Nayak on 15 <sup>th</sup> June 2020	
	3 Essential Guide to Securing Premises by Mr. Shashank Symbal on 20 <sup>th</sup> June 2022	
11.	Special Achievement in the Academic Session	



12	<p>Help extended to students (Please give brief description)</p> <p>1 Helping them in completing their Seminars and Term Papers      2 Setting questionnaires and answers for the Grand Viva      3 Helping them in completing their Practicals within stipulated time , inculcating a sense of discipline      4 Efforts to make the Theory classes more interesting and to the point.</p>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <p>1 <u>Integrity</u>      2 <u>Loyalty</u>      3 Honesty      4 Industrial Experience      5 Academics</p> <p><b>LIMITATIONS</b></p> <p>1 More Speed      2 More Stamina      3 Panic factor when job is to be delivered in limited schedule of time</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>Teaching and Learning in ample volumes</p>

Signature: R Banerjee

Name: Mrs. Roshmi Banerjee

Designation: Assistant Professor

Date: 12.8.20

Signature: R Banerjee

Name: Mrs. Roshmi Banerjee

Designation: Assistant Professor

Date: 8/08/2020



Noted

D. Bhattacharya  
 12.8.20.

Part of workload

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: July 2019-June 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	Ms. Geetika Sachdeva
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Sc (Human Development), B.Sc (Hons.) in Home Science, P.G.Diploma in School Psychology, NET
3.	Date of Birth	11.04.1985
4.	Date, Month & Year of joining service	14.02.2011
5.	Post held in this academic session	HOD
6.	Date from which post held	UG: 1 <sup>st</sup> July, 2016 PG: 13 <sup>th</sup> July, 2019
7.	Pay as on March 2019	Basic Pay: Rs 25,050 Scale of Pay: Rs 15,600-39,100 + AGP 6,000
8.	Medical Condition:	Nil
9.	Period of absence from school in this academic session, other than vacation	
	Number of Casual Leave taken	5
	Number of Medical Leave taken	Nil
	Number of Privileged Leave taken	6
	Number of Leave without Pay	Nil
	Number of Special Leave taken	Nil $10+1=11$
10.	Courses / Workshops attended during the academic session: a. Ms. Geetika Sachdeva attended the Annual Event organized by Caring Minds on "Management of Mental and Developmental Disorders" on 25 <sup>th</sup> February 2020 at Indian Chamber of Commerce along with six final year students of M.Sc in Human Development.	
11.	Special Achievement in the Academic Session: Nil	
12.	Help extended to students (Please give brief description): a. Overall functioning of the Department. b. Handling students' grievances and solving them. c. Ensuring proper departmental activities	
13.	Strength / Limitations <b>STRENGTHS:</b> a. Responsible b. Punctual c. Hard working d. Enthusiastic e. Dedicated f. Respectful	



	<b>LIMITATIONS:</b> a. Confidence b. I trust too easily c. Fearful
14	Areas in which you desire to develop yourself professionally a. Self Development b. Computer Skills

Signature: Geetika Sachdeva

Name: Geetika Sachdeva

Designation: Asst Prof & HOD

Date: 10.08.2020



Noted

Geetika  
24.8.20.

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: 2019-2020

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	JINCY ABRAHAM
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.SC. FOOD CHEMISTRY & FOOD PROCESSING, UGC-NET LECTURESHIP
3.	Date of Birth	13.02.1988
4.	Date, Month & Year of joining service	26th July, 2011
5.	Post held in this academic session	ASSISTANT PROFESSOR
6.	Date from which post held	1st August, 2014
7.	Pay as on March 2019	Basic Pay: 24,320 Scale of Pay: Rs. 15,600-39,100 + AGP 6,000
8.	Medical Condition: None	
9.	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	12
	Number of Medical Leave taken	None
	Number of Privileged Leave taken	8 (EL)
	Number of Leave without Pay	0
	Number of Special Leave taken	1
10	Courses / Workshops attended during the academic session: One-day FoSTaC Training Programme conducted by Bharat Chamber of Commerce on 'Advanced Manufacturing for Food Safety supervisors' on 25 <sup>th</sup> September, 2019.	
11	Special Achievement in the Academic Session: Invited as a speaker for the technical session for panel discussion on the topic "Eat Right: the key features to improve the present scenario" on 29th February, 2020 at the 10 <sup>th</sup> Annual National Conference "NATCONPH 2020" organised by NSHM Knowledge Campus, Kolkata - Group of Institutions with the theme "Emerging Trends in Modern Health Sciences".	
12	Help extended to students (Please give brief description) 1. Conducted a Special Lecture on 'Nutrifact of Food' on 12.07.2019 for the first year BSc FSNM during the Student Induction Programme. 2. Organized a field visit to "Raja Udyog Pvt.Ltd." for third year B.Sc. FSNM students on 24.08.2019. 3. Guided second year B.Sc. students with seminar. 4. Guided third year B.Sc. students with term paper. 5. Guided master's students with dissertation.	<i>This is part of regular workload</i>



13	Strength / Limitations
	<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Communication skills</li> <li>• Hard working</li> </ul>
	<p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>• Anxious</li> <li>• Leadership skill</li> <li>• Silent Worker <i>Not clear.</i></li> </ul>
14	Areas in which you desire to develop yourself professionally Research and publications and to get registered for PhD.

Signature:

Name: JINCY ABRAHAM

Designation: ASSISTANT PROFESSOR

Date: 09.08.2020



*Jincy Abraham  
10/8/2020*

Noted

*Shugue  
10.8.20*

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	MRS. SMITA PAREKH
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Sc (Composite Home Science) B.Sc. (Home Science)
3.	Date of Birth	15 <sup>th</sup> September, 1959
4.	Date, Month & Year of joining service	2 <sup>nd</sup> January, 2014 (as a permanent staff)
5.	Post held in this academic session	HOD, Asst. Prof.
6.	Date from which post held	May, 2017
7.	Pay as on March 2019	Basic Pay: Rs. 24,320/- Scale of Pay: Rs.15,000-39, 100+AGP 6,000
8.	Medical Condition - Nil	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	3
	Number of Medical Leave taken	Nil
	Number of Privileged Leave taken	4
	Number of Leave without Pay	Nil
	Number of Special Leave taken	Nil
10	Courses / Workshops attended during the academic session  Nil	



11	Special Achievement in the Academic Session Nil
12	Help extended to students (Please give brief description)  As and when they wanted help for any clarifications or regarding their study matter.
13	Strength / Limitations  <b>STRENGTHS</b> Hard Working, regular, punctual,  <b>LIMITATIONS</b> Emotional
14	Areas in which you desire to develop yourself professionally <u>Textile - Furnishing</u>

Signature:

Name: Mrs. Smita Parekh

Designation: HOD, Asst. Prof.

Date: 8<sup>th</sup> August, 2020.



Noted

Sughrue  
25.8.20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: July 2019- June 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	Dr. Adrija Sarkar
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	Ph.D. Biochemistry, M.Sc. Biochemistry, B.Sc. Microbiology.
3.	Date of Birth	30th June 1983.
4.	Date, Month & Year of joining service	3rd February 2014.
5.	Post held in this academic session	HOD & Assistant professor
6.	Date from which post held	16th January 2020
7.	Pay as on March 2019	Basic Pay: Rs. 160/- Scale of Pay: Rs. 15,600/- to Rs. 39,100/- AGP Rs. 6000/-
8.	Medical Condition Nil	
9.	Period of absence from school in this academic session, other than vacation  Number of Casual Leave taken Number of Medical Leave taken Number of Privileged Leave taken Number of Leave without Pay Number of Special Leave taken	8 2 4 0 1
10.	Courses / Workshops attended during the academic session Attended the 2nd Globalized Education Forum on 8th November 2019 at J W Marriott Hotel, Kolkata, organized by Indian Chamber of Commerce.	
11.	Special Achievement in the Academic Session Nil	
12.	Help extended to students (Please give brief description) General counseling in case a student comes with a problem. Always available for their subject related queries with utmost priority.	
13.	Strength /Limitations  <b>STRENGTHS</b> I take my work seriously and always try to complete it on time. I always take the accountability of whatever I do. I do involve in team activities and do always help in proper co-ordination among the department. Having a positive attitude towards everything. <b>LIMITATIONS</b>	



	I have lower patience level and have to increase on my attentiveness. Presence of mind in proper situation is lacking which needs to be build. Lack of confidence in taking decisions.
14	Areas in which you desire to develop yourself professionally To increase onto my publications and participation in seminars/conferences.

Signature: *Adrija Sarkar*

Name: Dr. ADRIJA SARKAR

Designation HOD & Assistant Professor

Date: 10/8/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: 2019 - 2020

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	SUDESHNA PRAMANIK
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Sc. in Food and Nutrition UGC – NET, Lectureship Post Graduate Diploma in Applied Nutrition
3.	Date of Birth	08.02.1989
4.	Date, Month & Year of joining service	05.08.2014
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	05.08.2014
7.	Pay as on March 2019	Basic Pay:/-Rs. 23,610 /- Scale of Pay:Rs. 15,600 – 39,100/-
8.	Medical Condition  -NA-	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	14
	Number of Medical Leave taken	-
	Number of Privileged Leave taken	10
	Number of Leave without Pay	-
	Number of Special Leave taken	1 (duty)
10	Courses / Workshops attended during the academic session  Attended National seminar on “Traditional Indian Dairy Products – Prospects of Commercialization” on 13th of March, 2020 at Faculty of Dairy Technology, Mohanpur Campus, KrishiVishwavidyalaya, Nadia, West Bengal, organized by Faculty of Dairy Technology, West Bengal University of Animal & Fishery Sciences.  Attended a live Webinar organized by The Indian Dietetic Association, Bengal Chapter on “Nutritional Deficiency of Common Indian People and how it makes Way for Diseases in the Present Scenario” in association with Smart Management Consultancy on 12 <sup>th</sup> May, 2020.  Department of Food Science & Nutrition Management had organized a live webinar entitled ‘Coping with Covid’19 Outbreak’ on 7th May, 2020 and graced by Mr. Amit Vaishnav, Managing Director at Megafoods Products Madras Private Limited, Chennai and Mr. Anup Kumar Tiwari, Group Head - Training & Development, at Peerless Hotels Ltd., Kolkata.  Attended a Webinar on the theme “Health and Habits” graced by Dr. Shikha Sharma and organized by Department of Food Science & Nutrition Management, J.D. Birla Institute on 18 <sup>th</sup> May, 2020.	



College of Webinars

	Attended the 8 <sup>th</sup> International Webinar, organized by Signutra Inc. (Signature Nutrition), USA on the topic <b>NUTRIVIGILANCE</b> , which aimed at utilizing nutrition surveillance as a tool for Medical Nutrition Therapy against Diabetes Mellitus Type II" on 1 <sup>st</sup> June, 2020.
11	<p>Special Achievement in the Academic Session</p> <p>Poster presented entitled 'A Study on the Effect on Addition of Flaxseeds &amp; Oats on Organoleptic Properties and Nutritional Composition of an Indian Cultured Dairy Product "Shrikhand" at Faculty of Dairy Technology, Mohanpur Campus, KrishiVishwavidyalaya, West Bengal University of Animal &amp; Fishery Sciences, Nadia on 13th of March, 2020.</p>
12	<p>Help extended to students (Please give brief description)</p> <p>Guiding students for the following term paper (book), dissertation, and seminar.</p> <p>5 students of 3<sup>rd</sup> year B.Sc. students (Batch 2017 - 2020) for term paper topics - Sidra Timol:Food Festivals Around The World, SimranKaur:Food Borne Illness, SumaiyaShamim : Polycystic Ovary Syndrome and Nutritional Management, SarwatAkhtar:Metabolic Disorder and Nutritional Management, SamridhhiDaga:Double Burden on Malnutrition in India.</p> <p>5 students of 2<sup>nd</sup> year B.Sc. students (Batch 2018 - 2021) for seminar topics – PrernaSahani :Extreme Fat Restriction or High Fat Diet Effective for Weight Loss, Syed Afrien : 3D Printing of food, Christina PrithaRozario : Drunkorexia, SomduttaBisnu : Fruit flours, Ayesha Naaz : Kosher Foods</p> <p>2 students for dissertation (Batch 2018 - 2020) for dissertation – RachitaJalan : Reviving Yesterday's Coarse Grains as Today's Nutri-Cereals: Pre-Post Intervention Survey on Millet Usage &amp; Development of Multi-Millet Rice and SaloniDamani :A survey to assess the complementary feeding practices among mothers of infants (6 – 12 months) and toddlers (aged 13 – 24 months) and development of a nutrient dense premix to overcome possible deficiencies.</p> <p>Conducting extra classes for those unable to cope up with the rest in class or who have missed classes due to events or illness. <i>Not recorded</i></p> <p>Organized and took students for field visit to Belle Vue Clinic and Columbia Asia. Helped students prepare videos on "Health Benefits of Foods"</p>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>Patience</li> <li>Diligence</li> <li>Approachable</li> <li>Encouraging</li> </ul> <p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>Inability to express</li> <li>Sensitive and emotional</li> <li>Time management</li> </ul>



Part of workflow assigned

*Baskar.*

14

Areas in which you desire to develop yourself professionally

Being more research oriented.

Signature: Sudeshna Pramanik

Name: Sudeshna Pramanik

Designation: Assistant Professor

Date: 09.08.2020

Adrija Sankar  
10/8/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: 2019-20**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	MsSWEATA RANI RAI
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	<ul style="list-style-type: none"> <li>• M.Sc in Home Science (Food Science and Nutrition)</li> <li>• NET UGC Qualified, 2013</li> </ul>
3.	Date of Birth	06.09.1989
4.	Date, Month & Year of joining service	5 <sup>th</sup> August, 2014
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	5 <sup>th</sup> August, 2014
7.	Pay as on March 2019	Basic Pay: Rs 23,610 Scale of Pay: Rs 15,600- 39,100
8.	Medical Condition:	NA
9	Period of absence from school in this academic session, other than vacation	
	Number of Casual Leave taken	13
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	12
	Number of Leave without Pay	0
	Number of Special Leave taken	3 (Duty leave)
10	Courses / Workshops attended during the academic session:	<ul style="list-style-type: none"> <li>• Attended a national conference “Advances in Food Science, Processing &amp; Safety” which was organized by the Dept of Home Science, IIS (deemed to be University), Jaipur on 13th-14th March, 2020.</li> <li>• Attended a webinar on “Industry Coping with the Covid'19 Outbreak” which was organized by the Dept of Food Science &amp; Nutrition Management, J.D. Birla Institute on 7<sup>th</sup> May, 2020.</li> <li>• Attended a webinar on “Health &amp; Habits” which was organized by the Dept of Food Science &amp; Nutrition Management, J.D. Birla Institute on 18<sup>th</sup> May, 2020.</li> </ul>
11	Special Achievement in the Academic Session:	<ul style="list-style-type: none"> <li>• Paper presented entitled ‘A study on the sensory acceptability and chemical analysis of soy milk based sandesh for geriatric population (aged &gt;60 years)’ in a national conference “Advances in Food Science, Processing &amp; Safety” which was organized by the Dept of Home Science , IIS (deemed to be University), at Jaipur on 13<sup>th</sup>-14<sup>th</sup> March, 2020.</li> <li>• Paper published entitled “Assessment of the Sensory Acceptability of Soy Milk based Sandesh (Traditional Indian Sweet Dairy Dessert) for Elderly People (Aged&gt;60 Years) Living in Kolkata and its Efficacy on the Health Status of Geriatric Population” in an</li> </ul>



	international journal - Global Journal of Medical Research: L Nutrition & Food Science (Online ISSN: 2249-4618; Print ISSN: 0975-5888), Vol -20 (Issue 1), page no 31-38.
12	<p>Help extended to students (Please give brief description)</p> <ul style="list-style-type: none"> <li>Seminars: Guided 5 students of 2<sup>nd</sup> year B. Sc (Hons) Food Science &amp; Nutrition Management – Ms. Aishwariya Mazumder, Ms. Rashika Mandhani, Ms. Simran Agarwal, Ms. Arshi Fahim and Ms. Afsha Ali for their seminar topics – Sustainable Food Systems, Theme Dining Destinations, Charcoal Detox Diet, The other side of Hookah and Halal Foods respectively</li> <li>Term papers: Guided 4 students of 3<sup>rd</sup> year B. Sc (Hons) Food Science &amp; Nutrition Management – Ms. Samina Mandsaurwala, Ms. Niharika Kotwal, Ms. Swarnali Kundu and Ms. Yashvee Baid for their term paper topics- Environmental Nutrition, Anthropometrics in various life stages, Breastfeeding: Foundation of Life and Pickle Nation respectively</li> <li>Dissertations: Guided Ms. Sadhika Nagar, 2<sup>nd</sup> year M.Sc. (Food &amp; Nutrition) student for dissertation entitled “A survey on the dietary habit and pattern of food intake of the female population (20-30 year) of the slums of West Bengal and design a nutrient dense product with an intervention program”</li> <li>Helped the students of 3<sup>rd</sup> year B. Sc (Hons) Food Science &amp; Nutrition Management in making short video clips on various food sources and health benefits</li> </ul>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>Punctual</li> <li>Sincere and Hard working</li> <li>Responsible and team worker</li> </ul> <p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>Communication Skills</li> <li>Impatient</li> <li>Poor leadership skills</li> </ul>
14	<p>Areas in which you desire to develop yourself professionally</p> <ul style="list-style-type: none"> <li>Should be more research oriented</li> <li>Should get enrolled for Ph.D.</li> </ul>

Part of Regular duty | workload

Signature:

Name: Ms. Sweata Rani Rai

Designation: Assistant Professor

Date: 08.08.2020

*Adrija Sankar  
10/8/2020*

*Sweata Rani Rai*

Signature:

Name: Ms. Sweata Rani Rai

Designation: Assistant Professor

Date: 08.08.2020



Noted

*Shrigie  
10.8.20*

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: 2019-20

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	ANINDITA DEB PAL
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	B.Sc (Microbiology), M.Sc (Biomedical Science), PhD (Biotechnology)
3.	Date of Birth	19.12.1985
4.	Date, Month & Year of joining service	28 <sup>th</sup> July, 2015
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	28 <sup>th</sup> July, 2015
7.	Pay as on March 2019	Basic Pay:Rs 26,360 Scale of Pay:Rs 15,600 – 39,100
8.	Medical Condition  Medically fit	
9.	Period of absence from school in this academic session , other than vacation  Number of Casual Leave taken Number of Medical Leave taken Number of Privileged Leave taken Number of Leave without Pay Number of Special Leave taken	5 0 5 0 13
10.	Courses / Workshops attended during the academic session  • Interdisciplinary Refresher Course (IDC) on "Emerging Areas in Life Sciences" from 27.01.2020 to 08.02.2020 at Jadavpur University.	
11.	Special Achievement in the Academic Session  • Awarded for best academic performance and publishing papers in recognized journal in the session 2018-19 by Vidyamandir Society. • Published 2 research papers in UGC CARE listed journals and 1 book chapter in a book with ISBN	
12.	Help extended to students (Please give brief description)  • Helped students regarding problems related B.Sc Seminars.	



Part of Regular Workload/ Duty

13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Ensure proper understanding of concepts by students</li> <li>• Research oriented</li> <li>• Responsible</li> <li>• Hard-working</li> <li>• Punctual</li> </ul> <p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>• Show less spontaneity sometimes. Perform better when prepared.</li> </ul>
14	<p>Areas in which you desire to develop yourself professionally</p> <ul style="list-style-type: none"> <li>• Teaching skills</li> <li>• Research</li> <li>• Online teaching methods</li> <li>• Social skills</li> </ul>

Signature:

Anindita Deb Pal

Name: Anindita Deb Pal

Designation: Assistant Professor

Date: 09.08.2020



Adm/ia Sankar  
10/8/2020

Noted

Shugue  
10.8.20.

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: 2019-2020

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	Yamini Dhanania
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Sc in Textiles & Clothing
3.	Date of Birth	09.02.1988
4.	Date, Month & Year of joining service	02.07.2013
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	02.07.2013
7.	Pay as on March 2019	Basic Pay: Rs. 22,920 Scale of Pay: Rs. 49,905 (Rs. 15,600-39,100 + AGP 6,000)
8.	Medical Condition  (i) Epilepsy. (ii) Cerebral Stroke in September 2018, since then slight slurring of speech.	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	14
	Number of Medical Leave taken	1
	Number of Privileged Leave taken	NIL
	Number of Leave without Pay	NIL
	Number of Special Leave taken	NIL
10	Courses / Workshops attended during the academic session  (i) Attended the 'ICC Conference on Textile & Apparel' organized by Indian Chamber of Commerce on 12 <sup>th</sup> July 2019. (ii) Participated in the Faculty Knowledge Sharing Program on 'Pedagogy in Digital Era' organized by ICFAI Business School on 24 <sup>th</sup> August, 2019. (iii) Attended a special talk on 'Muslin' by Dr. Sonia Ashmore organized by J. D. Birla Institute, Department of Textile Science, Clothing & Fashion Studies on 11 <sup>th</sup> September 2019. (iv) Attended one day symposium on 'Innovations in Textile & Apparel Manufacturing' organized by J. D. Birla Institute, Department of Textile Science, Clothing & Fashion Studies on 16 <sup>th</sup> September 2019.	
11	Special Achievement in the Academic Session None	



Part of College of Activity

12	Help extended to students (Please give brief description) (i) Helped the students of 1 <sup>st</sup> year M.Sc, Semester-II, for their Term Paper.
13	Strength /Limitations  <b>STRENGTHS</b> (i) Sincere & Responsible (ii) Hard-working (iii) Enthusiastic (iv) <u>Confidence</u>  <b>LIMITATIONS</b> (i) Leadership Skills (ii) Less of determination (iii) Disorganized (iv) Impatient
14	Areas in which you desire to develop yourself professionally (i) <u>Research &amp; Development.</u> ?.

Signature:

Name: Yamini Dhanania

Designation: Assistant Professor

Date: 9<sup>th</sup> August, 2020



Samita Gupta  
24.8.20

Noted:

Shreya  
24.8.20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

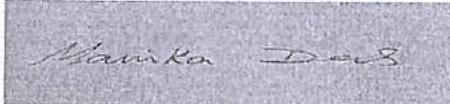
1.	Name in full (In block letters)	DR. MANIKA DAS
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Sc, Ph.D
3.	Date of Birth	21/10/1970
4.	Date, Month & Year of joining service	14 <sup>th</sup> August, 2015
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	14 <sup>th</sup> August 2015
7.	Pay as on March 2019	Basic Pay: Rs 26360 Scale of Pay: Rs 56000- 39000
8.	Medical Condition  No Medical conditions exist.	
9.	Period of absence from school in this academic session , other than vacation  Number of Casual Leave taken	10
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	4
	Number of Leave without Pay	0
	Number of Special Leave taken	12
10	Courses / Workshops attended during the academic session: NO	

To be noted



11	<p>Special Achievement in the Academic Session</p> <ul style="list-style-type: none"> <li>a) Got the first prize for the paper presentation (oral) at 'National Conference on emerging trends in modern health sciences', held at Kolkata dated 28<sup>th</sup>-29<sup>th</sup> February, 2020.</li> <li>b) Selected as Reviewer of 'Current Research in Nutrition &amp; Food Science', (ISSN: 2347-467X), [UGC- CARE journal] &amp; reviewed three papers</li> <li>c) Published one research paper in UGC-CARE journal</li> <li>d) Published one book chapter with ISBN no.</li> </ul>
12	<p>Help extended to students (Please give brief description)</p> <ul style="list-style-type: none"> <li>i) Repeated some of the lesson taught in the class, this will probably help the the students to activate their memory.</li> <li>ii) Used hopeful and optimistic language.?</li> <li>iii) Sometime suggested easy online material for slow learners and sometime provided latest journal article for good learners.</li> <li>iv) During lockdown, also talk about COVID-19 and fear and also bewared them about large amount of misinformation.</li> </ul>
13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <p>Academics</p> <p><b>LIMITATIONS</b></p> <p>Handling student cultural events</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>Administrative work.</p>

Signature:



Name: Dr Manika Das

Designation: Assistant Professor

Date: 09/08/2020



Adrija Sankar  
10/8/2020

Noted

D. Bhagat  
10.8.20

Not recorded  
in departmental  
meetings.

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	DEBOLINA CHATTERJEE
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.A, PhD
3.	Date of Birth	03.07.1987
4.	Date, Month & Year of joining service	01.07.2017
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	Assistant Professor
7.	Pay as on March 2019	Basic Pay: <u>21,000/- p.m.</u> Scale of Pay: <u>15,600 - 39100 + 6000 H.G.P</u>
8.	Medical Condition- Fit	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	5
	Number of Medical Leave taken	1
	Number of Privileged Leave taken	7
	Number of Leave without Pay	0
	Number of Special Leave taken	7
10	Courses / Workshops attended during the academic session  Participated in state level Workshop on Innovative Teaching Skills for Indian Classrooms: Need of the Hour at Bijoy Krishna Girls College (under Calcutta University) from 29 <sup>th</sup> -30 <sup>th</sup> July, 2019.	





11	<p>Special Achievement in the Academic Session</p> <ol style="list-style-type: none"> <li>1. Conferred PhD degree by IIT Kharagpur</li> <li>2. Published two papers in reputed journals and one book chapter</li> </ol>
12	<p>Help extended to students (Please give brief description)</p> <ol style="list-style-type: none"> <li>1. Tried innovative ways to engage students with updated knowledge both during classroom and online teaching</li> <li>2. Mentored two students for MSc. minor project and dissertations.</li> </ol>
13	<p>Strength /Limitations</p> <p><b><u>STRENGTHS</u></b></p> <ol style="list-style-type: none"> <li>1. Stay abreast with recent developments in the field of Sociology and Human Development to proactively engage students</li> <li>2. Improve students' striving for higher standard learning outcomes and improving academics in the department.</li> </ol> <p><b><u>LIMITATIONS</u></b></p> <p>?</p>
14	Areas in which you desire to develop yourself professionally



Take up some research project funded by professional bodies in my areas of interests.

Signature:

Debolina Chatterjee

Name: Debolina Chatterjee

Designation: Assistant Professor

Date: 09.08.2020

Noted  
Yashika Sachdeva  
12/08/2020

Chatterjee

12.8.20



Noted  
Shreyas  
12.8.20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: 2019-20**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	A.S.MANJULAKSHMI
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Phil, M.Com, B.Com PGDFM, ICWAI(Inter)
3.	Date of Birth	11.04.1969
4.	Date, Month & Year of joining service	13.11.2006
5.	Post held in this academic session	ASSISTANT PROFESSOR - GRADE II
6.	Date from which post held	1.1.2015
7.	Pay as on March 2019	Basic Pay:Rs.31360/- Scale of Pay:Rs.15600-39100+AGP 7000
8.	Medical Condition No Major Health Issues except Allergic Asthma	
9.	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	
	Number of Medical Leave taken	
	Number of Privileged Leave taken	
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10.	Courses / Workshops attended during the academic session	<ul style="list-style-type: none"> <li>1. ARPIT (Annual Refresher Programme in teaching) -by University of Kerala from 15<sup>th</sup> October,2019 to 30<sup>th</sup> January,2020 conducted by SWAYAM online Programme under MHRD in "Financial Markets and Emerging Business Model"</li> <li>2. ARPIT(Annual Refresher Programme in teaching) by Shri Ram College of Commerce (University of Delhi) from 1<sup>st</sup> September, 2019 to 15<sup>th</sup> January,2020 by SWAYAM online Programme under MHRD in "Refresher course in Commerce"</li> </ul>
11.	Special Achievement in the Academic Session	NIL
12.	Help extended to students (Please give brief description)	<ul style="list-style-type: none"> <li>1. Given suggestion to students for their higher education.</li> <li>2. Guided students to start trading in stock exchange as per the students' request.</li> <li>3. Encouraged students to do online certificate courses in finance subjects.</li> </ul>
13.	Strength / Limitations	<p><b>STRENGTHS</b></p> <p>Hard working Sincere</p>



No documentation on this

	Professional Approach Through Knowledge with my subjects.
	<b>LIMITATIONS</b> Not Career Oriented ?
14	Areas in which you desire to develop yourself professionally Desire to learn online finance related course if possible.

Signature:

Name: A.S.Manjulakshmi

Designation: Assistant Professor  
(Department of Commerce)

Date:8.8.2020



Birla college  
22/8/2020

Noted

Allegro  
22.7.20.

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	BASUDHA MUKHOPADHYAY
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.PHIL, MSC, B.ED and NET qualified
3.	Date of Birth	23.01.1975
4.	Date, Month & Year of joining service	9.07.2007
5.	Post held in this academic session	Assistant Professor and HOD, Commerce
6.	Date from which post held	Assistant Professor- 9.7.2007 HOD,Commerce-22.07.2019
7.	Pay as on March 2019	Basic Pay: Rs 29,480 Scale of Pay: Rs 15,600-39,000+AGP 6,000
8.	Medical Condition:  Has high pressure	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	13
	Number of Medical Leave taken	2
	Number of Privileged Leave taken	NA
	Number of Leave without Pay	NA
	Number of Special Leave taken	NA
10	Courses / Workshops attended during the academic session: NA	



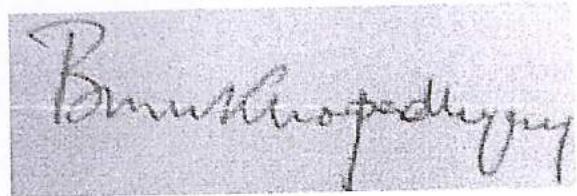
11	Special Achievement in the Academic Session : NA
12	<p>Help extended to students (Please give brief description)</p> <p>Help every student to clear their doubts to the best of my ability.</p>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <p>I am loyal to my institution . I try not to let difficult circumstances to get me down.</p> <p><b>LIMITATIONS</b></p> <p>Less assertive and decisive in certain circumstances.</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>Want to be more tech savvy. I will try to build a better and positive attitude to inspire others. I want to complete my PhD this year.</p>

Noted  
Shinghe  
24.8.20

Bomkhopodas  
24/8/2020



Signature:



Name: Basudha Mukhopadhyay

Designation : Assistant Professor and  
HoD, Commerce

Date: 8.8.2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: April, 2019 - March , 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	MAHUA PAL
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M. Tech, MCA, B.Sc.(Physics), B. Ed, UGC-NET
3.	Date of Birth	14-05-1976
4.	Date, Month & Year of joining service	17-02-2012
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	17-02-2012
7.	Pay as on March 2019	Basic Pay: 6,000/- Scale of Pay: 23,610 / - (Basic Salary) under Pay Scale Rs 15,600 -39,000 + AGP 6,000/-
8.	Medical Condition  Fit and Fine	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	13
	Number of Medical Leave taken	1
	Number of Privileged Leave taken	
	Number of Leave without Pay	-
	Number of Special Leave taken	-
10	Courses / Workshops attended during the academic session	<ul style="list-style-type: none"> <li>1. Attended a Workshop on PyTorch held at University of Calcutta on 29<sup>th</sup> and 30<sup>th</sup> June, 2019, organized by Society for Data Science (S4DS) and University of Calcutta.</li> <li>2. Presented a paper and also attended two day International Conference on Emerging Perspectives in Commerce, Economics, Environment and Management – Transformation of the Global Economy organized by St. Xavier's College, Kolkata Department of Commerce and Management Studies in collaboration with Bengal Chamber of Commerce &amp; Industry, on 13<sup>th</sup> and 14<sup>th</sup> September, 2020</li> </ul>
11	Special Achievement in the Academic Session	<ul style="list-style-type: none"> <li>1. Got the responsibility of the Faculty Coordinator for managing the Online</li> </ul>



Last Session  
Part of regulations Same  
Workshop

	<p>Courses conducted remotely by IIT Bombay for all J.D. Birla Students under Department of Sciences and Commerce and successfully delivered the duty by coordinating the courses, delivering the course materials and coordinating the examination in the Computer Labs.</p> <ol style="list-style-type: none"> <li>2. Received the Award for Best Academic Performance (Dept. Of Commerce) for the year 2018-2019 awarded by Vidya Mandir Society.</li> <li>3. Received M.Tech degree (University of Calcutta) in July, 2019.</li> </ol>
12	<p>Help extended to students (Please give brief description)</p> <ol style="list-style-type: none"> <li>1. I have taught Computer Fundamentals and Management Information System and Information Technology related subjects to B.Sc, B.Com , M.Sc and M.Com Students. I solved students 'doubts related to these subjects and anything related to Information Latest Technology as per my best knowledge.</li> <li>2. I have delivered the softcopy of the course materials of the Online Courses conducted by IIT Bombay and have cleared their doubts related to these courses. I have also cleared the doubt whenever one single student came to me with any problem.</li> <li>3. Two students wanted to get recommendation letters for studying in Foreign Universities after the completion of B.Com course in our college. I have given good recommendation letters to them for their bright future.</li> <li>4. I have taken online classes from April due to Pandemic Issue and tried to make the class more interactive by playing small quiz at the end of the classes or by showing 5 to 7 mins. video on related topics. I have also tried to counsel them so that they wouldn't panic or worry for internal marks.</li> </ol>
13	<p>Strength /Limitations .</p> <p><b>STRENGTHS</b> ?</p> <p><u>I am loyal to the Institution</u>, believer of Hard Work and Honesty.</p> <p><b>LIMITATIONS</b> ?</p> <p><u>I find difficult to cope up with fake things and people.</u></p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>I want to concentrate more on <u>my duty</u> which will be delivered to me and work more for my Institution. I want to grow so that I can deliver better service to my College . <u>I wish I can register for Ph.D course, someday.</u></p>

Signature: Mahua Pal.

Name: MAHUA PAL

Designation: Assistant Professor

Date: 09.08.2020

Santia Gupta  
24.8.20

Bmrwmpcauy 24/8/2020

Noted

Shugue  
24.8.20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019- June 2020

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	SWAPNAPRIYA SETHY
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.COM specialization in Accounting and Finance, UGC NET-JRF
3.	Date of Birth	23-12-1989
4.	Date, Month & Year of joining service	25-11-2013
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	03-02-2014
7.	Pay as on March 2019	Basic Pay: 24,320/- Scale of Pay: 15600-39100 AGP 6000/-
8.	Medical Condition:  Medically Fit	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	14
	Number of Medical Leave taken	6
	Number of Privileged Leave taken	1
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10	Courses / Workshops attended during the academic session  NA	
11	Special Achievement in the Academic Session <ul style="list-style-type: none"> <li>• Completed my Pre-Submission of Ph.D thesis</li> <li>• Two original research paper published in UGC Care list journal</li> </ul>	
12	Help extended to students (Please give brief description) <ul style="list-style-type: none"> <li>• Clearing doubts of the student pursuing professional courses whenever approached for Accounting and Finance related subjects.</li> <li>• Extra classes are taken for student individually if they cannot understand any topic in the regular class.</li> </ul>	

No Documentation available for this



13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Responsible, Hard working, Trustworthy</li> <li>• Good Classroom Management</li> <li>• Creativity and Enthusiasm for teaching</li> <li>• Can explain difficult things in a simple way to my students</li> <li>• Ability to connect with students</li> </ul> <p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>• Lack of carrying out effectively multiple tasks simultaneously</li> <li>• Talk too fast at times while taking classes</li> </ul>
14	<p>Areas in which you desire to develop yourself professionally</p> <ul style="list-style-type: none"> <li>• Publication of research papers in reputed UGC CARE List journal</li> <li>• Attending international and national conferences</li> </ul>

Signature:

Name: Swapnapriya Sethy

Designation: Assistant Professor

Date: 09-08-2020



Noted

22.8.20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: April 2019-March 2020

**Part 1: Personal Data & Record**

(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)

1.	Name in full (In block letters)	Ms. Pritha Sen
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Com, UGC-NET
3.	Date of Birth	22 <sup>nd</sup> December, 1986
4.	Date, Month & Year of joining service	27 <sup>th</sup> January, 2015
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	1 <sup>st</sup> April, 2015
7.	Pay as on March 2019	Basic Pay: Rs 22,920 Scale of Pay: Rs 15,600-39,100+AGP 6,000
8.	Medical Condition: Medically fit	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	
	Number of Medical Leave taken	
	Number of Privileged Leave taken	
	Number of Leave without Pay	
	Number of Special Leave taken	
10	Courses / Workshops attended during the academic session	<p>1. Participated in a 7 days' workshop on "Advanced Research Analytics" from 17<sup>th</sup> June-23<sup>rd</sup> June, 2019 organized by The International School of Business &amp; Media (ISB&amp;M).</p> <p>2. Participated in a webinar organized by J.D. Birla Institute (Department of Commerce) on 21<sup>st</sup> May, 2020 on the topic "Impact of Lockdown on Global Economy".</p> <p style="text-align: center;"><i>College Activity</i></p>



3. Participated in a webinar organized by J.D. Birla Institute (Department of Commerce) on 29<sup>th</sup> May, 2020 on the topic "Strategies for Revival of Global Economy Post Lockdown". — College Activity
4. Participated in a webinar organized by Shri Shikshayatan College, Evening (Department of Commerce) on "AI Driven Marketing in Post Covid Era" held on 18<sup>th</sup> June, 2020.

11 Special Achievement in the Academic Session

NA

12 Help extended to students (Please give brief description)

1. Guided and worked as a supervisor in students projects.
2. Whenever the students not attending their classes, they come with their doubts and I help them to clear their doubts individually.
3. Encourage the students to ask their questions related to their subjects when they do not understand anything in particular or need further clarification.
4. After the end of each chapter for a practical paper students solve different types of sums and if there is any doubt I help them to clear all their doubts.

13 Strength / Limitations

#### STRENGTHS

1. Sincere
2. Hardworking
3. Enthusiastic
4. Efficient
5. Eager to learn and full dedication in teaching-learning process
6. Punctual
7. Good time management skills
8. Good Handwriting skills

Post of teacher and documents available  
Post of teacher and documents available  
Post of teacher and documents available  
Post of teacher and documents available



	<p><b>LIMITATIONS</b></p> <p>1. One way communication 2. Faced difficulty sometime in time management for completion of the syllabus</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>1. Publishing research papers in good journals 2. Want to complete my research work (Ph.D) sincerely 3. Attending different kinds of seminars and conferences 4. Want to complete <u>orientation and refresher course</u> for my future growth</p>

Pritha Sen.

Pritha Sen.

Signature:

Name: Pritha Sen

Designation: Assistant Professor

Date: 9.08.2020

✓ Bishnupadhyay  
22/8/2020

Noted

R. Bhattacharya  
20.8.20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: 01/07/2019 to 30/06/2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	DEBJYOTI DEY
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Com (Accounting and Finance), M.Phil (Commerce), B.Ed., UGC NET
3.	Date of Birth	22/04/1990
4.	Date, Month & Year of joining service	25/07/2016
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	25/07/2016
7.	Pay as on March 2019	Basic Pay: 22252 Scale of Pay: 15600-39100 (Grade Pay Rs. 6000)
8.	Medical Condition	Tonsillitis, Pharyngitis, Asthmatic tendency
9.	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	14
	Number of Medical Leave taken	2
	Number of Privileged Leave taken	0
	Number of Leave without Pay	1
Number of Special Leave taken	1	
10	Courses / Workshops attended during the academic session	<p>1. Theme of the Seminar: UGC CPE Funded One day national Seminar on Recent Trends in Commerce and Business Research          Organiser: Department of Commerce, Barrackpore Rastraguru Surendranath College          Date of webinar: 07.02.2020</p> <p>2. Theme of the Webinar: Living with lockdown: Lessons from India's COVID-19 response and the way forward to economic survival          Organiser: Department of Commerce, Malda College, Malda and Department of Commerce and Economics, Sivnath Sastri College, Kolkata          Date of webinar: 05.06.2020</p>



	Malleswaram, Bangalore in Association with Finmark Trainers India Pvt Ltd Date of webinar: 06.06.2020
11	Special Achievement in the Academic Session  NA
12	Help extended to students (Please give brief description)  1. Taken extra classes for doubt clearing.  2. Screening and guiding students for sending them in various competitions related to the field of Finance organised by other colleges.
13	Strength /Limitations  <b>STRENGTHS</b>  Class Management, Event Management, In-depth knowledge in the field of Accounting and Finance and other related areas, Regularity in attending college  <b>LIMITATIONS</b>  1. Medical condition as stated above 2. Family issues relating to father's illness as I am the only son
14	Areas in which you desire to develop yourself professionally  I desire to be a Cost and Management Accountant and also desire to pursue MBA in Finance to enrich my knowledge in the field of Accounting and Finance so that I can extend more support and help academically to my students.

Signature:

Name: Debjyoti Dey

Designation: Assistant Professor

Date: 09/08/2020

*Brunhadev Ray*  
22/8/2020



Noted

*S. Bhattacharya*  
22.8.20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	SWAPNATEET SAHA
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	M.Sc in Applied Mathematics, UGC-NET
3.	Date of Birth	10-09-1976
4.	Date, Month & Year of joining service	10 <sup>th</sup> .August,2016
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	10 <sup>th</sup> .August,2016
7.	Pay as on March 2019	Basic Pay: Scale of Pay:
8.	Medical Condition :	Physically fit & Alert.
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	
	Number of Medical Leave taken	
	Number of Privileged Leave taken	
	Number of Leave without Pay	
	Number of Special Leave taken	
10	Courses / Workshops attended during the academic session	
	1. 7 Day Workshop on Advanced Research Analytics organized by ISB&M at ISB&M Riverside campus ,Budge Budge ,Kolkata from 17-06-2019 to 23-06-2019.	



11	Special Achievement in the Academic Session <u>None as such.</u>
12	Help extended to students (Please give brief description): Always eager to help the students in academic matters whether related to course curriculum or professional courses. Helped many students from M.sc course in Statistical Analysis part of their Dissertation. ✓
13	Strength /Limitations  <u>STRENGTHS</u> : Positive Approach; Self belief and Hardworking.  <u>LIMITATIONS</u> : Inability to mix up with people easily. Less expressive.
14	Areas in which you desire to develop yourself professionally : <u>Persue &amp; achieve PhD</u> .

8/10/2020

X   
swapnateet saha

Signature:

Name: Swapnateet Saha

Designation: Assistant Professor



Noted

Hughes  
22.8.20

**J.D. BIRLA INSTITUTE**

**Departments of Science, Commerce & Management**  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)		RISHIPARNA GUHA	
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)		M.Sc., Ph.D.	
3.	Date of Birth		18.09.1983	
4.	Date, Month & Year of joining service		8.07.2016	
5.	Post held in this academic session		Assistant Professor	
6.	Date from which post held		8.07.2016	
7.	Pay as on March 2019		Basic Pay:Rs. 24039/- Scale of Pay:Pay Band Scale Rs. 15600-39000	
8.	Medical Condition  I am not having any adverse medical condition and completely fit to perform my duties.			
9.	Period of absence from school in this academic session , other than vacation			
	Number of Casual Leave taken		—	
	Number of Medical Leave taken		14 + 120 (Maternity leave)	
	Number of Privileged Leave taken		26	
	Number of Leave without Pay		149	
	Number of Special Leave taken		—	
10.	Courses / Workshops attended during the academic session - None			
11.	Special Achievement in the Academic Session -I have two publications in this academic year. Details are given below-			
Sl. No.	Details of the Journal/Book		Title of the paper/chapter	Name of the authors
1.	Journal - Research Journal of Physical Sciences Vol. 7; September 2019 pp. 12- 14, ISSN – 2320-002		Analysis of heat stress and its impact on thermal comfort	J. Datta, R. Guha and A. Bhattacharya
2.	Book - Changing Paradigm in Financial Services Marketing Edited By - Dr. Ashish Gupta, Dr.Babita Yadav and Dr. Varsha Rokade  Manakin Press Pvt. Ltd., 2019, pp. 165- 174		Role of IT innovations in Financial Services	R. Guha



	ISBN: 978-93-86221-01-8			
12	Help extended to students (Please give brief description) - No			
13	Strength / Limitations			
	<b>STRENGTHS</b>			
	<ul style="list-style-type: none"> <li>To give students a different <u>perspective</u> to observe environment</li> <li>To draw their attention on the <u>global alarming</u> issues and innovative techniques used in present world to reduce impact</li> </ul>			
	<b>LIMITATIONS</b>			
	<ul style="list-style-type: none"> <li>Imparting knowledge in only <u>theoretical level</u></li> </ul>			
14	Areas in which you desire to develop yourself professionally			
	<ul style="list-style-type: none"> <li>Intend to go for Orientation Program</li> <li><u>With permission intend</u> to attend an Environmental Management Course</li> <li>Intend to publish quality research in <u>high impact factor bearing journals</u></li> <li>Intend to <u>write textbooks</u></li> </ul>			

Signature: Rishiparna Guha

Name: RISHIPARNA GUHA

Designation: Assistant Professor

Date: 24. Aug. 2020



**J.D. BIRLA INSTITUTE**  
**Departments of Science, Commerce & Management**  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: April 2019 - July 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	DR. MANJISHTHA SUR ROY CHOWDHURY
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	Ph.D. (Psychology), Diploma in Labour Laws with Administrative Law SLET (2001)
3.	Date of Birth	22/10/1974
4.	Date, Month & Year of joining service	06/08/2014
5.	Post held in this academic session	Assistant Professor and Counselor
6.	Date from which post held	06/08/2014
7.	Pay as on March 2019	Basic Pay: Scale of Pay:
8.	Medical Condition  Nothing to report	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	12
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	0
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10	Courses / Workshops attended during the academic session	<ol style="list-style-type: none"> <li>Attended workshop organized by CMA on 'Labour Laws and Acts' on 8<sup>th</sup> May 2019 at Hotel Hindustan International</li> <li>Attended series of webinars</li> </ol>
11	Special Achievement in the Academic Session	<p>Teachers' Day Award of J. D. Birla Institute for <i>Best Academic Performance</i> for the Year 2018 - 19</p> <p>Successfully completed a three month SWAYAM Online Course (MOOC) on Communication Technologies in Education Date 8 . → Was done in the previous Session</p>

Not a part of  
this appraisal



12	<p>Help extended to students (Please give brief description)</p> <p>Being the college counselor, I have been able to help quite a few students with their personal as well as academic problems. I had several sessions with each student. I have also given <u>Letters of Recommendation</u> to many students to help them secure student positions in post graduate colleges both in India and abroad.</p>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <p>I am dedicated to my work and I try to give my students the maximum from my end. I am approachable, I have good communication skills, am a patient listener and I try to do the work that is allotted to me on time. I try to guide the students. I get along well with my colleagues and make an effort to help others to the best of my abilities.</p> <p><b>LIMITATIONS</b></p> <p>I sometimes have issues in time management and need a specific deadline to complete my work.</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <ol style="list-style-type: none"> <li>1. I want to publish more papers and deliver lectures in topics on Human Resource Management and Mental Health.</li> <li>2. I would like to prepare a course for the MOOC platform</li> </ol>

Manjishtha Sur Roy Chowdhury

Signature

Name: Dr. Manjishtha Sur Roy Chowdhury

Designation: Assistant Professor and Counselor

Date: 08/08/2020



Noted

Sur Roy Chowdhury  
18.8.20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: (July 2019 to June 2020)**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	RANJAN BHARDWAJ
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	BCA ,MBE, PhD
3.	Date of Birth	26/08/81
4.	Date, Month & Year of joining service	10/09/2011(BSM), 1/08/2014(JDBI Dept of Management))
5.	Post held in this academic session	ASSISTANT PROFESSOR
6.	Date from which post held	1/08/2014
7.	Pay as on March 2019	Basic Pay: 26520 Scale of Pay: 15600-39100
8.	Medical Condition- Medically Fit	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	09
	Number of Medical Leave taken	02
	Number of Privileged Leave taken	09
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10	Courses / Workshops attended during the academic session 1) Attended a session on discourse on Spirituality & Corporate Leadership delivered by Swami Atmapriyananda Ji (Vice Chancellor, Ramakrishna Mission Vivekananda Educational & Research Institute, Deemed University)on 6/9/2019 at 4 to 6 PM organized by Indo American Chamber of Commerce 2) Attended Swami Nikhileshwarananda session in Teachers Day program on 14 <sup>th</sup> September 2019 in Vidya Mandir auditorium from 11 AM - 1 PM 3) Attended cyber crime security seminar on 24 <sup>th</sup> September 2019 in Vidya Mandir by Mr. Rakshit Tandon a Cyber Security Evangelist, Director Executive - Council of Information Security and Cyber Security Consultant to Internet and Mobile Association of India 4) Attended and coordinated seminar on topic "Strategic Management in Industry"	



our college on 26<sup>th</sup> and 27<sup>th</sup> September 2019 in Vidya Mandir and Seminar Hall

5) Attended a discourse / special lecture by Mr. B L Mittal, CEO, Sasta Sundar, on -- "How to start a new business?" on 25<sup>TH</sup> October 2019 in Seminar Hall

6) Attended CMA event in Rotary Sadan on 19<sup>th</sup> November 2019 with some students on theme Mission Pani and why water challenges should worry you.

Speaker-

a) Dr Amit Dutta—Professor Jadavpur University

b) Ms Preetyam Budhia—President Business Development, Patton Group

7) Attended and coordinated Self Defense Workshop 7th ~ 9th Jan 2020 as a discipline committee member of the department of Management held in main campus

8) Attended team building program for teachers of department of management held on 5<sup>th</sup> Feb 2020 in Fortune Park Panchwati member of ITC hotel group Kolkata by professional Trainer

11 Special Achievement in the Academic Session

1) **The Research and publication done by me.** A paper named as A Study on Factors Affecting Customer Buying Decision of Detergents in India with Emphasis on Major Brands used in Kolkata is accepted and published in " OJAS: Expanding the Knowledge Horizon, an international Journal of research management (ISSN No: 2279-0373 Online-ISSN No: 2321-726X)" issue December 2019 pg(12-18).

2) **The innovative method of teaching** followed by me are Flip classroom technique, cases study and practical assignments were also given to students. I also made question bank of the subjects teaching in BBA and given to college. Taken Zoom classes for completing syllabus of the subjects concerned of BBA 1st year, Grand Viva and project classes of BBA 3rd year during Covid-19 pandemic period and also shared assignments and notes online while working from home. I also attended webinar of college with BBA students

3) **I am also contributing to department of management.** by working as a coordinator of Green Club. The club did activities like putting up pots of green plant all around the college and plantation of sapling outside college. The club Send students to attend workshop in other organization on topics related to nature. The club also organized event with theme "Say No to Plastic" outside college in which sponsored Jute bags were distributed inside an outside ILS Hospital Bidhannagar Kolkata. The club organized lecture of Green energy expert in the college.

12 Help extended to students (Please give brief description)

1) **The innovative method of teaching** was done by me to help student like Flip classroom technique, case study and practical assignments were also given to students.

2) **I am also helping students** by working as a coordinator of Green Club and also working as a class coordinator.

3) Few final Research Projects were also guided by me of students of BBA 3<sup>rd</sup> Year 6<sup>th</sup> Sem.

Part of the workload assigned

Documentation to be done

Part of workload assigned



13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <ol style="list-style-type: none"> <li>1) Good communication &amp; interesting teaching-learning process</li> <li>2) Honesty, trustworthiness and high sense of values</li> <li>3) Follows instructions, relations with peers, effective as a team member</li> <li>4) Regularity in coming to college → <i>Absent for 20 days</i></li> </ol> <p><b>LIMITATIONS</b></p> <ol style="list-style-type: none"> <li>1) Less undertaken Research Projects</li> <li>2) Lack of delivered lecturers in other Colleges — <i>? Is this a limitation</i></li> <li>3) No written Books</li> </ol>
14	<p>Areas in which you desire to develop yourself professionally</p> <p><b>I desire to develop myself professionally</b> on publishing more research papers and working on sponsor research projects and innovative technique of teaching.</p>

Signature:

Name: RANJAN BHARDWAJ

Designation :Assistant Professor

Date: 9/10/2020

*Ranjan Bhardwaj  
18/8/2020*

Noted

*Ranjan Bhardwaj  
18.8.20.*



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: April 2019 – March 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	DR. SOMA SINHA ROY
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	B. Sc (Chemistry - H) PGD in MASS COMMUNICATIONS MBA (MARKETING MANAGEMENT) Ph.D
3.	Date of Birth	13.10.72
4.	Date, Month & Year of joining service	04.01.2017
5.	Post held in this academic session	ASSISTANT PROFESSOR
6.	Date from which post held	04.01.2017
7.	Pay as on March 2019	Basic Pay: Scale of Pay:
8.	Medical Condition	<ul style="list-style-type: none"> <li>• HYPOTHYROIDISM</li> <li>• HYPERTENSIVE</li> <li>• CHOLESYSTECTOMY (2011)</li> </ul>
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	10
	Number of Medical Leave taken	01
	Number of Privileged Leave taken	16
	Number of Leave without Pay	0
Number of Special Leave taken	0	
10	Courses / Workshops attended during the academic session	
11	Special Achievement in the Academic Session	
12	Help extended to students (Please give brief description) As Program Officer of NSS, the following activities were undertaken: <ul style="list-style-type: none"> <li>• ANNAMRITA (Meal Distribution drive by ISKON)</li> <li>• Donated daily necessity items to LITTLE SISTERS Of THE POOR (as per their request)</li> </ul>	



	<ul style="list-style-type: none"> <li>• Old clothes donation to GUNJ</li> <li>• Fund donation to ISKON for flood in Kerela &amp; Assam</li> <li>• Capacity building session for children at APJ ABDUL KALAM NGO</li> <li>• Stationery &amp; food distribution to children of RAINBOW HOME on Childrens Day</li> </ul> <p>Besides, mentored students through their projects and Dissertations. Coordinated between students/guardians regarding attendance, fees payment and other academic and disciplinary issues.</p>
13	<p>Strength / Limitations</p> <p><u>STRENGTHS:</u> Communication ? Means clarity .</p> <p><u>LIMITATIONS :</u> need to focus more on research papers</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <ul style="list-style-type: none"> <li>• Statistical Analysis,</li> <li>• Learn new concepts and ideas that are in practice in Marketing</li> </ul>

Signature:

Name: Dr. Soma Sinha Roy

Designation: Assistant Professor

Date: 9<sup>th</sup> August 2020

Noted

Shyam  
18.8.20



Assigned  
to  
SOMA  
ROY

**J.D. BIRLA INSTITUTE**  
**Departments of Science, Commerce & Management**  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	DR ARINDAM BANERJEE
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	PhD, FICWA, MCOM, PGDIB, UGC NET
3.	Date of Birth	28/10/1977
4.	Date, Month & Year of joining service	15 <sup>th</sup> January, 2018
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	15/01/2018
7.	Pay as on March 2019	Basic Pay: 24840 Scale of Pay: 15600-39100
8.	Medical Condition Medically Fit	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	<input checked="" type="radio"/>
	Number of Medical Leave taken	<input type="radio"/>
	Number of Privileged Leave taken	<input type="radio"/>
	Number of Leave without Pay	<input type="radio"/>
	Number of Special Leave taken	<input type="radio"/>
10	Courses / Workshops attended during the academic session	<ul style="list-style-type: none"> <li>➤ Participated in 5 days Faculty Development Program on “Contemporary issues in Finance and Accounting” held at Techno India, School of Management, Kolkata. July 8-12, 2019.</li> <li>➤ Workshop on Research Methodology: Application in Finance held at Calcutta Business School, Kolkata (on July 20,2019).</li> </ul>



Part of general workflow

11	Special Achievement in the Academic Session  Not Available
12	Help extended to students (Please give brief description) <ul style="list-style-type: none"> <li>➤ Helped the students (of Debate club) as a coordinator of Debate Club to organize two events</li> <li>➤ Guided the students in their project work who were under my mentorships well as others who needed my help in projects.</li> </ul>
13	Strength /Limitations  <b>STRENGTHS</b>  Hard Working Research Oriented Punctual and try to complete my job on time Patience  <b>LIMITATIONS</b>  Become <u>Emotional</u> at times.
14	Areas in which you desire to develop yourself professionally I want to undertake research project under UGC scheme. I also want to impart training program in Finance area to the Faculty/Industry

Arindam Banerjee

Signature:

Name: Dr Arindam Banerjee

Designation: Assistant Professor

Date:09/08/2020

Noted

S. Bhattacharya  
18.8.20



**J.D. BIRLA INSTITUTE**  
**Departments of Science, Commerce & Management**  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: June 2019-June 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	DR.OINDRILA CHAKRABORTY
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	MSc., MBA, PhD.
3.	Date of Birth	02/01/1979
4.	Date, Month & Year of joining service	01.02.2018
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	01.02.2018
7.	Pay as on March 2019	Basic Pay: (Rs.) 25590 Scale of Pay: (Rs.) 21600-39100, AGP-6000
8.	Medical Condition: Chronic Arthritis and Ocular Iris.	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	13
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	0
	Number of Leave without Pay	0
Number of Special Leave taken	01	
10	Courses / Workshops attended during the academic session  Pedagogical Innovations and Research Methodology (ARPIT Course for Career Advancement Scheme(CAS) promotion) Guru Jambeshwar university of Science & Technology Hisar, Haryana, under Swayam ARPIT Online Course	
11	Special Achievement in the Academic Session : 1. ARPIT (Annual Resresher Programme in Teaching) (84.6%) 2. Interviewer for SIMSR, Mumbai on 29 <sup>th</sup> July,2020 & 1 <sup>st</sup> March,2020.	
12	Help extended to students (Please give brief description):	



Initiatives for Qriosita( The Quiz Club of JDBI, as a coordinator of the Students'club):				
22 <sup>nd</sup> August 2019	INTELLECTO 2019 (Grooming Session for Beginners in Quizzing)	JDBI (Department of Management)	INTELLECTO 2019 This was held on 22 <sup>nd</sup> August 2019 (Thursday) from 10:30 am onwards. This was a short learning session for the first years and the themes include Current Affairs, Business World, Company mergers and CEOs, international news and stock market, famous books, literature & culture and Pop Culture. It was ensured that the students were able to learn to the maximum extent and can showcase their abilities here	Coordinator
21 <sup>st</sup> October 2019	CONTENTIO 2019 (Intra college quiz competition )	JDBI (Department of Management)	CONTENTIO 2019 This was held on 21 <sup>st</sup> October. It was an intra college quiz competition hosted for all 3 years. An eminent quiz master Arijit Sen was invited to conduct the session and it turned out to be a great success.	Coordinator
Every 15 days till December,2019	Online quiz	JDBI (Department of Management)	A fortnightly quiz was conducted in regular interval through google form.	Coordinator
Every Weekend, till December,2019	The Bulletin	Facebook Page of Qriosita Club, JDBI (no longer exists)	The BULLETIN- Weekly Highlights through social media platform The main idea behind this was to update our students about the weekly highlights around the world through "The Bulletin", ensuring that students are informed about the current affairs related to international news and stock market	Coordinator



	15 <sup>th</sup> February,2020	Inter college Quiz Competition	Invictus College Fest	Participation from 5 colleges.	Coordinator
	20 <sup>th</sup> June,2020	CUADRANTE(e-quizzing on Instagram page by Qriosita-Quiz club-JDBI)	JDBI official Instagram page	Students from across the years of Department of Management participated through four rounds (consisting of contemporary questions on books, events, eminent personalities and web series on social web platforms. (Total 40 selected questions and 5 winners, 4 winners of four rounds and one overall winner).	Coordinator

**Initiative for newsletter(College Magazine of JDBI students):**

16 <sup>th</sup> February, 2020	Newsletter, JDBI	Printed document, distributed to students at, JDBI (Department of Management)	Comprises the write ups of students on current domain of marketing, IT, Finance, HR and general management.	Editor, proof reader, coordinating the distribution of booklets to management student (both intra and Inter college-during Invictus, the college Fest.)
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**Initiatives for College Fest (Invictus,2020):**

12 <sup>th</sup> to 16 <sup>th</sup> February,2020	Operations Incharge of Invictus committee 2020	JDBI (Department of Management)	Operations Incharge of Invictus committee 2020-the Annual JDBI , Department of Management Fest.	A)maintained logistics record( both physical and virtual) through students with the help of Principal's office. B) Prepared Event flow, Inaugural programme flow and Closing flow for Invictus 2020 in consultation with Principal
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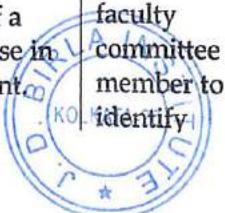
				duty rosters for event related sub-committee in consultation with TR sir. D) preparing students for welcome song, Inaugural stage etc. E) Managing celebrity performance through other teachers and students. F) volunteers duty allocation. G) Attendance related measurements.
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**Registration and certificate distribution:**

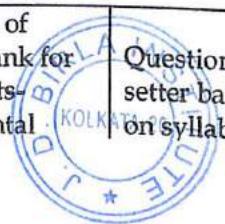
January,2020	Zest,2020	JDBI (Main Campus)	Zest,2020	Registration duty for Zest 2020
8 <sup>th</sup> to 10 <sup>th</sup> January 2020	Limitless Potential – A Step towards Gender Equity(Workshop)	JDBI (Main Campus)	Workshop on Limitless Potential – A Step towards Gender Equity (in Association with Vidya Veda Foundation and Esesson Foundation, Australia)	Registration of Candidate & distribution of certificate to the students
January,2020	Saraswati Puja	JDBI (Main Campus)	Saraswati Puja	Registration duty

**Initiative for Syllabus Formation for MSc. In Management:**

11 <sup>th</sup> March,2020	Syllabus Framework for proposal of MSc.	JDBI (Department of Management)	Syllabus formation for a proposal of a M.Sc. Course in management	Internal faculty committee member to identify
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				in management
<b>Participation, representing Department of Management, JDBI:</b>				
1 <sup>st</sup> February,2020	Yi GALA 2020 (FASHION AND DURATION)	Rang Manch banquet at Swabhumi	On 1 <sup>st</sup> February, 2020 (Saturday), Yi (Young Indians) Kolkata held its annual meet of the year called Yi Gala: Fashion and Duration. The event was held at Rang Manch banquet at Swabhumi The Heritage. The members of Yi entered the venue after making their appearance at the Red Carpet and Paparazzi event.	Participation with student to represent JDBI
November,2019	Students' Team Building Exercise	Bangalore	Team Building Exercise	Responsibility of a group of students and conducting the Practical project for Environmental science (MAN 104)
March to June,2020	Webinars	Online Zoom meetings	Webinars	Attending and coordinating students of 2 <sup>nd</sup> year section A
<b>Examination related Work for students:</b> <p style="text-align: right;"><i>Part of General Activities</i></p>				
Midterm and end term examination ,2019 and 2020	Midterm and end term examination	JDBI (Department of Management)	-	Paper setter, Paper evaluation, Invigilation Duty
March,2020 (Mock sessions), 25 <sup>th</sup> June to 7 <sup>th</sup> July,2020 (Final Grand Viva)	Grand Viva sessions and Final Grand Viva for 3 <sup>rd</sup> year marketing students	Zoom meeting Platform		Evaluation as committee member
<b>Teaching related work:</b>				
May,2020	Preparation of Question Bank for four subjects	Through mail	Preparation of Question Bank for four subjects- Environmental	Question setter based on syllabus



			Marketing(BBA602 MM), Global Marketing Management(BBA 603MM),	
May,2020	Preparation of Question Bank for Grand Viva	Through mail	Twenty Questions for Grand Viva set prepared for third year( 3rd year-services marketing )	
March to June,2020	Teaching Aids(video recording,PPTs, links, scanned books, hand outs, links)	Through mails and Whatsapp of students	Teaching Aids(video recording, links, scanned books, hand outs, links)	Active participation in the process of teaching, using and making of the materials.
March to June,2020	Assignments	6 assignments individually for BRM (2 <sup>nd</sup> year-A,B,C), GMM (3 <sup>rd</sup> year-B), SM (3 <sup>rd</sup> year-C)	Assignments based on syllabuses of the subjects mentioned	Preparation of the Assignment related document and evaluation of the same.
January to June,2020	Teaching classes	Offline and online	17hours of weekly workload for 3 subjects BRM, GMM,SM	Classroom teaching

#### Overall Coordination:

2019 till date	Class Coordinators of 1 <sup>st</sup> year section C(2019) and 2 <sup>nd</sup> year section A(2020)	Offline and online	Class Coordination of 1 <sup>st</sup> year section C(2019) and 2 <sup>nd</sup> year section A(2020).	All sorts of coordination including organizing students for different events, picnic,Tshirt distribution etc.
22nd February 2020	Picnic	-	Students' picnic	Coordination and Planning of games for Annual picnic 2020

Part of assigned workload

Hughes  
18.8.20



	February,2020	Annual Sports	Gitanjali Stadium	Coordination	Overall coordination during the Annual Sports
<b>Project Mentoring:</b>					
	March to June,2020	Project related Assistance	Through online classes, mail, whatsapp	Project Mentoring of 15 students; Project related Assistance through online classes, mail, whatsapp	Research assistance
13	<p><b>Strength / Limitations</b></p> <p><b>STRENGTHS</b></p> <ol style="list-style-type: none"> <li>1.Dedicated.</li> <li>2.Enthusiast.</li> <li>3.Goal Oriented.</li> <li>4.Focussed</li> </ol> <p><b>Hard Working.</b></p> <p><b>LIMITATIONS</b></p> <ol style="list-style-type: none"> <li>1. Honest.</li> <li>2. <u>Undiplomatic</u>. ?</li> <li>3. <u>Straight forward</u>. ?</li> </ol>				
14	<p>Areas in which you desire to develop yourself professionally</p> <ol style="list-style-type: none"> <li>1.(Post doc).</li> <li>2.Additional degree.</li> <li>3.Research Area.</li> </ol>				

Oindrila Chakraborty  
08.08.2020

Signature:

Name: Dr.Oindrila Chakraborty

Designation: Assistant Professor

Date:08.08.2020

*Aug 18/8/2020*

Noted

*Shinghe*  
19.8.20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: June2019 to June 2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	PARAMITA SARKAR
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	B.Sc (Hons)Economics, M.A. Economics M.phil Economics
3.	Date of Birth	27.11.1979
4.	Date, Month & Year of joining service	08.12.2008
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	
7.	Pay as on March 2019	Basic Pay: Scale of Pay:
8.	Medical Condition	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	07
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	0
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10	Courses / Workshops attended during the academic session	
	none	



11	Special Achievement in the Academic Session  none
12	Help extended to students (Please give brief description)  Have helped students beyond class hours to understand the topics and have also helped students by checking model answers when they have approached me.
13	Strength /Limitations  <b>STRENGTHS</b>  Good communication skills  <b>LIMITATIONS</b>  Research Input ?.
14	Areas in which you desire to develop yourself professionally  Would like to improve my research output

Signature: 

Name: Paramita Sarkar

*Aug. 18/2020*

Noted

*Rhugne*  
18.8.20



This needs documentation

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019- June 2020

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	SEEMA LALL
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	B.Com (Honours) in Accountancy from University of Calcutta  MBA (Marketing) from ICFAI Business School, Kolkata  PhD: Management, submitted at NIT Durgapur. Topic: Socio-cultural Attitudes towards Infertility and Assisted Reproductive Technology (ART) in Kolkata  NET: Qualified UGC-NET (Management) in June, 2012  Certificate in 'Strategic Management' from IIM Calcutta, 2010  Certificate in 'Innovations in Marketing Theory and Practice' from IIM Calcutta, 2014
3.	Date of Birth	16 <sup>th</sup> November, 1979
4.	Date, Month & Year of joining service	18 <sup>th</sup> June, 2015
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	18 <sup>th</sup> June, 2015
7.	Pay as on March 2019	Basic Pay: Scale of Pay:
8.	Medical Condition  None	
9.	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	07
	Number of Medical Leave taken	06
	Number of Privileged Leave taken	13



	<table border="1"> <tr> <td>Number of Leave without Pay</td><td>0</td></tr> <tr> <td>Number of Special Leave taken</td><td><input checked="" type="radio"/></td></tr> </table>	Number of Leave without Pay	0	Number of Special Leave taken	<input checked="" type="radio"/>
Number of Leave without Pay	0				
Number of Special Leave taken	<input checked="" type="radio"/>				
10	<p>Courses / Workshops attended during the academic session</p> <p>None</p>				
11	<p>Special Achievement in the Academic Session</p> <ul style="list-style-type: none"> <li>• Submitted PhD in Management, at NIT Durgapur.</li> <li>• Publications with Ivey Publishing,</li> </ul> <p>i) "Switz Foods Pvt. Ltd.: Competing against its own creation"  ii) "Wow! Momo: The Making of India's Quick-Service Restaurant Giant"</p> <ul style="list-style-type: none"> <li>• Publications with The Case Centre,</li> </ul> <p>i) "Tee for Me (A) - An entrepreneur fails (Case)"  ii) "Tee for Me (A) - An entrepreneur fails (Teaching note)"  iii) "Tee for Me (B) - Customized T-Shirts for Women (Case)"  iv) "Tee for Me (B) - Customized T-Shirts for Women (Teaching note)"</p> <ul style="list-style-type: none"> <li>• Presented the following papers at IMI MARCON (Marketing Conference at IMI Kolkata)</li> </ul> <p>i) "Mio-Amore: The Art of War against Own Creation"</p> <p>ii) "Attitude towards Eco-Friendly Shopping Bags: An Empirical Investigation among Young Indian Consumers"</p> <ul style="list-style-type: none"> <li>• The successful completion of Grand Viva, online for the first time has been motivating.</li> <li>• Conducting lectures online has been encouraging.</li> </ul> <p><i>Some of them were not notified to the college.</i></p>				
12	<p>Help extended to students (Please give brief description)</p> <p>Students come to resolve queries beyond class hours without hesitation. I am accessible beyond college hours and also on holidays to the students over phone and emails. I tend to help them in every possible way beyond the syllabus too, like telling them about contemporary issues in the Marketing domain to face interviews etc. Fests, contests, paper or article writing, I am glad, I have mostly been a part of their journey.</p>				
13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <p>I have good command over my subject.  I connect well with people <u>through my network</u>.  I communicate well with the students.</p>				



	<p><b>LIMITATIONS</b></p> <p>I tend to get anxious with bottlenecks. The inclination to perfect things leads to issues in time management.</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>Now that I have publications with the coveted Ivey Publishing and The Case Centre, I strongly desire to have a publication with Harvard Business Publishing.</p> <p>I have a strong desire to master certain contemporary areas in marketing and pass the same to my students.</p>

Signature: 

Name: Seema Lall

Designation: Assistant Professor

Date: 8<sup>th</sup> August, 2020



Noted

Hughes  
18.8.20.

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	TAPOBRATA RAY
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	MA, MBA, SLET.
3.	Date of Birth	19 <sup>th</sup> June 1970
4.	Date, Month & Year of joining service	24 <sup>th</sup> November 2003
5.	Post held in this academic session	Assistant Professor (Stage II)
6.	Date from which post held	1 <sup>st</sup> January 2016
7.	Pay as on March 2019	Basic Pay: Scale of Pay:
8.	Medical Condition Fit	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	06
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	0
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10	Courses / Workshops attended during the academic session	--



11	<p>Special Achievement in the Academic Session</p> <p>As the HoD, have helped the Head of the Institution (the Principal) implement academic and pedagogical processes to make the departmental procedures more effective.</p>
12	<p>Help extended to students (Please give brief description)</p> <p>Have assisted the Principal in addressing the different issues faced by students. Have arranged for classes and interactive sessions online during the lockdown period. Have coordinated effectively between the faculty members and the student body so that the latter's academic requirements are addressed. Have helped the Principal organize webinars so that the students remain proactively engaged during the lockdown period. Have attended to different applications forwarded by the Principal (from the students) regarding letter of recommendations etc.</p>
13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Student interaction</li> <li>• Subject knowledge in my field</li> <li>• Understanding of procedural aspects of the course</li> </ul> <p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>• Due to my ongoing Ph.D. thesis obligation, I have not been able to devote more time to research and paper writing.</li> </ul>
14	Areas in which you desire to develop yourself professionally



I want to devote more time and effort to writing and publication of research papers.

Signature: Tapobrata Ray

Name: TAPOBRATA RAY

Designation Assistant Professor (Stage II)

Date: 9<sup>th</sup> August 2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered:**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	SUMANTA BHATTACHARYYA
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	B.Sc (Hons.) in Economics from St. Xavier's College, Kolkata (University of Calcutta), M.Sc in Economics from University of Calcutta, Post Graduate Diploma in Transport & Logistics Management (Equivalent to MBA) from IISW&BM, Kolkata
3.	Date of Birth	5 <sup>th</sup> December, 1972
4.	Date, Month & Year of joining service	
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	Since joining service
7.	Pay as on March 2019	Basic Pay: Scale of Pay:
8.	Medical Condition  Diabetic, Hypertensive	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	13
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	0
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10	Courses / Workshops attended during the academic session  Nil	



11	<p>Special Achievement in the Academic Session</p> <p>Nil</p>
12	<p>Help extended to students (Please give brief description)</p> <p>Apart from helping students in academics helped students to organize Invictus</p> <p>As coordinator of the cultural club of the Department, helped students to organize cultural events including workshops on different Art forms</p>
13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <p>Thrive for continuous improvement</p> <p><b>LIMITATIONS</b></p> <p>Lack of self motivation at times</p> <p>Knowledge computer related skills</p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>Research &amp; Projects</p>



Signature:



Name: Sumanta Bhattacharyya

Designation Assistant Professor

Date: 09.08.2020

Sumanta  
18/8/2020

Noted

Dhingue  
18.8.20



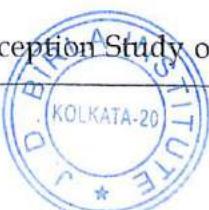
**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: 01.07.19-30.06.20**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	Dr. MADAN MOHAN DUTTA
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	PhD (Business Administration) M.Com (Accounting), MBA (Finance), NET (Management) Diploma in International Business. Fellow Insurance Institute of India. (FIII)
3.	Date of Birth	12.08.1965
4.	Date, Month & Year of joining service	01.09.2009
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	01.04.2013
7.	Pay as on March 2019	Basic Pay: Rs. 25810 Scale of Pay: Rs. 21600-Rs. 39100
8.	Medical Condition Physically and Mentally fit to take up all activities related to Teaching, Extra Curricular etc.	
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	09
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	05
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10	Courses / Workshops attended during the academic session <b>Faculty Development Program:</b> Participated in the 5-day Faculty Development Program on "Contemporary Issues in Finance and Accounting" Organized by Techno India School of Management Studies during July 08-12, 2019.	
11	Special Achievement in the Academic Session <b>Research:</b> Completed PhD thesis entitled "Automobile Insurance Policy: A Perception Study on	



	<p>the Purchasers of West Bengal" in Business Administration with the University of Burdwan on 13<sup>th</sup> January, 2020.</p> <p><b>Relief to Families Affected by AMPHON Cyclone:</b></p> <p>Had been to Faserganj near Bakkhali (Sundarban) and provided Relief to 100 families affected by AMPHON Cyclone on 30<sup>th</sup> May, 2020.</p>
12	<p>Help extended to students (Please give brief description)</p> <p><b>Industry Visit:</b></p> <p>Industry visit was organized for 3<sup>rd</sup> Year students of 2017-2020 batch. Around 100 students visited following Factories in August-September 2019</p> <p>EXIDE Industries Ltd., TEXMACO Rail and Engineering Ltd., ANMOL Industries Ltd. And ITC Ltd., Uluberia.</p> <p><b>Extra Curricular Activities:</b></p> <p><b>Games and Sports:</b></p> <p><b>Sports:</b></p> <p>Annual Sports 2020 was conducted on 03.02.2020 at Gitanjali Stadium, Kolkata.</p> <p><b>INVICTUS Games:</b></p> <p>Inter college Football was conducted on 03.02.20</p> <p>Inter college Cricket was conducted on 08.02.20</p> <p>Inter college Basket Ball, Volley Ball, Throw Ball and Table Tennis was conducted on 13 and 14.02.20</p> <p><b>JD BCL (Cricket):</b></p> <p>Intra department cricket tournament (JD BCL) was conducted on 27.08.20</p> <p><b>Self Defense Workshop:</b></p> <p>Self Defense Workshop was organized by Ms. Reyna Gupta on 22.10.19.</p> <p><b>Blood Donation Camp:</b></p> <p>Blood Donation camp was organized in association with Lions Club on 20<sup>th</sup> November, 2019.</p>
13	<p>Strength /Limitations</p> <p><b>STRENGTHS</b></p> <p>Able to teach BBA students with latest gadgets including online classes.</p> <p>Having experience of working in the industry is able to correlate the class room teaching with industry application.</p> <p>✓ Love to remain strict and disciplined with students.</p> <p>Able to connect with students through organizing various student centric activities like Games and Sports and Blood Donation Camp etc.</p>



LIMITATIONS	
14	<p>Areas in which you desire to develop yourself professionally  Orientation Program.</p> <p>Learn Data Envelopment Analysis (DEA) software.</p>

Signature:

Name: Madan Mohan Dutta

Designation: Assistant Professor

Date: 09.08.2020



Noted

M. Dutta  
18.8.20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: (July 2019-June 2020)

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	Anupam Purkait
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	BSc(Physics Hons.), MCA, WBSET qualified.
3.	Date of Birth	30/04/1984
4.	Date, Month & Year of joining service	1 <sup>st</sup> July, 2015
5.	Post held in this academic session	Assistant Professor
6.	Date from which post held	1 <sup>st</sup> July, 2015
7.	Pay as on March 2019	Basic Pay: 22920/- Scale of Pay: 15600-39100, GP:6000
8.	Medical Condition	Medically fit
9	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	02
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	0
	Number of Leave without Pay	0
Number of Special Leave taken	0	
10	Courses / Workshops attended during the academic session	
	i) Completed <u>PhD coursework in CSE from Jadavpur University</u> in 2019.	
	ii) J.D.Birla International Conference held on 26th and 27th September, 2019. → ?.	
	ii) MCCI Education Forum held on 6th November, 2019 on the topic "Indian Higher Education, Bridging The Skill Gap".	
	iv) Faculty Development Programme on "Big Data" by Prof. P.K.Das. → ? .	
11	Special Achievement in the Academic Session	



	No.
12	<p>Help extended to students (Please give brief description)</p> <ul style="list-style-type: none"> <li>i) Helped the students organize a Photography workshop on 13<sup>th</sup> August 2019.</li> <li>ii) Helped students organize "Eyeball", a photography competition in the month of November 2019.</li> <li>iii) Given questions for book bank in the subject of Management Information System(BBA 604).</li> </ul>
13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>i) I can work well in a team and also carry out my designated work efficiently.</li> <li>ii) Able to maintain deadlines well.</li> <li>iii) Eager to get a grasp of evolving technologies fast.</li> <li>iv) Keen to equip my students with <u>changing technological needs</u>.</li> </ul> <p><b>LIMITATIONS</b></p> <ul style="list-style-type: none"> <li>i) <u>Emotional</u>.</li> <li>ii) <u>Need to improve on time management</u>.</li> </ul>
14	<p>Areas in which you desire to develop yourself professionally</p> <ul style="list-style-type: none"> <li>i) Internet of Things.</li> <li>ii) Application of Machine learning in Financial sector.</li> </ul>

Signature:

Name: Anupam Purkait

Designation: Assistant Professor

Date: 8/8/2020

*Aug 18/8/2020*

Noted

*Shubhra*  
18.8.20



Post evaluation

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: 2019-2020**

**Part 1: Personal Data & Record**

*(To be filled by the Teacher and Points 1-9 to be Verified by the HR Manager/In-charge)*

1.	Name in full (In block letters)	BHARGAV MAJUMDAR
2.	Educational Qualifications (Include Degree / Professional / Diploma Courses)	UGC NET Doctor of Business Administration Master of Business Administration Bachelor of Science
3.	Date of Birth	December 27, 1965
4.	Date, Month & Year of joining service	August 1, 2014 (JDBI); August 1, 2012 (BSM)
5.	Post held in this academic session	Assistant Professor (Finance)
6.	Date from which post held	August 1, 2014
7.	Pay as on March 2019	Basic Pay: Scale of Pay:
8.	Medical Condition: Fit without any ailments.	
9.	Period of absence from school in this academic session , other than vacation	
	Number of Casual Leave taken	0
	Number of Medical Leave taken	0
	Number of Privileged Leave taken	0
	Number of Leave without Pay	0
	Number of Special Leave taken	0
10	Courses / Workshops attended during the academic session	
11	Special Achievement in the Academic Session  Guided students through the lockdown period online classes, both academically and emotionally. Online classes involved lectures followed by handouts and assignments on these lectures; assignments and mini case studies.  Grand Viva online viva for Finance students; mentored and guided 16 students for their project work during the lockdown period.  Speakers for webinars.	
12	Help extended to students (Please give brief description)	

**Part of Academic Workload**

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



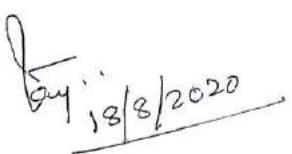
	Counselling and advice for masters degree prospects abroad and in India; work experience prospects in various industries; tutorials in the LRC on subjects taught (before lockdown); motivation and counselling (during lockdown)
13	<p>Strength / Limitations</p> <p><b>STRENGTHS</b></p> <p>Theoretical teaching supplemented by practical examples from the real world</p> <p>Diligent explanation of basic concepts help impart fundamental knowledge of a topic taught - easy to understand slides for students</p> <p>Effective communication skills</p> <p>Available to students at all times</p> <p>Try to help students get rid of their fear and confusion</p> <p>? Rarely absent → 9 days Absent.</p> <p><b>LIMITATIONS</b></p>
14	<p>Areas in which you desire to develop yourself professionally</p> <p>? Orientation course, Refresher course, Seminars on Finance</p>

Signature:

Name: Bhargav Majumdar

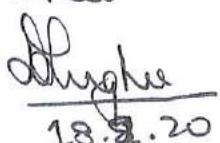
Designation: Assistant Professor (Finance)

Date: August 9, 2020

  
Aug 18/8/2020



Noted

  
Bhargav  
18.8.20

**J.D. BIRLA INSTITUTE**

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT

Main Campus: 11 Lower Rawdon Street, Kolkata

Management Campus: 1 Moira Street, Kolkata-700017

**EMPLOYER FEEDBACK FORM**

Name of the Employer: Vishal Makkar

Designation: DGM-HR

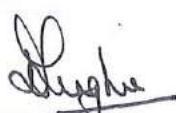
Organization Name: Godrej & Boyce

**PERIOD OF EMPLOYMENT:**                   **NAME OF COURSE:**

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES		NO		
2	Knowledge level of the candidate	GOOD		FAIR		UNSATISFACTORY
3	Job preparedness					
4	Attitude towards the job	GOOD		FAIR		UNSATISFACTORY
5	Attitude towards the co-workers	GOOD		FAIR		UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	Theoretical knowledge about the subjects				
7	Areas of improvement (list at least two)	More awareness and know how about the industry and domain Communication skills				
8	Were your expectations from the students met, unmet or exceeded?	YES		NO		
9	How would you describe your overall hiring experience from our campus	Good				
10	Overall experience	V GOOD		GOOD		BAD

Employer's Signature: Vishal Makkar

Date: 1-03-2021

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



**J.D. BIRLA INSTITUTE**  
 Unit of Vidya Mandir Society  
 (Affiliated with Jadavpur University)  
**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**  
*Main Campus: 11 Lower Rawdon Street, Kolkata*  
*Management Campus: 1 Moira Street, Kolkata-700017*

**EMPLOYER FEEDBACK FORM**

Name of the Employer: Vignesh Ramachandran

Designation: Assistant Manager

Organization Name: Wipro Technologies Ltd.

**PERIOD OF EMPLOYMENT:** 3.5 Years

**NAME OF COURSE:** B.Com & BBA

Sl. No.	Question	Feedback					
1	Discipline among students during the campus drive	YES					
2	Knowledge level of the candidate	GOOD					
3	Job preparedness	Most of the candidates were well prepared from a technical standpoint and had good communication skills. Where they lacked was in terms of the knowledge about the company is what I would recon.					
4	Attitude towards the job	GOOD					
5	Attitude towards the co-workers			FAIR			
6	Key strengths found in the candidates (list at least two)	The candidates could effectively communicate their points of view and they were confident as well.					
		The candidates had the necessary technical skills which matched with our job requirement as well.					
7	Areas of improvement (list at least two)	The candidates need to know more about the latest happenings in Wipro Technologies Ltd.					
		The candidates need to ask more questions about the job profile instead of focusing on the MBA program related questions.					
8	Were your expectations from the students met, unmet or exceeded?	YES					
9	How would you describe your overall hiring experience from our campus	It was a good experience for us since it was the first time we were hiring through the online medium. We would have preferred to conduct the interview face to face.					
10	Overall experience			GOOD			

Employer's Signature: Vignesh Ramachandran  
 Date: 02/03/2021



**J.D. BIRLA INSTITUTE**  
 Unit of Vidya Mandir Society  
 (Affiliated with Jadavpur University)  
**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**  
*Main Campus: 11 Lower Rawdon Street, Kolkata*  
*Management Campus: 1 Moira Street, Kolkata-700017*

**EMPLOYER FEEDBACK FORM**

Name of the Employer: RUPANDE SHAH

Designation: PROPRIETOR

Organization Name: RUPANDE SHAH AND ASSOCIATES

PERIOD OF EMPLOYMENT: 6 WEEKS NAME OF COURSE: INTERIOR DESIGN

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES ✓		NO		
2	Knowledge level of the candidate	GOOD		FAIR ✓		UNSATISFACTORY
3	Job preparedness	<i>most of the students are keen and ready to jump into the job. However, however not many last for too long due to family pressure.</i>				
4	Attitude towards the job	GOOD ✓		FAIR		UNSATISFACTORY
5	Attitude towards the co-workers	GOOD ✓		FAIR		UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	<i>The students are conscientious, and hardworking. They follow instructions very well.</i>				
7	Areas of improvement (list at least two)	<i>Knowledge of actual work is limited. Their understanding of products is also limited.</i>				
8	Were your expectations from the students met, unmet or exceeded?	YES ✓		NO		
9	How would you describe your overall hiring experience from our campus	<i>The students from JDs are always hard working. It's a pleasure teaching them and then hiring them to work in our office. I think they need more practical training at college level itself.</i>				
10	Overall experience	VG GOOD ✓		GOOD		BAD

*Rupannde Shah*

Employer's Signature:

Date:

3/3/21



**J.D. BIRLA INSTITUTE**  
 Unit of Vidya Mandir Society  
 (Affiliated with Jadavpur University)  
**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**  
*Main Campus: 11 Lower Rawdon Street, Kolkata*  
*Management Campus: 1 Moira Street, Kolkata-700017*

**EMPLOYER FEEDBACK FORM**

Name of the Employer: *Gautam Seth*

Designation: *DIRECTOR*

Organization Name: *Y. K. INTERIORS PVT. LTD.*

PERIOD OF EMPLOYMENT: *3 yrs.* NAME OF COURSE: *BSC (ID)*

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES	✓	NO		
2	Knowledge level of the candidate	GOOD		FAIR	✓	UNSATISFACTORY
3	Job preparedness	<i>They were fairly prepared.</i>				
4	Attitude towards the job	GOOD	✓	FAIR		UNSATISFACTORY
5	Attitude towards the co-workers	GOOD	✓	FAIR		UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	<i>Eagerness to absorb. Dedicated.</i>				
7	Areas of improvement (list at least two)	<i>More Practical training. Exposure (lack of) required.</i>				
8	Were your expectations from the students met, unmet or exceeded?	YES	✓	NO		
9	How would you describe your overall hiring experience from our campus	<i>The Students were a young eager lot who were ready to explore the practical field.</i>				
10	Overall experience	V GOOD		GOOD	✓	BAD

Y. K. INTERIORS PVT. LTD.

Employer's Signature:

Date: *5/3/2021* / *Mit* / Authorised Signatory



**J.D. BIRLA INSTITUTE**  
 Unit of Vidya Mandir Society  
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**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**  
*Main Campus: 11 Lower Rawdon Street, Kolkata*  
*Management Campus: 1 Moira Street, Kolkata-700017*

**EMPLOYER FEEDBACK FORM**

Name of the Employer: **RAKESH AGARWAL**

Designation: **OWNER**

Organization Name: **INNOVATIVE HOMES**

**PERIOD OF EMPLOYMENT:** 2018-2021 **NAME OF COURSE:** BSC Hons.(ID)

Sl. No.	Question	Feedback			
1	Discipline among students during the campus drive	YES <input checked="" type="checkbox"/>		NO	
2	Knowledge level of the candidate	GOOD <input checked="" type="checkbox"/>		FAIR	UNSATISFACTORY
3	Job preparedness				
4	Attitude towards the job	GOOD <input checked="" type="checkbox"/>		FAIR	UNSATISFACTORY
5	Attitude towards the co-workers	GOOD <input checked="" type="checkbox"/>		FAIR	UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	COMMITMENT TO WORK DEDICATION TOWARDS LEARNING AND IMPROVEMENT			
7	Areas of improvement (list at least two)	Need to be more Confident Should explore more ideas			
8	Were your expectations from the students met, unmet or exceeded?	YES <input checked="" type="checkbox"/>		NO	
9	How would you describe your overall hiring experience from our campus	It was a pleasure visiting the campus and an awesome experience!! The students are very well groomed and they are totally capable of their foray into the world of Interior Designs.			
10	Overall experience	V GOOD <input checked="" type="checkbox"/>		GOOD	BAD

Employer's Signature:

Date:

12/03/2021



**J.D. BIRLA INSTITUTE**  
 Unit of Vidya Mandir Society  
 (Affiliated with Jadavpur University)  
 DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT  
*Main Campus:* 11 Lower Rawdon Street, Kolkata  
*Management Campus:* 1 Moira Street, Kolkata-700017

**EMPLOYER FEEDBACK FORM**

Name of the Employer: Hiranmoy Saha

Designation: HR Manager

Organization Name: Chase Lifestyle Pvt. Ltd. (Miss Chase)

**PERIOD OF EMPLOYMENT:**

**NAME OF COURSE: B.Com**

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES	✓	NO		
2	Knowledge level of the candidate	GOOD	✓	FAIR		UNSATISFACTORY
3	Job preparedness	Good				
4	Attitude towards the job	GOOD	✓	FAIR		UNSATISFACTORY
5	Attitude towards the co-workers	GOOD	✓	FAIR		UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	Fair knowledge Good communication and presentation skills				
7	Areas of improvement (list at least two)	More internship during their curriculum may give student more practical working experience				
8	Were your expectations from the students met, unmet or exceeded?	YES	✓	NO		
9	How would you describe your overall hiring experience from our campus	It is a very good experience to hire from your campus. We get the right candidates and we always receive very positive and helpful behaviour from your end. It's been a great pleasure working with JDBI.				
10	Overall experience	V GOOD		GOOD	✓	BAD

Employer's Signature: *Hiranmoy Saha*  
 Date: 16.03.2021



**J.D. BIRLA INSTITUTE**  
 Unit of Vidya Mandir Society  
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 DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT  
 Main Campus: 11 Lower Rawdon Street, Kolkata  
 Management Campus: 1 Moira Street, Kolkata-700017

**EMPLOYER FEEDBACK FORM**

Name of the Employer: SANJAY KUMAR BHAYAHUT

Designation: ARM

Organization Name: Future Generali India Life Insurance Co. Ltd.

PERIOD OF EMPLOYMENT:

NAME OF COURSE:

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES <input checked="" type="checkbox"/>		NO		
2	Knowledge level of the candidate	GOOD <input checked="" type="checkbox"/>		FAIR		UNSATISFACTORY
3	Job preparedness	Good				
4	Attitude towards the job	GOOD <input checked="" type="checkbox"/>		FAIR		UNSATISFACTORY
5	Attitude towards the co-workers	GOOD <input checked="" type="checkbox"/>		FAIR		UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	Discipline Dedication towards job				
7	Areas of improvement (list at least two)	Lack of focus towards career				
8	Were your expectations from the students met, unmet or exceeded?	YES <input checked="" type="checkbox"/>		NO		
9	How would you describe your overall hiring experience from our campus	Good				
10	Overall experience	V GOOD <input checked="" type="checkbox"/>		GOOD		BAD

Employer's Signature:

Date: 11-1-17



**J.D. BIRLA INSTITUTE**  
 Unit of Vidya Mandir Society  
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**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**  
*Main Campus: 11 Lower Rawdon Street, Kolkata*  
*Management Campus: 1 Moira Street, Kolkata-700017*

**EMPLOYER FEEDBACK FORM**

Name of the Employer: Arpita Agarwal

Designation: Business Head- East

Organization Name: dineout.co.in (Times Internet Limited)

**PERIOD OF EMPLOYMENT:**

**NAME OF COURSE:**

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES		NO		
2	Knowledge level of the candidate	GOOD		FAIR		UNSATISFACTORY
3	Job preparedness	Good				
4	Attitude towards the job	GOOD		FAIR		UNSATISFACTORY
5	Attitude towards the co-workers	GOOD		FAIR		UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	1. Ready to Learn 2. Good Communication Skills				
7	Areas of improvement (list at least two)	1. More awareness needed in life after college.				
8	Were your expectations from the students met, unmet or exceeded?	YES		NO	Expectations were met	
9	How would you describe your overall hiring experience from our campus	The experience has been great with few of the candidates. Its been over a year and some of them are doing a fabulous job.				
10	Overall experience	V GOOD		GOOD		BAD

Employer's Signature: Arpita

Date: 17th March, 21



**J.D. BIRLA INSTITUTE**  
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**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**  
*Main Campus: 11 Lower Rawdon Street, Kolkata*  
*Management Campus: 1 Moira Street, Kolkata-700017*

**EMPLOYER FEEDBACK FORM**

Name of the Employer: Amit Kumar Kedia

Designation: Managing Partner

Organization Name: Kairos Consulting

**PERIOD OF EMPLOYMENT:**

**NAME OF COURSE:**

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES	Yes	NO		
2	Knowledge level of the candidate	GOOD	Good	FAIR		UNSATISFACTORY
3	Job preparedness					
		This aspect can be improved upon through greater industry interaction				
4	Attitude towards the job	GOOD	Good	FAIR		UNSATISFACTORY
5	Attitude towards the co-workers	GOOD	Good	FAIR		UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	They pick up things on the job fast. They show commitment towards their work				
7	Areas of improvement (list at least two)	The students should be helped to make more focussed career choices. More awareness can be created about corporates and economic scenarios.				
8	Were your expectations from the students met, unmet or exceeded?	YES	Yes	NO	Yes	
9	How would you describe your overall hiring experience from our campus	It is a very smooth hiring process. The examinations however takes place almost mid-year, if the same can be brought forward it would be better for candidates				
10	Overall experience	V GOOD	V Good	GOOD		BAD

Employer's Signature:

Date:

24/03/2021



**J.D. BIRLA INSTITUTE**

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT

Main Campus: 11 Lower Rawdon Street, Kolkata

Management Campus: 1 Moira Street, Kolkata-700017

**EMPLOYER FEEDBACK FORM**

Name of the Employer: Anant Tantia

Designation: Management Executive

Organization Name: BESCO LIMITED (WAGON DIVISION)

PERIOD OF EMPLOYMENT: 2 years

NAME OF COURSE: B.Com

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES ✓		NO		
2	Knowledge level of the candidate	GOOD ✓		FAIR		UNSATISFACTORY
3	Job preparedness	All candidates had varying Job descriptions, and ha all required knowledge and skills that is expected of any employee right out off college				
4	Attitude towards the job	GOOD ✓		FAIR		UNSATISFACTORY
5	Attitude towards the co-workers	GOOD ✓		FAIR		UNSATISFACTORY
6	Key strengths found in the candidates (list at least two)	Eagerness to work and willingness to learn. They were always wanting to be involved in any and everything new. Positive attitude and smart working. They helped improve and change work culture majorly				
7	Areas of improvement (list at least two)	MS Excel and advanced MS Offfce skills would be a very goo skill for any students, in that regard skills were very basic. A briefing on communication and acceptable/non-acceptable professional practices would be a benefit for any such freshers entering the workforce.				
8	Were your expectations from the students met, unmet or exceeded?	YES ✓	Exceeded expectations	NO		
9	How would you describe your overall hiring experience from our campus	The hiring experience for our company was very smooth. The unconditional support and help from the Student Liaison cum Placement Officer, Mrs. Dwivedi, is a reason we will keep coming back to JD Birla				
10	Overall experience	V GOOD ✓		GOOD		BAD

Anant Tantia



**J.D. BIRLA INSTITUTE**  
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**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**  
*Main Campus:* 11 Lower Rawdon Street, Kolkata  
*Management Campus:* 1 Moira Street, Kolkata-700017

**EMPLOYER FEEDBACK FORM**

Name of the Employer: Shabnam Alam

Designation: Interior Designer

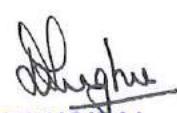
Organization Name: Design Studio/ Team Shabnam

**PERIOD OF EMPLOYMENT:**

**NAME OF COURSE:** Interior Designing

Sl. No.	Question	Feedback				
1	Discipline among students during the campus drive	YES <input checked="" type="checkbox"/>		NO		
2	Knowledge level of the candidate	GOOD		FAIR <input checked="" type="checkbox"/>	UNSATISFACTORY	
3	Job preparedness	Good communication skills & ability to make presentations				
4	Attitude towards the job	GOOD <input checked="" type="checkbox"/>	FAIR		UNSATISFACTORY	
5	Attitude towards the co-workers	GOOD <input checked="" type="checkbox"/>	FAIR		UNSATISFACTORY	
6	Key strengths found in the candidates (list at least two)	Flexibility & adaptability Problem solving attitude				
7	Areas of improvement (list at least two)	CAD drawings & on site skills/ knowledge				
8	Were your expectations from the students met, unmet or exceeded?	YES		NO	Satisfactory	
9	How would you describe your overall hiring experience from our campus	Decent				
10	Overall experience	V GOOD		GOOD <input checked="" type="checkbox"/>		BAD

Employer's Signature:  
Date:

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



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF (HOD)**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal)*

Name in Full (In block letters): **MRS. SANITA GUPTA**  
 Department: Textile Science, Clothing & Fashion Studies

S. No.		Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	6
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	7
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	7
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	7
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	7

*[Signature]*  
**PRINCIPAL**  
**J. D. BIRLA INSTITUTE**  
 11, Lower Rawdon Street  
 Kolkata - 700 020



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	5
13	<u>Punctuality</u> (Coming to college and going to class on time)	8
14	<u>Attendance</u> (Regularity in coming to college)	4
TOTAL SCORES		90 / 140
<b>OVERALL GRADING</b>		
<u>Principal</u> Signature: <u>Surjhi</u> Name: Prof. Deepali Surjhi Date: 24.8.20		

Noted

Sunita Gupta

24.8.20

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



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. KRISHNAKALI BHATTA CHARYYA  
 Department: Human Development

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	7
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	10	10
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	5	5
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	7
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	5	6
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7	7
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	6
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	7	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	7	6
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lectures in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	5	5
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	5	5
<b>TOTAL SCORES</b>		90 / 140	91 / 140
<b>OVERALL GRADING</b> C			
<u>Head of the Department</u> Signature: Geetika Sachdeva Name: Ms. Geetika Sachdeva Date: 12/08/2020	<u>Principal</u> Signature: Sughee Name: Prof. Deepali Sughee Date: 12.8.20		

Krishnali Bhattacharya  
12.08.2020.



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MRS. AMITA DUTTA**  
 Department: Interior Designing

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	6
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	8	8
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	7	7
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	7
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	8	8
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7	6
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	7	6
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6	6



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	7	8
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	8	8
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	8	8
12	<u>Professional Growth</u> (Published Research Papers/ Undertaken Research Projects/ Participated in Seminars/ Conferences/ Delivered Lecturers in other Colleges/ Institutes/ Received Awards/ Recognition/ Written Books/ Manuals/ Attended Seminars/ Conferences/ Workshops)	7	7
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	8	8

ORES

## OVERALL GRADING

B

Head of the DepartmentSignature: Snehal

Name: Mrs. Smita Patel

Date: 12.8.20

PrincipalSignature: Surge

Name: Prof. Deepali Surge

Date: 12.8.20

Received  
12/8/20  
12/8/20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MRS. PUNAM MEHRA**

Department: Human Development

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	5	6
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	9	9
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	5	5
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	5	5
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5	4
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	5
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6	5



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	5	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	7	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	5.	5 .
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	7	7
CGR		TOTAL SCORES	84/140      82/140
OVERALL GRADING		C	
<u>Head of the Department</u> Signature: <u>G. Sutika Sardarwala</u> Name: Ms. G. Sutika Sardarwala Date: 12/08/2020	<u>Principal</u> Signature: <u>Deepti Singh</u> Name: Prof. Deepali Singh Date: 12.8.20		

Purnam Mehra  
12/08/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **DR. SHWETA TUTEJA RAKSHIT**  
 Department: Textile Science, Clothing & Fashion Studies

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	7
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	8	8
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	8	8
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	6
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	8	8
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7	7
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	7	8
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	7	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	7	7
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	8	7
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	8	8
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	7	7
14	<u>Attendance</u> (Regularity in coming to college)	6	6
<b>TOTAL SCORES</b>		100 / 140	100 / 140
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: <u>Sanjita Gupta</u> Name: Mrs. Sanjita Gupta Date: 24.8.20	<u>Principal</u> Signature: <u>Deepali Singh</u> Name: Prof. Deepali Singh Date: 24.8.20		



24.8.2020

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MRS. ROSHMI BANERJEE**  
 Department: Interior Designing

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	6
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	9	9
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	3	3
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	4	4
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5	6
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	5
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	4	4



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6	4
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	4	4
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	7	7
14	<u>Attendance</u> (Regularity in coming to college)	7	7
	140	TOTAL SCORES	74/140
		OVERALL GRADING	C
<u>Head of the Department</u> Signature: <u>Snehal</u> Name: <u>Hrs. Smita Paekh</u> Date: <u>21.8.2020</u>	<u>Principal</u> Signature: <u>Surjvee</u> Name: <u>Prof. Deepali Surjvee</u> Date: <u>12.8.20</u>		

R Barujee  
12/8/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF (HOD)**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal)*

Name in Full (In block letters): **MS. GEETIKA SACHDEVA**  
 Department: Human Development

S. No.		Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	5
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	5
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	6
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	7
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	7
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	7
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	7
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lectures in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	9
14	<u>Attendance</u> (Regularity in coming to college)	7
TOTAL SCORES		91 / 140
<b>OVERALL GRADING</b>		
<u>Principal</u> Signature: <u>Deepali Singh</u> Name: Prof. Deepali Singh Date: 24.8.20.		

Noted  
 Geetika Sachdeva  
24/08/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **Ms. JINCY ABRAHAM**

Department: Food Science & Nutrition Management

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	5	5
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	5	5
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	6	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	6	6
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	5
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	8	7
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5	4



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	4	4
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	6	6
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	5	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	3	4
14	<u>Attendance</u> (Regularity in coming to college)	5	5
<b>TOTAL SCORES</b>		<b>75</b>	<b>74/140</b>
<b>OVERALL GRADING</b>		<b>C</b>	
<u>Head of the Department</u> Signature: <u>Adrija Sarkar</u> Name: DR. ADRIJA SARKAR Date: 10/8/2020	<u>Principal</u> Signature: <u>Deepali Singh</u> Name: Prof. Deepali Singh Date: 10.8.2020		

*Noted  
Abraham  
10/8/2020.*



**J.D. BIRLA INSTITUTE**

Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF (HOD)**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal)*

Name in Full (In block letters): **NRS. SMITA PAREKH**  
 Department: Interior Designing

S. No.		Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	4
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	4
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	6
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	6
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	4
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	4



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	7
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	4
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lectures in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	7
14	<u>Attendance</u> (Regularity in coming to college)	7
TOTAL SCORES		43   140
<b>OVERALL GRADING</b>		
<u>Principal</u> Signature:	<u>Deepali Singh</u>	
Name: Prof. Deepali Singh Date: 25.8.20		

Sankha

25.8.2020.



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF (HOD)**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal)*

Name in Full (In block letters): DR. ADRIJA SARKAR  
 Department: Food Science & Nutrition Management

S. No.		Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	7
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	7
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	8
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	5
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	4
13	<u>Punctuality</u> (Coming to college and going to class on time)	7
14	<u>Attendance</u> (Regularity in coming to college)	4
TOTAL SCORES		82 / 140
OVERALL GRADING		
<u>Principal</u> Signature: <u>Surjya</u> Name: Prof. Deepali Singh Date: 25.8.20		

Surjya Samanta  
25/8/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **Ms. SUDESHNA PRAMANIK**.  
 Department: Food Science & Nutrition Management

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	5	4
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	5	6
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	5	5
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	4
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	5	6
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5	4
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	6
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5	4



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	5	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	5	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	6	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	3	3
14	<u>Attendance</u> (Regularity in coming to college)	4	5
<b>TOTAL SCORES</b>		<b>70</b>	<b>70 / 140</b>
<b>OVERALL GRADING</b>		<b>C</b>	
<u>Head of the Department</u> Signature: <u>Adrija Sarkar</u> Name: DR. ADRIJA SARKAR Date: 10/8/2020	<u>Principal</u> Signature: <u>Deepti Singh</u> Name: Prof. Deepali Singh Date: 10.08.2020	Sudeshna Pramanik 10/8/20	



**J.D. BIRLA INSTITUTE**  
**Departments of Science, Commerce & Management**  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MS. SWEATA RANI RAI**

Department: Food Science & Nutrition Management

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	5	5
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	4	4
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	5	5
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	6
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	7	7
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5	4
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	6
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6	5



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	5	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	5	4
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	7	7
14	<u>Attendance</u> (Regularity in coming to college)	5	5
TOTAL SCORES		78	75   140

### OVERALL GRADING

<u>Head of the Department</u> Signature: <u>Adrija Sankar</u> Name: <u>DR. ADRIJA SANKAR</u> Date:	<u>Principal</u> Signature: <u>Deepali Singh</u> Name: <u>Prof. Deepali Singh</u> Date:
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Quesale Panji  
30.06.2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MS. YAMINI DHANANIA**  
 Department: Textile Science, Clothing & Fashion Studies

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	6
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	7	7
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	7	7
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	8	8
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	9	9
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7	7
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	8	8
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	8	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	9	9
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	9	9
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	9	9
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	6	6
<b>TOTAL SCORES</b>		<b>108/140</b>	<b>107/140</b>
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: <u>Sanjita</u> Name: Mrs. Sanjita Gupta Date: 24.8.20	<u>Principal</u> Signature: <u>Prof. Deepali Singh</u> Name: Prof. Deepali Singh Date: 24.8.20		

*Sanjita  
24.8.20*



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. ANINDITA DEB PAL

Department: Food Science & Nutrition Management

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	7
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6	6
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	6	6
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	7	8
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	7	7
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7	7
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	5
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	7	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest)	6	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	7	7
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	6	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	8	8
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	7	7
	TOTAL SCORES	95	97/140

### OVERALL GRADING

C

<u>Head of the Department</u>	<u>Principal</u>
Signature: Adrijा Sarkar Name: DR. ADRIJA SARKAR Date: 10/8/2020	Signature: Singhee Name: Prof. Deepali Singhee Date: 10.8.20.

Thankyou for the feedback. I will try to improve myself in team work and resourcefulness.

Arindita set pal  
10/8/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. MANIKA DAS

Department: Food Science & Nutrition Management

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b>  Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	6
2	<b><u>Teaching Ability</u></b>  (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	5	5
3	<b><u>Use of Innovative Pedagogical Skills</u></b>  (use of ICT in teaching & learning)	6	5
4	<b><u>Assessment of Students' Work</u></b>  (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5
5 weeks	<b><u>Attitude to Work</u></b>  (Shows interest in organizing CCA / ECA and seeks responsibility)	4	5
6	<b><u>Communication Ability</u></b>  (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	4	4
7	<b><u>As a Team Member</u></b>  (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	4	4
8	<b><u>Maturity &amp; Administrative Ability</u></b>  (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	4	4



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest)	4	4
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	4	4
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	7	7
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	5	5
TOTAL		TOTAL SCORES	73   72   140
ALL GI		OVERALL GRADING	C
<u>Head of the Department</u> Signature: <u>Adrija Sarkar</u> Name: DR. ADRIJA SARKAR Date: 10/8/2020		<u>Principal</u> Signature: <u>Surgee</u> Name: Prof. Deepali Surgee Date: 10.8.20	

10/8/2020

Manika Das  
10/8/20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR . DEBOLINA CHATTERJEE  
 Department: Human Development

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	7
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	8	8
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	5	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	6
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	6	6
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	6
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	6
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6	6



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	7	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	6	6
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	8	8
13	<u>Punctuality</u> (Coming to college and going to class on time)	8	8
14	<u>Attendance</u> (Regularity in coming to college)	6	6
<b>TOTAL SCORES</b>		<b>89/140</b>	<b>90/140</b>
<b>OVERALL GRADING</b>		<b>C</b>	
<u>Head of the Department</u> Signature: <u>Geetika Sachdeva</u> . Name: Ms. Geetika Sachdeva Date: 12/08/2020	<u>Principal</u> Signature: <u>Deepali Singh</u> . Name: Prof. Deepali Singh Date: 12.8.20		

Received

Shettyee

12.8.20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MRS. A. S. MANJULAKSHMI**  
 Department: Commerce

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	6
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	9	9
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	7	7
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	6
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	6	7
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	6
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	6
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5	6



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	7	7
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	7	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	7	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	5	5
<b>TOTAL SCORES</b>		<b>92/140</b>	<b>93/140</b>
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: Basundha Mukhopadhyay Name: Basundha Mukhopadhyay Date: 22.8.2020	<u>Principal</u> Signature: Prof. Deepali Singh Name: Prof. Deepali Singh Date: 22.8.20		

*Amritpal  
22/8/2020*



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF (HOD)**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal)*

Name in Full (In block letters): **MRS. BASUDHA MUKHOPADHYAY**  
 Department: Commerce

S. No.		Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	5
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	4
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	4
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	9
14	<u>Attendance</u> (Regularity in coming to college)	4
TOTAL SCORES		70 / 140
<b>OVERALL GRADING</b>		
<u>Principal</u> <u>Sughee</u> Signature: <u>Sughee</u> Name: Prof. Deepali Sughee Date: 24.8.20		

Banashree  
24/8/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MS. MAHUA PAL**

Department: Science & Commerce

S. No.		HoD (Science)	HoD (Commerce)	Principal
1	<u>Academic Competence</u> (Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	6	7
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6	6	6
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	7	7	7
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	6	5
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	7	6	7
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7	6	7
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	4	4



8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	4	5	5
9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6	5	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	7	6	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	8	8	8
13	<u>Punctuality</u> (Coming to college and going to class on time)	6	6	6
14	<u>Attendance</u> (Regularity in coming to college)	5	5	5
<b>TOTAL SCORES</b>		86 / 140	82 / 140	86 / 140

### OVERALL GRADING

<u>Head of the Department (Science)</u> Signature: Samita Gupta Name: Mrs. Samita Gupta Date: 24/8/2020	<u>Head of the Department (Commerce)</u> Signature: B. Basudha Mukherjee Name: B. Basudha Mukherjee Date: 24/8/2020	Principal Signature: <u>Shugue</u> Name: Prof. Deepali Singhee Date: 24.8.20.
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Mahua Pal.

24.08.2020.

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **Ms. PRITHA SEN**

Department: Commerce

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	6
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	7	7
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	6	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	4	6
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	7	8
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7	7
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	7
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6	6



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	7	7
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	6	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/ Workshops)	4	4
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	8	8

TOTAL SCORES

89/140

94/140

### OVERALL GRADING

<u>Head of the Department</u> Signature: Basundha Mukhopadhyay Name: Basundha Mukhopadhyay Date: 22.8.2020	<u>Principal</u> Signature: Sughe Name: Prof. Deepali Sughe Date: 22.8.20
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Pritha Sen 22.08.20.



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MR. DEBJYOTI DEY**

Department: Commerce

S. No.		HoD	Principal
1	<u>Academic Competence</u> (Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	7
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6	6
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	6	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	6
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	6	6
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5	5
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	7
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5	6



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest)	5	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	4	5
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	7	7
13	<u>Punctuality</u> (Coming to college and going to class on time)	4	4
14	<u>Attendance</u> (Regularity in coming to college)	5	5
<b>TOTAL SCORES</b>		<b>78/140</b>	<b>82/140</b>
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: <u>Banchita Mukhopadhyay</u> Name: <u>Banchita Mukhopadhyay</u> Date: <u>22.8.2020</u>	<u>Principal</u> Signature: <u>Shyam Singh</u> Name: <u>Prof. Deepali Singhee</u> Date: <u>22.8.20</u>		

*Deligion Dey*  
22/08/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MR. SWAPNATEET SAHA**  
 Department: Commerce

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	7
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	8	8
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	6	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	5	5
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	5
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	7
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5	6



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	5	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	4	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	5	6
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	4	4
13	<u>Punctuality</u> (Coming to college and going to class on time)	0	0
14	<u>Attendance</u> (Regularity in coming to college)	4	4
<b>TOTAL SCORES</b>		<b>69/140</b>	<b>73/140</b>
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: <u>Basundha Mukhopadhyay</u> Name: <u>Basundha Mukhopadhyay</u> Date: <u>22-8-2020</u>	<u>Principal</u> Signature: <u>Singh</u> Name: <u>Prof. Deepali Singh</u> Date: <u>22-8-20</u> .		

Supratik Jaha

22/8/20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. RISHI PARNA GUHA .  
 Department: Science & Commerce

S. No.		HoD (Science)	HoD (Commerce)	Principal
1	<u>Academic Competence</u> (Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	6	6
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6	6	6
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	5	6	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5	4
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	3	2	2
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	3	3	4
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	3	3	4



8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	4	3	4
9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	4	4	4
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	4	4	4
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	4	3	4
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6	6	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9	9
14	<u>Attendance</u> (Regularity in coming to college)	2	2	2
TOTAL SCORES		64/140	62/140	65/140
<b>OVERALL GRADING</b>				
<u>Head of the Department (Science)</u> Signature: <u>Shreya</u> Name: <u>Sanita Gupta</u> Date: <u>24/8/20</u>	<u>Head of the Department (Commerce)</u> Signature: <u>Brunhadev Ray</u> Name: <u>Basudha Mukhopadhyay</u> Date: <u>24/8/2020</u>	<u>Principal</u> Signature: <u>Deepti Singh</u> Name: <u>Prof. Deepali Singh</u> Date: <u>24.8.20</u>		

Rishipurna Acharya  
24/Aug/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. MANJISTHA SUR ROYCHOUDHURY .  
 Department: Management

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	5	6
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	8	8
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	6	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	4	4/6 <small>(Change made after discussion)</small>
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	5	5
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	6
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	4
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	5	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	5	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	5	6
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/ Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	7	7
14	<u>Attendance</u> (Regularity in coming to college)	5	5 79 Prof. Deepali Singh
<b>TOTAL SCORES</b>		<b>74 / 140</b>	<b>77 / 140</b>
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: <u>Tapobrata Ray</u> Name: <u>TAPOBRATA RAY</u> Date: <u>18/8/2020</u>	<u>Principal</u> Signature: <u>Deepali Singh</u> Name: <u>Prof. Deepali Singh</u> Date: <u>18.8.20</u>		

Manjulita Suv. Roy Chowdhury  
18/8/20.



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. RANJAN BHARDWAJ

Department: Management

S. No.		HoD	Principal
1	<u>Academic Competence</u>  Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	5	5
2	<u>Teaching Ability</u>  (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6	6
3	<u>Use of Innovative Pedagogical Skills</u>  (use of ICT in teaching & learning)	6	6
4	<u>Assessment of Students' Work</u>  (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	6
5	<u>Attitude to Work</u>  (Shows interest in organizing CCA / ECA and seeks responsibility)	7	7
6	<u>Communication Ability</u>  (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	5	5
7	<u>As a Team Member</u>  (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	6
8	<u>Maturity &amp; Administrative Ability</u>  (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	7	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest)	6	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	5	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	6	6
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	6	6
13	<u>Punctuality</u> (Coming to college and going to class on time)	8	8
14	<u>Attendance</u> (Regularity in coming to college)	3	3 <del>Singh</del>
<b>TOTAL SCORES</b>		82/40	81/140
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: <u>Ray</u> Name: <u>TAPOBARTA RAY</u> Date: <u>18/8/2020</u>	<u>Principal</u> Signature: <u>Singh</u> Name: <u>Prof. Deepali Singh</u> Date: <u>18.8.20.</u>		

Ranjan Chowdhury  
18/8/20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. SONA SINHA ROY

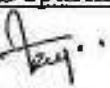
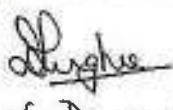
Department: Management

S. No.		HoD	Principal
1	<u>Academic Competence</u> (Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	6
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	8	8
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	6	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	4
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	4.	4
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	6
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	5
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6	5



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	5	4
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	5	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	5	4
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	6	6
14	<u>Attendance</u> (Regularity in coming to college)	1	1
TOTAL SCORES		70 / 140	66 / 140

### OVERALL GRADING

<u>Head of the Department</u>	<u>Principal</u>
Signature:  Name: TAPOBRATA RAY Date: 18/8/2020.	Signature:  Name: Prof. Deepali Singhee Date: 18.8.20

Done ✓  
13/8/20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

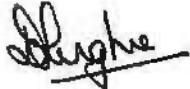
Name in Full (In block letters): DR . ARINDAM BANERJEE  
 Department: Management

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7.	7
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	7.	7
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	6	6
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	5.	5
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	6
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	4
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	4	4



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand-up for what is right in school's interest.)	5	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	6	5
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	7	7
13	<u>Punctuality</u> (Coming to college and going to class on time)	9	9
14	<u>Attendance</u> (Regularity in coming to college)	8	8
TOTAL SCORES		86/140	84/140

### OVERALL GRADING

<u>Head of the Department</u>	<u>Principal</u>
Signature: 	Signature: 
Name: TAPOBRATA RAY	Name: Prof. Deepali Singhee
Date: 18/8/2020	Date: 18.8.20

M. D. Baru  
18/08/20



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**

*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. OINDRILA CHAKRABORTY  
 Department: Management

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7.	7
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	7.	7
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	7.	7
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	6
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	8	8
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	7
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	5
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5	5



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest)	7	7
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	7
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	7	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lectures in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	5	5
13	<u>Punctuality</u> (Coming to college and going to class on time)	8	8
14	<u>Attendance</u> (Regularity in coming to college)	5.	5

TOTAL SCORES

90/140, 91/140

### OVERALL GRADING

Head of the Department	Principal
Signature: <i>Fay</i>	Signature: <i>Singha</i>
Name: TAPOBRATA RAY	Name: Prof. Deepali Singha
Date: 18/8/2020	Date: 18.8.20

Dinoril Chakrabarty

18/08/2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**

*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MS. PARAMITA SARKAR**  
 Department: Management

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7.	7
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	7.	7
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	6	6
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	4	4
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	4	6
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	7.	7
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	5
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5	5



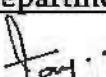
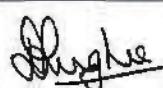
9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	6	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	7.	7
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	7	7
14	<u>Attendance</u> (Regularity in coming to college)	7.	7

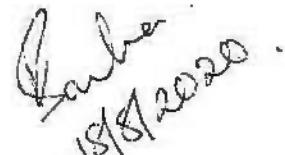
TOTAL SCORES

80/140

82/140

### OVERALL GRADING

Head of the Department	Principal
Signature:  Name: TAPOBRATA RAY. Date: 18/8/2020	Signature:  Name: Prof. Deepali Singhee Date: 18.8.20.

  
18.8.2020



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **Ms. SEEMA LALL**

Department: Management

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b>  (Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	7
2	<b><u>Teaching Ability</u></b>  (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	9	9
3	<b><u>Use of Innovative Pedagogical Skills</u></b>  (use of ICT in teaching & learning)	7	7
4	<b><u>Assessment of Students' Work</u></b>  (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	6
5	<b><u>Attitude to Work</u></b>  (Shows interest in organizing CCA / ECA and seeks responsibility)	6	6
6	<b><u>Communication Ability</u></b>  (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	6
7	<b><u>As a Team Member</u></b>  (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	5
8	<b><u>Maturity &amp; Administrative Ability</u></b>  (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	6	6



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest)	4	4
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	4	4
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	4	4
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	7	7
13	<u>Punctuality</u> (Coming to college and going to class on time)	6	6
14	<u>Attendance</u> (Regularity in coming to college)	1	1
<b>TOTAL SCORES</b>		<u>76/40</u>	<u>78/140</u>
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: <u>Tapobrata Ray</u> Name: <u>Tapobrata Ray</u> Date: <u>18/8/2020</u>	<u>Principal</u> Signature: <u>Deepali Singhee</u> Name: <u>Prof. Deepali Singhee</u> Date: <u>18.8.20</u>		

*Sumit  
18/08/2020*



**J.D. BIRLA INSTITUTE**

Departments of Science, Commerce & Management

**PERFORMANCE ASSESSMENT: ACADEMIC STAFF (HOD)**

**Period Covered: July 2019 to June 2020**

**Part 2: Demonstrated Professional Qualities**

*(To be filled by the Principal)*

Name in Full (In block letters): **MR. TAPOBRATA RAY**

Department: Management

S. No.		Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	7
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	5
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	7
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	7
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	8
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	8
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	8



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	7
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	8
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	6
14	<u>Attendance</u> (Regularity in coming to college)	7
<b>TOTAL SCORES</b>		
<b>OVERALL GRADING</b>		<b>93   140</b>
<b>Principal</b>		
Signature: <u>Deepali Singh</u>		
Name: Prof. Deepali Singh		
Date: 25.8.20		

  
 Tapobrata Ray  
 25/8/2020

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

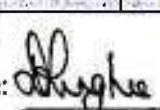
Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

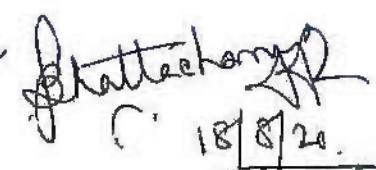
Name in Full (In block letters): **MR. SUMANTA BHATTACHARYYA**  
 Department: Management

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	7
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	7	7
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	4	4
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	6
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	7	7
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	7
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	5
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	7	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest)	6	6
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	6	6
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	6	6
14	<u>Attendance</u> (Regularity in coming to college)	5	5
TOTAL SCORES		80 / 140	81 / 140
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature:  Name: TAPOBRATA Ray Date: 18/08/2020	<u>Principal</u> Signature:  Name: Prof. Deepali Singha Date: 18.8.20		



  
Dr. K. Chatterjee  
18/8/20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

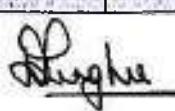
**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): DR. MADAN MOHAN DUTTA

Department: Management

S. No.		HoD	Principal
1	<u>Academic Competence</u> (Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	7	7
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6	6
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	5	5
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	6	6
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	8	8
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	6	6
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	6	6
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	7	7



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest)	7	7
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	8	8
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	7	7
13	<u>Punctuality</u> (Coming to college and going to class on time)	6	6
14	<u>Attendance</u> (Regularity in coming to college)	5	5
TOTAL SCORES		90/140	90/140
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature:  Name: TAPOBRATA RAY. Date: 18/8/2020.	<u>Principal</u> Signature:  Name: Prof. Deepali Singhee Date: 18.8.20		



Madan Mohan Dutt,  
18/08/20

**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): MR. ANUPAM PURKAIT.

Department: Management

S. No.		HoD	Principal
1	<u>Academic Competence</u> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	6
2	<u>Teaching Ability</u> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	6	6
3	<u>Use of Innovative Pedagogical Skills</u> (use of ICT in teaching & learning)	5	5
4	<u>Assessment of Students' Work</u> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5
5	<u>Attitude to Work</u> (Shows interest in organizing CCA / ECA and seeks responsibility)	6	6
6	<u>Communication Ability</u> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	4	4
7	<u>As a Team Member</u> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	5	5
8	<u>Maturity &amp; Administrative Ability</u> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	5	5



9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	5	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	6	6
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	5	5
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	6	6
14	<u>Attendance</u> (Regularity in coming to college)	9	9
<b>TOTAL SCORES</b>		<b>75/140</b>	<b>75/140</b>
<b>OVERALL GRADING</b>			
<u>Head of the Department</u> Signature: <i>Ray</i> Name: TAPOBRATA RAY Date: 18/8/2020.	<u>Principal</u> Signature: <i>Deepti Singh</i> Name: Prof. Deepali Singh Date: 18.8.20.		

Annupam Puriwal  
18/08/2020



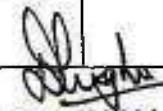
**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**PERFORMANCE ASSESSMENT: ACADEMIC STAFF**

Period Covered: July 2019 to June 2020

**Part 2: Demonstrated Professional Qualities**  
*(To be filled by the Principal and the concerned Head of the Department)*

Name in Full (In block letters): **MR. BHARGAV MAJUNDAR**  
 Department: Management

S. No.		HoD	Principal
1	<b><u>Academic Competence</u></b> Knowledge of the subjects taught (possesses adequate knowledge of the subjects taught, is willing to learn, open to new ideas and achieves desired result).	6	5
2	<b><u>Teaching Ability</u></b> (Teaching ability as perceived by students and Empathy for the learners, teaching aids/technology used, clarity of communication & interesting teaching-learning process)	9	9
3	<b><u>Use of Innovative Pedagogical Skills</u></b> (use of ICT in teaching & learning)	7	7
4	<b><u>Assessment of Students' Work</u></b> (Promptness in submission of question papers, Quality of question papers, checking and evaluation of assignments, special attention to slow learners)	5	5
5	<b><u>Attitude to Work</u></b> (Shows interest in organizing CCA / ECA and seeks responsibility)	4	4
6	<b><u>Communication Ability</u></b> (Ability to communicate with clarity, precision and effectiveness while teaching and other interactions)	8	8
7	<b><u>As a Team Member</u></b> (Follows instructions, relations with peers, subordinates and superiors, effectiveness as a team member)	4	4
8	<b><u>Maturity &amp; Administrative Ability</u></b> (Deals with unforeseen situations with maturity and in a sober and dignified manner. Commitment to taking care of entrusted school property. Inculcates discipline among students)	4	4

  
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9	<u>Ingenuity &amp; Courage of Conviction</u> (Resourcefulness to solve unforeseen contingencies, keeps school and pupil interest upper most and is able to stand up for what is right in school's interest.)	5	5
10	<u>Integrity</u> (Honesty, trustworthiness and high sense of values)	5	5
11	<u>Dependability</u> (Ability to carry out allotted task without supervision, loyalty to the school and pupils)	5	5
12	<u>Professional Growth</u> (Published Research Papers/Undertaken Research Projects' Participated in Seminars/Conferences' Delivered Lecturers in other Colleges/Institutes' Received Awards/Recognition' Written Books/Manuals' Attended Seminars/Conferences/Workshops)	2	2
13	<u>Punctuality</u> (Coming to college and going to class on time)	6	6
14	<u>Attendance</u> (Regularity in coming to college)	6	6

TOTAL SCORES

76/140

75/140

## OVERALL GRADING

Head of the Department

Signature:

Name: TAPOBRATA Ray  
Date: 18/8/2020Principal

Signature:

Name: Prof. Deepali Singh  
Date: 18.8.20

*J. D. BIRLA INSTITUTE  
18.08.2020  
(Bhargav Majumder)*

*Deepali Singh*  
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Government of India

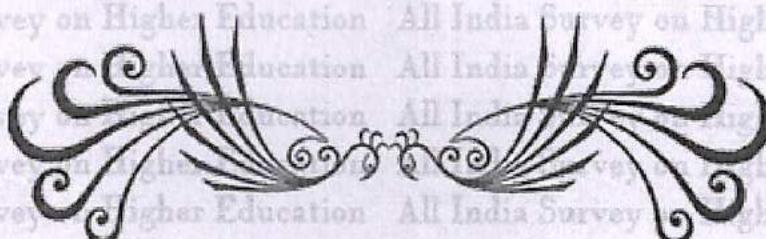
Ministry of Human Resource Development

Department of Higher Education

Statistics Division

New Delhi

# Certificate



**Reference No.C-42666-2019**

This is to certify that Deepali Singhee of J.D. Birla Institute has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2019-2020.

( Madan Mohan )

Deputy Director General

Name of the signatory

Dated: 28/02/2020



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**National Institutional Ranking Framework**  
**Ministry of Human Resource Development**  
**Government of India**

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## India Rankings 2019: Participated Institutes Overall

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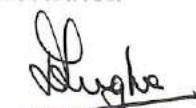
Name	City	State
Adarsh Science, Jairamdas Bhagchand Arts & Birla Commerce College	Amravati	Maharashtra
B. K. Birla College of Arts, Science and Commerce (Autonomous)	Kalyan West	Maharashtra
Birla Institute of Technology	Ranchi	Jharkhand
Birla Institute of Technology & Science	Pilani	Rajasthan
J. D. Birla Institute	Kolkata	West Bengal

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# THE WEEK

• ★ SPECIAL ISSUE ★ •

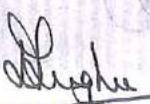
THE WEEK-HANSA RESEARCH SURVEY 2020

BEST  
COLLEGES

Covid-19 could  
open up avenues for  
drastic changes in education

FORGET EXAMS, ASSESS  
STUDENTS' SKILLS, SAY EXPERTS

ST. STEPHEN'S IS READY  
FOR AUTONOMY  
PROF JOHN VARGHESE, PRINCIPAL

  
Principal

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Kolkata - 700 020

HYDERABAD STARTUP  
WANTS TO MAKE  
WORLD'S CHEAPEST  
SATELLITE CARRIER

FILMMAKER ANAND  
GANDHI'S NEXT: LIFE IN  
POST-PANDEMIC WORLD

LOVELY PROFESSIONAL UNIVERSITY



## COMMERCE COLLEGES ALL INDIA

RANK 2020	COLLEGE	CITY	COMPOSITE SCORE
1	Shri Ram College of Commerce	Delhi	639
2	Lady Shri Ram College for Women	Delhi	613
3	Hindu College	Delhi	559
4	Loyola College	Chennai	553
5	Hansraj College	Delhi	542
6	St. Xavier's College	Kolkata	538
7	Madras Christian College	Chennai	493
8	Christ (Deemed to be University)	Bengaluru	421
9	Narsee Monjee College of Commerce and Economics	Mumbai	412
10	R. A. Podar College of Commerce & Economics	Mumbai	410
11	Stella Maris College	Chennai	402
12	Symbiosis College of Arts and Commerce	Pune	397
13	St. Joseph's College of Commerce	Bengaluru	392
14	Gargi College	Delhi	390
15	H. R. College of Commerce & Economics	Mumbai	388
16	Mount Carmel College	Bengaluru	385
17	Sri Venkateswara College	Delhi	383
18	Ethiraj College for Women	Chennai	382
19	K J Somaiya College of Arts and Commerce	Mumbai	379
20	Kristu Jayanti College	Bengaluru	372
21	Mithibai College, Amrutben Jivanta College of Commerce and Economics	Mumbai	359
22	Indraprastha College for Women	Delhi	356
23	Jesus and Mary College	Delhi	352
24	Goenka College of Commerce and Business Administration	Kolkata	350
25	Kishinchand Chellaram College	Mumbai	349
26	Sacred Heart College	Kochi	324
27	Brihan Maharashtra College of Commerce	Pune	317
28	M.O.P. Vaishnav College for Women	Chennai	315
29	St. Ann's College for Women	Hyderabad	313
30	S. S. Jain Subodh P.G. College	Jaipur	310
31	Mulund College of Commerce	Mumbai	308
32	B. K. Birla College of Arts, Science & Commerce, Kalyan	Mumbai	306
33	Loyola Academy	Secunderabad	303
34	Sri Krishna Arts and Science College	Coimbatore	302
35	Guru Nanak College	Chennai	298
36	Sri Ramakrishna College of Arts & Science (Formerly SNR Sons College)	Coimbatore	294
37	C.M.S. College of Science & Commerce	Coimbatore	284
38	J. D. Birla Institute	Kolkata	275
39	St. Joseph's Degree and PG College	Hyderabad	273
40	H L College of Commerce	Ahmedabad	270
41	Badraka College of Commerce & Arts	Hyderabad	268
42	Dr. SNS Rajalakshmi College of Arts and Science	Coimbatore	266
43	Presidency College	Bengaluru	263
44	The New College	Chennai	257
45	Chandigarh University, University School of Business	Mohali	251
46	Rathinam College of Arts & Science	Coimbatore	242
47	Indian Institute of Management and Commerce	Hyderabad	235
48	NMKRV College for Women	Bengaluru	229
49	KET's V.G. Vaze College of Arts, Science & Commerce	Mumbai	208
50	H A College of Commerce	Ahmedabad	207

Base | Experts: 175 | Current students: 350 | Aspiring students: 150



INDIA-CHINA: WILL  
THE DÉTENTE HOLD?

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COVID: THE  
DRUGS OF HOPE

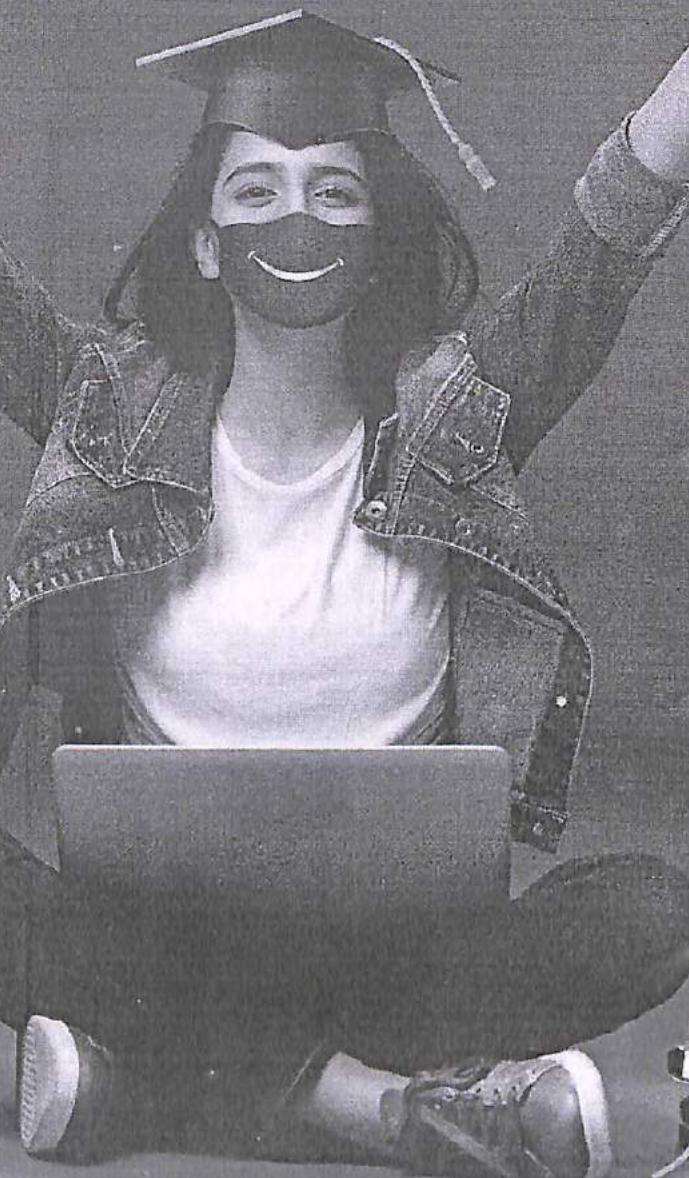
CINEMA: THE  
MALAYALAM NEW WAVE

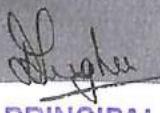
JULY 6, 2020 ₹60

# INDIA TODAY

## THE BEST COLLEGES OF INDIA

A DEFINITIVE  
INDIA TODAY-  
MDRA SURVEY  
ACROSS 14 MAJOR  
DISCIPLINES FOR  
THE COVID WORLD



  
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## TOP



## CITY-WISE COLLEGES

**DELHI**

1. HINDU COLLEGE
2. MIRANDA HOUSE
3. ST STEPHEN'S COLLEGE

**MUMBAI**

1. SVKM'S MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE & AMRUTBEN JIVANLAL COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS)
2. KISHINCHAND CHELLARAM COLLEGE
3. SOPHIA COLLEGE FOR WOMEN (AUTONOMOUS)

**KOLKATA**

1. VIVEKANANDA COLLEGE, MADHYAMGRAM
2. J.D. BIRLA INSTITUTE
3. BETHUNE COLLEGE

**CHENNAI**

1. MADRAS CHRISTIAN COLLEGE
2. LOYOLA COLLEGE (AUTONOMOUS)
3. STELLA MARIS COLLEGE (AUTONOMOUS)

**BENGALURU**

1. DEPARTMENT OF SCIENCES, CHRIST (DEEMED TO BE UNIVERSITY)
2. ST JOSEPH'S COLLEGE (AUTONOMOUS)
3. MOUNT CARMEL COLLEGE (AUTONOMOUS)

**PUNE**

1. ST MIRA'S COLLEGE FOR GIRLS
2. INDIRA COLLEGE OF COMMERCE & SCIENCE
3. ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE & COMMERCE

**HYDERABAD**

1. ST FRANCIS COLLEGE FOR WOMEN
2. ST ANN'S COLLEGE FOR WOMEN
3. ST JOSEPH'S DEGREE & PG COLLEGE

**CHANDIGARH**

1. GOSWAMI GANESH DUTTA S.D. COLLEGE
2. MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN
3. DAV COLLEGE, SECTOR-10

**AHMEDABAD**

1. ST XAVIER'S COLLEGE (AUTONOMOUS)
2. MG SCIENCE INSTITUTE
3. GOVERNMENT SCIENCE COLLEGE

**JAIPUR**

1. ST WILFRED'S PG COLLEGE
2. S.S. JAIN SUBODH PG COLLEGE (AUTONOMOUS)
3. PODDAR INTERNATIONAL COLLEGE

**COIMBATORE**

1. SRI RAMAKRISHNA COLLEGE OF ARTS & SCIENCE
2. SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS & SCIENCE
3. SRI KRISHNA ARTS & SCIENCE COLLEGE (AUTONOMOUS)

**KOCHI**

1. SACRED HEART COLLEGE (AUTONOMOUS), THEVARA
2. BHARATA MATA COLLEGE, THRIKKAKARA
3. ST XAVIER'S COLLEGE FOR WOMEN, ALUVA





**→ RANKS & SCORES OF COLLEGES  
→ SCIENCE**

OVER-ALL RANK 2020	OVERALL RANK 2019	COLLEGE AND CITY	INTAKE QUALITY & GOVERNANCE	ACADEMIC EXCELLENCE	INFRASTRUCTURE & LIVING EXPERIENCE	PERSONALITY & LEADERSHIP DEVELOPMENT	CAREER PROGRESSION & PLACEMENT	OBJECTIVE SCORE	PERCEPTUAL SCORE	OVERALL SCORE	250	250	175	175	150	1,000	1,000	2,000
											250	250	175	175	150	1,000	1,000	2,000
-	45	NP LAKSHMIBAI COLLEGE, NEW DELHI	151.8	147.8	114.8	72.7	118.3	605.4	697.1	1302.5								
↓	46	44 ST JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALI, TN	163.4	158.1	98.9	78.6	92.3	611.3	690.3	1301.6								
↓	47	41 FACULTY OF LIFE SCIENCES, ALIGARH MUSLIM UNIVERSITY, ALIGARH	126.3	185.0	126.8	57.4	71.4	566.9	723.3	1290.2								
-	48	NP S.S. JAIN SUBODH PG COLLEGE (AUTONOMOUS), JAIPUR	182.3	152.9	81.2	60.8	109.2	586.4	701.0	1287.4								
↓	49	39 S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE, MUMBAI	156.9	137.6	106.8	96.7	94.8	592.8	693.1	1285.9								
↓	50	36 SCHOOL OF SCIENCES, JAIN (DEEMED TO BE UNIVERSITY), BENGALURU	130.4	154.2	85.9	91.6	108.7	568.8	714.8	1283.6								
↓	51	50 SRI RAMAKRISHNA COLLEGE OF ARTS & SCIENCE, COIMBATORE	158.5	161.9	117.2	102.3	42.5	580.4	696.3	1276.7								
-	52	NP SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE, COIMBATORE	139.9	174.0	118.3	126.4	68.7	625.3	651.3	1276.6								
↓	53	42 THE OXFORD COLLEGE OF SCIENCE, BENGALURU	120.5	135.3	111.9	108.1	84.9	560.7	715.2	1275.9								
↓	54	43 ST ANN'S COLLEGE FOR WOMEN, HYDERABAD	173.6	136.5	83.5	101.7	91.7	587.0	684.9	1271.9								
↓	55	46 ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU	172.2	145.1	122.3	73.1	79.9	592.6	662.5	1255.1								
-	56	NP LADY IRWIN COLLEGE, NEW DELHI	180.8	174.6	94.9	113.0	108.2	671.5	574.1	1245.6								
↓	57	48 VIVEKANANDA COLLEGE, MAGHAMGRAM, KOLKATA	149.1	143.7	100.6	69.0	106.1	568.5	609.6	1178.1								
-	58	NP K.J. SOMAIYA COLLEGE OF SCIENCE AND COMMERCE (AUTONOMOUS), MUMBAI	161.4	93.7	77.4	64.4	79.6	476.5	696.1	1172.6								
↓	59	45 BISHOP HEBER COLL. (AUTONOMOUS), TIRUCHIRAPPALI, TN	176.5	143.0	99.4	79.4	74.9	573.2	599.0	1172.2								
-	60	NP MOP VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS), CHENNAI	150.6	73.5	116.5	113.0	116.7	570.3	599.3	1169.6								
↓	61	40 MAHARANI LAKSHMI AMMANNI COLLEGE FOR WOMEN (AUTONOMOUS), BENGALURU	152.4	126.3	87.9	103.6	83.2	553.4	611.0	1164.4								
↓	62	54 SRI KRISHNA ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE	125.9	136.3	106.2	99.2	100.3	567.9	590.2	1158.1								
-	63	NP J.D. BIRLA INSTITUTE, KOLKATA	141.8	126.2	89.9	75.3	71.8	505.0	651.9	1156.9								
↓	64	57 DR N.G.P. ARTS AND SCIENCE COLLEGE, COIMBATORE	125.6	145.4	103.0	87.7	102.8	564.5	588.9	1153.4								
↓	65	52 M.G. SCIENCE INSTITUTE, AHMEDABAD	173.3	142.3	82.0	57.0	91.0	545.6	601.0	1146.6								
↓	66	55 RAMNIRANJAN JHUNJHUNWALA COLLEGE OF ARTS, SCIENCE & COMMERCE, MUMBAI	178.9	97.9	59.5	83.8	86.0	506.1	636.5	1142.6								
-	67	NP V.O. CHIDAMBARAM COLLEGE, THOOTHUKKUDI, TAMIL NADU	187.4	166.4	126.5	96.7	59.5	636.5	497.3	1133.8								
↓	68	53 ST JOSEPH'S DEGREE & PG COLLEGE, HYDERABAD	145.8	106.7	107.2	118.9	81.4	560.0	572.6	1132.6								
-	69	NP ST MIRA'S COLLEGE FOR GIRLS, PUNE	134.2	96.0	93.5	79.4	85.3	488.4	642.1	1130.5								
↓	70	60 SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS), UJJIRE, KARNATAKA	159.2	109.5	125.1	72.2	89.5	555.5	573.1	1128.6								
↓	71	63 DEV SAMAJ COLLEGE FOR WOMEN, PRIZEPUR	162.7	141.1	89.6	84.1	112.2	589.7	535.3	1125.0								
↓	72	51 SRI RAMAKRISHNA COLLEGE OF ARTS AND SCIENCE FOR WOMEN, COIMBATORE	122.7	155.6	107.6	81.8	95.0	562.7	562.1	1124.8								
↓	73	56 PODDAR INTERNATIONAL COLLEGE, JAIPUR	115.8	156.1	109.5	95.4	74.9	551.7	525.8	1077.5								
↓	74	61 GURU NANAK COLLEGE (AUTONOMOUS), CHENNAI	143.1	124.4	112.8	73.0	89.0	542.3	531.7	1074.0								
-	75	NP AMITY INSTITUTE OF APPLIED SCIENCES, NOIDA	115.3	160.8	137.1	85.3	98.9	595.4	472.5	1067.9								
↓	76	64 BHARATA MATA COLLEGE, KOCHI	180.1	132.5	100.8	71.5	57.0	541.9	521.1	1063.0								
↓	77	58 SCIENCE & LABORATORY EDUCATION & LIBRARY SCIENCE, IPS ACADEMY, INDORE	102.5	148.9	111.0	72.9	99.2	534.5	439.6	974.1								
↓	78	66 BAJAJ COLLEGE OF SCIENCE, WARDHA, MAHARASHTRA	137.0	131.8	83.9	82.6	80.7	516.0	383.2	899.2								
↓	79	70 ST XAVIER'S COLLEGE, MAPUSA, GOA	151.3	108.3	53.9	98.2	56.4	468.1	424.3	892.4								
-	80	NP OCT'S DHEMPYE COLLEGE OF ARTS & SCIENCE, PAPUA	180.4	138.0	48.7	64.4	64.5	486.0	404.2	890.2								
↑	81	106 KANYA MAHA VIDYALAYA (AUTONOMOUS), JALANDHAR	174.4	156.0	110.1	97.1	63.5	601.1	284.2	885.3								
↓	82	62 DAV COLLEGE, ASOBHAR, PUNJAB	150.7	163.4	108.8	70.4	78.3	571.6	310.2	881.8								
-	83	NP BETHUNE COLLEGE, KOLKATA	188.9	130.0	71.3	71.9	101.1	563.2	305.4	868.6								
↓	84	67 GOVERNMENT SCIENCE COLLEGE, AHMEDABAD	98.9	133.0	64.0	49.7	77.9	423.6	443.0	866.5								





BEST  
COLLEGES

COMMERCE

No 1 SRCC, DELHI

students to interact and engage with the finest practitioners in the field of academics, the corporate world, polities, sports and arts, among other disciplines. Simultaneously, the college is also focused on instilling value systems in students by educating them about social issues such as gender sensitisation and cultural binaries. Students pursuing commerce in the college are placed in diversified fields such as consulting, finance, marketing, research and analysis, human resources and project management in renowned corporate organisations and start-ups. The learning process at SRCC is all about transformation, through didactic and auto-didactic methods. ■

### 3 GAINERS

Colleges that have made the biggest leap over the previous year

	COLLEGE	RANK IN 2020	RANK IN 2019
1	ST JOSEPH'S COLLEGE (AUTONOMOUS), Tiruchirappalli	80	92
2	DR S.N.S. RAJALAKSHMI COLLEGE OF ARTS & SCIENCE, Coimbatore	68	76
3	DR N.G.P. ARTS & SCIENCE COLLEGE, Coimbatore	82	90

### NEW ENTRANTS AMONG TOP 25

	COLLEGE	RANK IN 2020
1	LADY SHRI RAM COLLEGE FOR WOMEN, New Delhi	3
2	RAMJAS COLLEGE, Delhi	8
3	DAULAT RAM COLLEGE, Delhi	13



### EMERGING COLLEGES OF THIS CENTURY

	COLLEGE	CITY
1	KRISTU JAYANTI COLLEGE	Bengaluru
2	WOMEN'S CHRISTIAN COLLEGE	Chennai
3	PRESIDENCY COLLEGE	Bengaluru
4	J.D. BIRLA INSTITUTE	Kolkata
5	ISABELLA THOBURN COLLEGE	Lucknow
6	THE OXFORD COLLEGE OF BUSINESS MANAGEMENT	Bengaluru
7	ST JOSEPH'S DEGREE & PG COLLEGE	Hyderabad
8	AMITY COLLEGE OF COMMERCE & FINANCE	Noida
9	PRESTIGE INSTITUTE OF MANAGEMENT	Gwalior
10	SRI KRISHNA ARTS & SCIENCE COLLEGE (AUTONOMOUS)	Coimbatore

Colleges whose first batch graduated in or after 2000 were considered

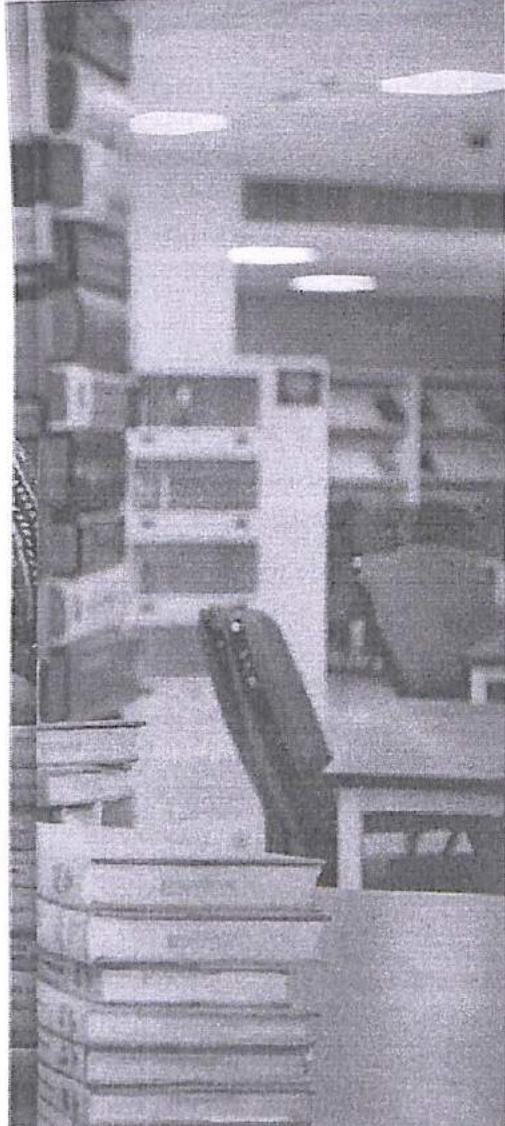




→ RANKS AND SCORES OF COLLEGES  
→ COMMERCE

OVER-ALL RANK 2020	OVERALL RANK 2019	COLLEGE AND CITY	INTAKE DIVERSITY & GOVERNANCE	ACADEMIC EXCELLENCE	INFRASTRUCTURE & LIVING EXPERIENCE	PERSONALITY & LEADERSHIP DEVELOPMENT	CAREER PROGRESSION & PLACEMENT	OBJECTIVE SCORE	PERCEPTUAL SCORE	OVERALL SCORE	225	250	150	175	200	1,000	1,000	2,000
↔ 1	1	SHRI RAM COLLEGE OF COMMERCE (SRCC), DELHI	198.9	207.3	127.3	151.0	185.0	869.5	997.6	1,867.1								
↔ 2	2	HINDU COLLEGE, DELHI	199.0	185.7	135.3	149.6	185.0	854.6	994.2	1,848.8								
↔ 3	NP	LADY SHRI RAM COLLEGE FOR WOMEN, NEW DELHI	204.9	163.1	128.8	148.0	183.7	828.5	977.5	1,806.0								
↓ 4	3	HANSRAJ COLLEGE, DELHI	188.3	163.5	112.7	136.0	170.7	771.2	992.3	1,763.5								
↑ 5	6	LOYOLA COLLEGE (AUTONOMOUS), CHENNAI	196.6	163.1	113.1	119.9	159.4	752.1	988.5	1,740.6								
↑ 6	7	MAORAS CHRISTIAN COLLEGE, CHENNAI	192.3	180.1	122.3	127.3	145.3	767.3	971.3	1,738.6								
↓ 7	5	DEPARTMENT OF COMMERCE, CHRIST (DEEMED TO BE UNIVERSITY), BENGALURU	167.6	178.8	113.5	96.1	156.8	712.8	975.9	1,688.7								
↔ 8	NP	RAMJAS COLLEGE, NEW DELHI	152.8	167.3	115.3	109.7	149.9	695.0	967.6	1,662.6								
↑ 9	12	NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS, MUMBAI	176.0	142.9	79.4	109.4	158.3	666.0	953.3	1,619.3								
↑ 10	11	SVKM'S MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE & AMRUTBEN JIVANLAL COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS), MUMBAI	174.8	142.5	102.5	95.4	160.8	676.0	938.9	1,614.9								
↓ 11	8	ST JOSEPH'S COLLEGE OF COMMERCE, BENGALURU	150.9	173.4	81.7	129.5	153.2	688.7	925.1	1,613.8								
↓ 12	10	ATMARAM SANATAN DHARMA COLLEGE (ARS), NEW DELHI	169.6	156.5	90.4	115.2	141.8	673.0	929.9	1,602.9								
↑ 13	NP	DAULAT RAM COLLEGE, DELHI	177.6	144.9	77.6	114.7	153.3	668.1	927.1	1,595.2								
↑ 14	15	GARGI COLLEGE, NEW DELHI	181.7	139.8	69.8	119.1	142.4	672.8	918.4	1,591.2								
↓ 15	13	INDRAPRASTHA COLLEGE FOR WOMEN, DELHI	167.8	103.8	118.9	125.6	142.7	658.8	920.4	1,570.2								
↑ 16	17	STELLA MARIS COLLEGE, CHENNAI	170.6	131.2	103.8	114.0	142.4	662.0	902.8	1,564.9								
↓ 17	16	DEEN DAYAL UPADHYAYA COLLEGE, NEW DELHI	169.5	126.7	111.3	112.2	148.6	668.3	877.6	1,545.9								
↓ 18	14	K.J. SOMAIYA COLLEGE OF ARTS & COMMERCE, MUMBAI	165.6	129.2	80.0	110.8	151.3	636.9	904.7	1,541.6								
↑ 19	21	KRISTU JAYANTI COLLEGE, BENGALURU	142.8	160.8	117.3	125.0	126.0	671.9	857.2	1,529.1								
↑ 20	23	MOUNT CARMEL COLLEGE, BENGALURU	145.0	134.3	101.6	90.9	142.7	614.5	911.3	1,525.8								
↑ 21	26	KISHINCHAND CHELLARAM COLLEGE, MUMBAI	169.9	156.5	79.9	126.3	122.3	654.9	867.9	1,522.8								
↔ 22	22	GOENKA COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION, KOLKATA	170.7	151.8	52.3	96.6	151.7	623.1	897.7	1,520.8								
↓ 23	19	GOSWAMI GANESH DUTT SANATAN DHARMA COLLEGE, CHANDIGARH	165.3	161.6	93.1	104.2	147.9	672.1	844.2	1,516.3								
↓ 24	20	SRI GURU GOBIND SINGH COLLEGE OF COMMERCE, NEW DELHI	166.4	186.7	90.4	135.9	125.6	705.0	809.5	1,514.5								
↑ 25	27	SYMBIOSIS COLLEGE OF ARTS & COMMERCE, PUNE	154.4	146.5	75.6	121.3	105.1	602.9	905.7	1,508.6								
↓ 26	18	DELHI COLLEGE OF ARTS & COMMERCE, NEW DELHI	143.8	109.9	72.7	79.6	140.8	546.8	960.6	1,507.4								
↓ 27	25	WOMEN'S CHRISTIAN COLLEGE, CHENNAI	159.0	141.1	96.3	134.7	143.6	674.7	829.9	1,504.6								
↓ 28	24	SHIVAJI COLLEGE, NEW DELHI	170.5	118.6	98.9	96.5	136.5	621.0	865.5	1,486.5								
↔ 29	29	SACRED HEART COLLEGE, KOCHI	181.6	125.8	106.2	103.0	127.1	643.7	840.9	1,484.6								
↔ 30	30	MAHARAJA AGRASEN COLLEGE, NEW DELHI	169.6	168.2	105.3	124.7	114.4	682.2	793.1	1,475.3								
↓ 31	NP	MAITREYI COLLEGE, NEW DELHI	179.9	117.8	105.6	143.0	122.6	668.9	803.8	1,472.7								
↓ 32	28	PRESIDENCY COLLEGE, BENGALURU	142.4	145.9	106.9	107.1	122.7	625.0	845.1	1,470.1								
↓ 33	31	J.D. BIRLA INSTITUTE, KOLKATA	134.4	109.1	62.8	113.5	132.3	552.1	895.7	1,447.8								
↓ 34	32	VIMALA COLLEGE (AUTONOMOUS), TIRISSUR, KERALA	180.4	132.7	107.7	124.2	141.3	686.3	739.5	1,425.8								
↓ 35	34	B.K. BIRLA COLLEGE OF ARTS, SCIENCE & COMMERCE, KALYAN	171.8	141.8	81.8	114.3	122.6	632.3	780.3	1,412.6								
↔ 36	36	NESS WADIA COLLEGE OF COMMERCE, PUNE	166.5	126.2	65.0	109.6	142.4	609.7	799.4	1,409.1								
↑ 37	38	ETHIRAJ COLLEGE FOR WOMEN, CHENNAI	156.2	148.1	86.4	117.1	121.0	628.8	777.5	1,406.3								
↓ 38	35	ST XAVIER'S COLLEGE, RANCHI	151.5	111.8	81.8	93.1	124.8	563.0	847.0	1,404.0								
↓ 39	33	SESHADRIPURAM COLLEGE, BENGALURU	133.3	139.5	89.2	100.6	124.9	587.5	806.5	1,394.0								
↓ 40	37	ISABELLA THOBURN COLLEGE, LUCKNOW	128.2	126.4	102.1	133.4	140.7	630.8	726.0	1,356.8								
↓ 41	39	ST FRANCIS COLLEGE FOR WOMEN, HYDERABAD	160.1	124.5	77.8	118.9	128.1	609.4	724.1	1,333.5								
↓ 42	41	RAMANUJAN COLLEGE, NEW DELHI	162.7	165.7	65.6	121.3	135.5	670.8	662.4	1,333.2								





RAJWANT RAWAT

**TOP  
10 COLLEGES ↓**

1	SHAHEED SUKDEV COLLEGE OF BUSINESS STUDIES	New Delhi
2	SVKM'S NMIMS ANIL SURENDRA MODI SCHOOL OF COMMERCE	Mumbai
3	LOYOLA COLLEGE (AUTONOMOUS)	Chennai
4	DEPARTMENT OF MANAGEMENT STUDIES, CHRIST (DEEMED TO BE UNIVERSITY)	Bengaluru
5	MADRAS CHRISTIAN COLLEGE (AUTONOMOUS)	Chennai
6	AMITY SCHOOL OF BUSINESS	Noida
7	MOUNT CARMEL COLLEGE (AUTONOMOUS)	Bengaluru
8	PRESIDENCY COLLEGE	Bengaluru
9	SYMBIOSIS INSTITUTE OF COMPUTER STUDIES & RESEARCH	Pune
10	J.D. BIRLA INSTITUTE (DEPT OF MANAGEMENT)	Kolkata

Average course fee of top 10 colleges  
₹4,00,956

Average annual placement salary earned by students graduating from top 10 colleges  
₹4,38,890

Course fee includes tuition and other fees



The Shaheed Sukhdev College of Business Studies (SSCBS) is the first undergraduate management college under the aegis of the University of Delhi. Located in Rohini, the institution is spread over a five-acre campus and a towering nine-floor building. SSCBS was established as the College of Business Studies (CBS) in 1987 and was rechristened a decade later.

Breaking new ground in the field of business education at the undergraduate level, the college

introduced the Bachelor of Business Studies course at its inception. Since then, the institution has worked hard to keep the course curriculum industry-relevant. SSCBS runs a cutting-edge course, the Bachelor of Business Administration in Financial Investment Analysis (BBA-FIA). The core strength of the course lies in its pedagogy, faculty, placement and alumni body.

The teaching methodology involves working on live projects, research-based projects, business simulations, case studies, group discussions, assignments, presen-

tations and experiential learning through games. The faculty pushes students to think out of the box and develop strategies, tools and insights into solving real-world business problems.

The other courses offered by SSCBS are Bachelor of Management Studies (general management with specialisation in finance, HR, marketing and global business), Bachelor of Science-Computer Science and Post-Graduate Diploma in Cyber Security and Law. The Incubation Foundation at SSCBS has launched some 20 start-ups in





## → RANKS & SCORES OF COLLEGES

→ BBA

OVER-ALL RANK 2020	OVERALL RANK 2019	COLLEGE AND CITY	INTAKE QUALITY & GOVERNANCE	ACADEMIC EXCELLENCE	INFRASTRUCTURE & LIVING EXPERIENCE	PERSONALITY & LEADERSHIP DEVELOPMENT	CAREER PROGRESSION & PLACEMENT	OBJECTIVE SCORE	PERCEPTUAL SCORE	OVERALL SCORE
1	2	SHAHEED SUKHODEV COLLEGE OF BUSINESS STUDIES, NEW DELHI	213.2	229.4	144.8	166.3	292.4	1,046.1	796.5	1,842.6
2	1	SVKM'S NMIMS ANIL SURENDRA MODI SCHOOL OF COMMERCE, MUMBAI	178.3	227.8	141.5	200.4	265.6	1,013.6	784.1	1,797.7
3	4	LOYOLA COLLEGE (AUTONOMOUS), CHENNAI	196.8	173.8	154.3	155.3	242.3	922.5	787.5	1,710.0
4	3	DEPARTMENT OF MANAGEMENT STUDIES, CHRIST (DEEMED TO BE UNIVERSITY), BENGALURU	171.5	219.8	149.0	147.4	235.8	923.5	774.3	1,697.8
5	5	MADRAS CHRISTIAN COLLEGE (AUTONOMOUS), CHENNAI	181.1	152.6	152.5	172.4	236.1	894.7	784.0	1,678.7
6	7	AMITY SCHOOL OF BUSINESS, NOIDA	158.6	214.4	136.1	150.6	225.4	885.1	752.0	1,637.1
7	8	MOUNT CARMEL COLLEGE (AUTONOMOUS), BENGALURU	180.4	196.8	145.3	172.8	239.3	934.6	701.8	1,636.4
8	6	PRESIDENCY COLLEGE, BENGALURU	175.2	205.4	132.3	164.1	218.6	895.6	679.9	1,575.5
9	12	SYMBIOSIS INSTITUTE OF COMPUTER STUDIES & RESEARCH, PUNE	169.9	202.0	126.9	173.1	207.0	878.9	695.0	1,573.9
10	10	J.D. BIRLA INSTITUTE (DEPARTMENT OF MANAGEMENT), KOLKATA	179.8	175.1	108.8	139.4	230.9	834.0	713.4	1,547.4
11	13	MAHARAJA SURAJMAL INSTITUTE, NEW DELHI	174.0	202.5	126.6	115.0	241.2	859.3	646.7	1,506.0
12	11	IFIM COLLEGE, BENGALURU	148.1	199.8	131.8	153.1	214.8	847.6	628.1	1,475.7
13	14	SRM INSTITUTE OF SCIENCE & TECHNOLOGY, CHENNAIPATTU, TAMIL NADU	181.7	162.8	133.5	134.7	195.4	708.1	656.6	1,444.7
14	16	JAGAN INSTITUTE OF MANAGEMENT STUDIES, NEW DELHI	156.8	228.3	92.0	171.0	233.5	881.6	554.1	1,435.7
15	17	KIIT SCHOOL OF MANAGEMENT, BHUBANESWAR	149.1	206.4	154.6	145.3	219.1	874.5	551.1	1,425.6
16	18	ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS), CHENNAI	174.8	117.0	144.5	186.4	198.4	821.1	602.6	1,423.7
17	15	NESS WADIA COLLEGE OF COMMERCE, PUNE	160.1	143.0	119.1	136.4	193.1	759.7	659.5	1,419.2
18	22	GOSWAMI GANESH DUTTA SD COLLEGE, CHANDIGARH	175.4	168.3	142.5	166.8	235.4	888.4	530.4	1,418.8
19	21	KRISTU JAYANTI COLLEGE, BENGALURU	169.2	184.4	138.1	154.6	228.4	874.7	543.2	1,417.9
20	20	CENTRE FOR MANAGEMENT STUDIES (CIMS), JAIN (DEEMED TO BE UNIVERSITY), BENGALURU	169.0	212.0	112.9	147.8	246.4	888.1	528.4	1,416.5
21	19	JAGANNATH INT. MANAGEMENT SCHOOL, KALKAJI, NEW DELHI	158.9	207.8	95.4	183.0	225.8	870.9	544.7	1,415.6
22	23	INSTITUTE OF MANAGEMENT STUDIES, NOIDA	148.3	176.9	101.9	136.5	208.2	771.8	636.1	1,407.9
23	24	PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, MYSORE	153.4	218.3	133.2	129.1	224.7	858.7	547.7	1,406.4
24	25	RAMAIAH COLLEGE OF ARTS, SCIENCE & COMMERCE, BENGALURU	181.4	126.8	120.8	110.3	204.0	743.3	643.9	1,387.2
25	27	ICFAI BUSINESS SCHOOL, HYDERABAD	150.8	195.5	128.4	135.9	177.8	788.4	595.2	1,383.6
26	NP	JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL, NEW DELHI	146.1	132.8	54.2	133.0	238.0	704.1	599.9	1,304.0
27	26	PRESTIGE INSTITUTE OF MANAGEMENT, GWALIOR	139.8	213.3	139.5	157.5	234.4	878.5	423.6	1,302.1
28	30	PRESTIGE INST. OF MGMT, DEWAS, MADHYA PRADESH	126.9	195.7	132.0	171.5	198.8	825.9	467.4	1,293.3
29	31	SCHOOL OF MANAGEMENT, IMS UNISON UNIVERSITY, DEHRADUN	118.5	116.9	116.1	120.7	214.2	686.4	585.5	1,271.9
30	29	DOON BUSINESS SCHOOL, DEHRADUN	137.2	174.2	138.1	173.9	164.9	789.3	481.5	1,270.8
31	28	ST XAVIER'S COLLEGE, RANCHI	177.5	120.6	125.9	108.5	172.5	705.0	560.8	1,265.8
32	NP	SCHOOL OF MANAGEMENT, MIT WPU, PUNE	154.4	209.7	129.1	141.2	211.1	839.5	426.2	1,265.7
33	32	ITS UG INSTITUTE, MOHAN NAGAR, GHAZIABAD	159.7	199.2	121.1	163.5	208.7	852.2	402.8	1,255.0
34	NP	S.S. JAIN SUBODH PG (AUTONOMOUS) COLLEGE, JAIPUR	171.3	163.2	95.3	93.2	216.5	742.5	495.9	1,238.4
35	33	KANYA MAHA VIDYALAYA JALANDHAR (AUTONOMOUS), JALANDHAR	195.9	132.9	119.0	129.3	219.9	797.0	422.6	1,218.6
36	36	MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA	184.4	112.0	131.1	138.7	218.5	764.7	434.4	1,199.1
37	37	SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS), TIRUR, KERALA	182.8	121.4	138.9	137.4	164.7	745.2	446.2	1,191.4
38	35	DAV COLLEGE, SEC-10, CHANDIGARH	165.2	109.5	115.1	116.4	180.2	686.4	479.6	1,166.0
39	40	ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU	168.0	138.1	130.4	137.3	172.3	746.1	397.0	1,143.1
40	39	INSTITUTE OF BUSINESS & MANAGEMENT, GLA UNIVERSITY, MATHURA	150.7	186.2	133.3	131.7	201.4	803.3	329.7	1,133.0

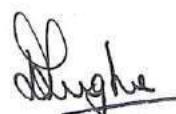
**J.D. BIRLA INSTITUTE**

Departments of Science, Commerce & Management  
**IQAC Meeting for Discussion of Standard Operating Procedures (SOP's)**  
 on 16<sup>th</sup> March 2020 at 1.00 p.m.  
 in the Conference Hall at the Main Campus

Sl. No	Name of the Members	Signature with date
1	Prof. Deepali Singhee	<i>Singhee</i> 16.3.20
2	Mrs. Samita Gupta	<i>Samita</i> 16.3.20
3	Mr. Tapobrata Ray	<i>Ray</i> 16/3/2020
4	Mrs. Basudha Mukhopadhyay	<i>Basudha Mukhopadhyay</i> 16/3/2020
5	Mrs. Smita Parekh	<i>Smita</i> 16/3/2020
6	Ms. Geetika Sachdeva	<i>Geetika Sachdeva</i> 16/3/2020
7	Dr. Adrija Sarkar	<i>Adrija Sarkar</i> 16/3/2020
8	Dr. Shweta Tuteja Rakshit	<i>Shweta Tuteja Rakshit</i> 16/3/2020
9	Mr. Sumanta Bhattacharyya	<i>Bhattacharyya</i> 16/3/2020
10	Mrs. A.S. Manjulakshmi	<i>Manjulakshmi</i> 16/3/2020
11	Ms. Paramita Sarkar	<i>Paramita Sarkar</i> 16/3/2020
12	Ms. Ishita Myra Biswas	<i>Ishita Biswas</i> 16/3/2020
13	Mr. Manish Agarwal	<i>Manish Agarwal</i> 16/3/2020
14	Ms. Mousumi Chaudhuri	<i>Mousumi Chaudhuri</i> 16/3/2020

**Invitee Members**

Sl. No	Name of the Members	Signature with date
1	Mr. S.N. Barik	<i>S.N. Barik</i> 16.3.2020
2	Ms. Tripti Sil	<i>Tripti Sil</i> 18.3.2020

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



**J.D. BIRLA INSTITUTE**

Departments of Science, Commerce & Management

**IQAC Meeting for Discussion of Standard Operating Procedures (SOP's)**  
on 18<sup>th</sup> March 2020 at 1.00 p.m.

in the Conference Hall at the Main Campus

Sl. No	Name of the Members	Signature with date
1	Prof. Deepali Singhee	<i>Deepali Singhee</i> 18/3/20
2	Mrs. Samita Gupta	<i>Samita</i> 18/3/20
3	Mr. Tapobrata Ray	<i>Tapj</i> 18/3/2020
4	Mrs. Basudha Mukhopadhyay	<i>Basudha Mukhopadhyay</i> 18/3/2020
5	Mrs. Smita Parekh	<i>Smita</i> 18/3/2020
6	Ms. Geetika Sachdeva	<i>Geetika Sachdeva</i> 18/3/2020
7	Dr. Adrija Sarkar	<i>Adrija Sarkar</i> 18/3/2020
8	Dr. Shweta Tuteja Rakshit	<i>Shweta Tuteja Rakshit</i> 18/3/2020
9	Mr. Sumanta Bhattacharyya	<i>Sumanta Bhattacharyya</i> 18/3/2020
10	Mrs. A.S. Manjulakshmi	<i>A.S. Manjulakshmi</i> 18/3/2020
11	Ms. Paramita Sarkar	<i>Paramita Sarkar</i> 18/3/2020
12	Ms. Ishita Myra Biswas	<i>Ishita Myra Biswas</i> 18/3/2020
13	Mr. Manish Agarwal	<i>Manish Agarwal</i> 18/3/2020
14	Ms. Mousumi Chaudhuri	<i>Mousumi Chaudhuri</i> 18/3/2020

**Invitee Members**

Sl. No	Name of the Members	Signature with date
1	Subhendranath Barik	<i>Subhendranath Barik</i> 18.3.2020
2.	Tanusree Dasgupta	<i>Tanusree Dasgupta</i> 18.3.2020
3.	TRIPTI SIL	<i>TRIPTI SIL</i> 18/3/2020

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



**J.D. BIRLA INSTITUTE**  
 Departments of Science, Commerce & Management  
**IQAC Meeting for Discussion of Standard Operating Procedures (SOP's)**  
 on 19<sup>th</sup> March 2020 at 1.00 p.m.  
 in the Conference Hall at the Main Campus

Sl. No	Name of the Members	Signature with date
1	Prof. Deepali Singhee	<i>Deepali</i> 19.3.20
2	Mrs. Samita Gupta	<i>Gupta</i> 19.3.2020
3	Mr. Tapobrata Ray	<i>Tapobrata</i> 19/3/2020
4	Mrs. Basudha Mukhopadhyay	<i>Basudha Mukhopadhyay</i> 19/3/2020
5	Mrs. Smita Parekh	<i>Smita Parekh</i> 19.3.2020
6	Ms. Geetika Sachdeva	<i>Geetika Sachdeva</i> 19/3/2020
7	Dr. Adrija Sarkar	<i>Adrija Sarkar</i> 19/3/2020
8	Dr. Shweta Tuteja Rakshit	<i>Shweta Tuteja Rakshit</i> 19/3/2020
9	Mr. Sumanta Bhattacharyya	<i>Sumanta Bhattacharyya</i> 19/3/2020
10	Mrs. A.S. Manjulakshmi	<i>A.S. Manjulakshmi</i> 19/3/2020
11	Ms. Paramita Sarkar	<i>Paramita Sarkar</i> 19/3/2020
12	Ms. Ishita Myra Biswas	<i>Ishita Myra Biswas</i> 19/3/2020
13	Mr. Manish Agarwal	<i>Manish Agarwal</i> 19/3/2020
14	Ms. Mousumi Chaudhuri	<i>Mousumi Chaudhuri</i> 19/3/2020

**Invitee Members**

Sl. No	Name of the Members	Signature with date
1	Ferdinand Datta	<i>Ferdinand Datta</i> 19.3.20
2	Sandeep Roy	<i>Sandeep Roy</i> 19.03.2020
3	TRIPTI SIL	<i>TRIPTI SIL</i> 19.03.2020
4	Tanusree Dasgupta	<i>Tanusree Dasgupta</i> 19.03.20

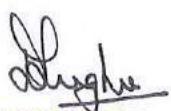


**J.D. BIRLA INSTITUTE**  
Departments Sciences, Commerce & Management  
**STANDARD OPERATING PROCEDURES (SOP)**  
March, 2020

**SECTION-1**

**ADMISSION PROCESS**

1. **Composition of the Admission Committee:** The Admission Committee will be formed in November and shall comprise of the following members:
  - a) Principal
  - b) HoD of all departments (one HoD shall be nominated by the Principal as the Chairperson of the Committee)
  - c) One member from each department as nominated by the Principal
  - d) Administrative Officer
  - e) EA to the Principal
  - f) IT / Website Manager
  - g) Account Officer
  - h) Officer at the Administrative Office
  - i) Graphic Designer
2. The Admission Committee will meet in the month of December of each Academic Session to plan the admission process. The following matters will be decided upon:  
*Admission procedure (including admission/aptitude test and/or personal/group interview), date of commencement for admission, dates for releasing advertisements, last date for form submission (for both the UG and PG courses), date for releasing merit lists, parents' orientation date, department wise duty list of faculty members and the team that will verify documents and conduct interviews.*
3. The Chairperson of the Admission Committee will have to inform the Graphic Designer to design/re-design advertisement, prospectus and admission forms with necessary changes, if any. This process should be completed before end of March in each Academic Session. The Prospectus has to be approved by the Principal before being sent to the printing press.
4. **Documents & Stationery Required for Admission Process:** The Order for printing of the prospectus, admission forms, admit cards (*Annexure-1*), deadline sheet, fee book, rule book, anti-ragging book, parents' personal details form (*Annexure-2*), etc will be prepared and its printing will be coordinated by the EA to the Principal. All documents must be available before the beginning of the admission process. E-version of the prospectus must be uploaded on the college website by the Website in-charge. Order for all other stationery (plastic packets, ID card holders and string, etc) must be placed at this stage by the EA to the Principal.
5. The Chairperson of the Admission Committee must also inform the Website in-Charge for necessary updating.
6. The first Advertisement declaring 'Admission Open' will be released in the 1<sup>st</sup> week of May; the second will follow after two weeks. Advertisement will be released in English and a vernacular daily.
7. Office staff and others dealing with admissions will be briefed on the admission procedure by the Principal / Chairperson of Admission Committee with special reference to the eligibility criteria.
8. Candidate will have to provide the following information through the Admission form (both manual & online):

  
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Kolkata - 700 020



*Form number, name of the candidate, date of birth of the candidate, Aadhar card details, passport number (for international students), economic category to which he/she belongs, blood group, medical history (if any), marks obtained in class-X and class-XII, name of school and the board, address (local/permanent), email-ID & phone number of the candidate, phone number of both parents, details with contact number of local guardian (for outstation students), hobbies / ECA participated, coloured passport size photograph of the candidate and a specimen signature of the candidate.*

9. Hard and printed copies of the admission forms (manual) will be numbered and sets containing the prospectus and admission forms will be prepared by the EA to the Principal. The same shall be handed over to the Officer at the Administrative Office dealing with admission.
10. Hard copies of the Admission forms will be distributed from the college office through a register; while online admission process will be monitored by the IT officer or the Principal's delegate.
11. Duly-filled-in admission forms received manually or submitted online will have to be downloaded on a daily basis by the IT officer or the Principal's delegate and handed over to the HoDs via the Principal's office.
12. The process of admission must be withdrawn w.e.f the last date of form submission for both manual and online forms. No forms can be issued and submitted by anyone without the permission of the Principal beyond this date.
13. Admit cards for admission/aptitude test will be released online after successful registration of the candidate. For students submitting form manually, the admit card will be handed over at the time of form submission by the Officer at the Administrative Office.
14. **Master Data Sheet (Personal Details List):** The Master data sheet (*Annexure-3*) with the following details will have to be generated by the IT officer or the Principal's delegate for all candidates applying online and submit the same in a soft copy to the respective HoDs:

*Form number, name of the candidate, father's name, date of birth of the candidate, economic category to which he/she belongs, blood group, marks obtained class-XII, email-ID & phone number of the candidate and phone number of both parents,*

- For information on students who have submitted their admission forms manually, the HoDs will have to prepare this master data sheet.
15. Admission/aptitude test and/or personal/group interview will be held as per the admission plan and marks obtained used to prepare merit list.
  16. **Data Sheet (Merit List):** A separate merit wise data sheet (*Annexure-4*) will have to be prepared by the HoDs.

The following break-up of marks will be adhered to:

- *Marks obtained in the preferred subject combination (4 subjects): 100 marks*
- *Science Subjects / Mathematics in Class-XII : 30 marks*
- *Admission/aptitude test and/or personal/group interview : 50 marks*
- *Extra-curricular activities and/or achievements (only at state / national level) : 20 marks*

**TOTAL : 200 marks**

*This may vary with departmental requirements*

17. Both the Personal Details List and Merit List must be submitted to the Principal by the HoDs two days prior to the announcement of the selected students.
18. **Criteria for Selection of Candidates for the Merit List:** A meeting of the Admission Committee will be held to decide on the number of candidates that would appear in the first merit list.



Preference will be given to the candidates who have passed class-XII in the current year; candidates who have cleared their board exams in previous years could be kept as waitlisted.

Admission of candidates, who have completed schooling from Open School / International Boards, will be kept on hold till clearance is given by the Admission Committee.

For PG admission, 80% of the seats to be reserved on the basis of merit for students graduating from JDBI and the remaining 20% seats will be for candidates from other colleges/universities. However, in case seats are not filled by JDBI students, then candidates from other college/university may be considered.

The Nationality of the candidate must be verified; foreign nationals need to fulfill certain other criteria. Therefore, the candidates should appear on the merit list with a disclaimer regarding satisfactory validation during the verification of documents.

HoDs must put their comments on all the forms on the basis of the merit list and submit the same through a memo to the Officer at the Administrative Office. Their comments should also contain details of the bridge course to be undertaken by the candidate.

19. Merit list containing the names of the candidate in the order of merit, father's name, the bridge course details and the total fees to be paid (inclusive of bridge course) must be separately prepared by the HoDs and submitted to the Principal's Office
20. The Principal's Office will check the merit list and release it on the college notice board, College Website with a copy to the HoDs and the Accounts department. The list should mention that the admission is valid subject to successful verification of all documents
21. **Verification of Documents:** Selected candidates will have to submit photocopies of the following self attested documents:

*Aadhar card, passport (for international students), proof of age, proof of blood group, documents related to medical history (if any), class-X and class-XII mark sheets, documents related to hobbies / ECA, an undertaking to be notarized before a notary public (in Kolkata only) on attendance (Annexure-5), migration certificate (for students enrolled with another university), undertaking on provisional admission by PG students.*

Verification of the 'self attested' documents to be done with originals before releasing the fee book to the candidate and confirming his/her admission. During this verification process, college officials shall check whether all the entries in the merit wise data sheet match it with the original documents. In case it does not, the admission shall stand cancelled.

The College official will have to stamp the verified documents and put his/her initials. He /she must arrange the documents in the correct order (admission form, class-X mark sheet, class-XII mark sheet, documents related to hobbies / ECA, copy of Aadhar card details, copy of the passport in case of international candidate, document related to the economic category of the candidate, proof of blood group, documents related to medical history, if any).

After successful completion of the verification process, the candidates will have to submit coloured photographs (10 passport sized and 6 stamp size) and a notary regarding maintenance of attendance. Each photograph must carry, on its rear side, the name of the candidate and his/her form no. The College official must place the photographs in a plastic packet after removing one and sticking it on a sheet of paper carrying the form no and merit no of the candidate. The packet must then be stapled with the other documents.

This sheet with the photographs must be submitted to the Graphic Designer for making the ID cards. After scanning and recording the details on the sheet, the



Graphic Designer must forward the sheet to the LRC Head for preparation of the LRC cards.

For the process of verification, the selected candidate has to be present in person with the original documents.

Even a student seeking admission to a UG course after completing or partially undertaking a course with another university will have to submit the migration certificate of that university under which he/she was enrolled earlier.

For candidates applying to the PG courses, the admission will be provisional till the candidate submits copies of all degree certificates and migration from the earlier University, if required. They must submit a declaration to the HoD at the time of admission, stating that they are aware of this provisional nature of the admission that shall remain valid only for about eight weeks from the date of commencement of classes (*Annexure-6*).

22. After successful completion of the verification process, the candidates must be directed to the Accounts department for collection of the fees book, subject to necessary verification of fee payment online. The fee payment must be done within the stipulated time (till release of the next merit list) by the selected candidate.
23. **Students' Uniform at the Satellite Campus:** Measurements for the uniforms of admitted students will be done on the day of document verification. It would be the duty of the HoD of the department to ensure that the vendor is present on these days at the college campus for taking the measurements.  
The uniforms must be delivered in separate packets labeled with the name of the student within the first week of commencement of classes and shall be distributed by the Administrative Officer.
24. Notice will be put up on the day of verification, informing the admitted students about the date of joining and commencement of classes.
25. The final list of students with section allotment and class roll numbers will be prepared by the HoD and copies submitted to the Principal's Office. The same will then be forwarded by the EA to the Principal to the Examination Cell.
26. **Preparation of ID Cards & LRC Cards:** All HoDs must send soft copies of the student's details via the Principal's office to the Graphic Designer for necessary preparation of the Student's ID Cards and to the LRC Head for preparation of the LRC cards within two days of the verification process.
27. All HoDs will update the Personal Details List and Merit List after the verification process and incorporate changes, if any and then resubmit to the Principal's office at least two days before the commencement of the course.
28. The Graphic Designer and LRC-Head must prepare all cards within a week and submit the same to the EA to the Principal.
29. The EA to the Principal must prepare the packets containing College ID Card, LRC Card, College Rule Book, Anti-ragging book and Prospectus (for online applicants only) for distribution during Parent's Orientation programme.
30. **Parent's Orientation Programme:** A Parent's Orientation programme will be held on date finalized by the Admission Committee. Personal emails will be sent to each parent (by the Website manager) after the final list of newly admitted candidates is prepared. This email should carry a list of students with the room nos. from where necessary documents will be distributed to parents; a copy will also be put-up on the college website and displayed at the college entrance.  
During the Orientation, the Principal will give a presentation to make parents aware of the college infrastructure, rules and regulations. The College ID card, LRC card, college rule book, anti-ragging book and prospectus (to students who had applied online) will be distributed from the allotted classrooms by teachers on duty. Parents will be made to submit filled-in Parent's Personal Details forms (*Annexure-7*) and give their specimen signatures before handing the above mentioned documents to



them. Students will not be allowed to accompany their parents during this orientation and only two persons per newly enrolled students will be permitted to attend the orientation.

The Orientation programme may be split into two sessions (to be held on the same day) to accommodate larger number of parents.

Refreshments will be served for parents and opportunities provided to them for interaction with faculty.

31. In case seats remain vacant in any course, new advertisement will have to be released and the entire process of admission adhered to. This can be done only within one month of commencement of classes.
32. The Officer at the Administrative Office shall make all necessary entries in the student's master register within one month of the commencement of classes.

33. **Procedure of Withdrawal of Admission by the Student:** In case a student withdraws his/her enrollment with the college the following procedure will be followed:

- On submission of an application (addressed to the Principal) at the college office, the Officer in-charge will send a form to the HoD (*Annexure-8*) and LRC-Head (*Annexure-9*) for necessary information and clearances.

<b>J.D. BIRLA INSTITUTE</b> <b>ADMISSION WITHDRAWAL FORM</b> Clearance from Head of the Department	
Department	
Date of Application by the Student	
Class & Section	
Class Roll no.	
Last date on which classes were attended by the Students	
<i>Comments from the HoD</i>	
Signature of the HoD (with date)	

<b>J.D. BIRLA INSTITUTE</b> <b>ADMISSION WITHDRAWAL FORM</b> Clearance from LRC	
Department	
Date of Application by the Student	
Class & Section	
Class Roll no.	
Outstanding at the LRC	<i>Comments from the LRC Head</i>
Signature of the LRC Head (with date)	



- The forms with the HoDs noting will be placed before the Principal for her observation and she will forward the same with her note to the Accounts department.
- The Accounts department shall release the cheque (with the amount calculated on a prorata basis depending on the number of classes attended by the student) to the candidate only after he/she returns the College ID cards, LRC card and fee book.

#### Time Line for the Admission Process

Details	Time	In-Charge
Admission Committee Meeting	December	Chairperson of Admission Committee
Designing of Admission Forms, Prospectus, Admission Forms	March (2 <sup>nd</sup> Week)	Graphic Designer
Order for Documents & Stationery required	April	EA to the Principal
Release of Advertisement	1 <sup>st</sup> Ad: May (1 <sup>st</sup> Week)	Administrative Officer
	2 <sup>nd</sup> Ad: May (3 <sup>rd</sup> Week)	
Orientation of the Office Staff	May (1 <sup>st</sup> Week)	Principal / Chairperson of Admission Committee
Submission of Master Data Sheet (Personal Details) and Merit List	2 day prior to the Announcement of the Merit List	Heads of Departments
Notice on Commencement of Classes & Parent Orientation to be Released	On the day of Document Verification	PA to the Principal
Submission of details for ID Card & LRC Card	2 days after Document Verification	Heads of Departments

#### SECTION-2

#### **ACADEMIC CALENDAR**

The Academic Calendar shall be prepared by the Timetable Committee in the month of December taking into account the holiday list prepared by the College Management (Vidya Mandir Society) and Jadavpur University. While preparing the holiday list, it must be kept in mind that the college cannot be working on a day, which the College Management has declared as a holiday as no Group-D staff would be present on that day. The following comparative list of holidays must be adhered to:

Selected Holidays for JDBI	Deviation from Jadavpur University	Deviation from Vidya Mandir Society
<ul style="list-style-type: none"> <li>Id-ul-zoha</li> <li>Raksha Bandhan</li> <li>Janamasthami</li> <li>Muharram</li> <li>Viswakarma puja</li> <li>Mahalaya</li> <li>Gandhi Jayanti</li> <li>Kalipuja</li> <li>Diwali</li> <li>Bhatridwitiya</li> </ul>	<p><i>These holidays are not included the list prepared by JU but included in the JDBI Holiday List</i></p> <ul style="list-style-type: none"> <li>Basant Panchami</li> <li>Raksha Bandhan</li> <li>Muharram</li> <li>Diwali</li> <li>Swami Vivekananda's birthday</li> </ul>	<p><i>These holidays are not included the list prepared by VMS</i></p> <ul style="list-style-type: none"> <li>Id-ul-zoha</li> <li>Raksha Bandhan</li> <li>Muharram</li> <li>Viswakarma puja</li> <li>Mahalaya</li> <li>Swami Vivekananda's</li> </ul>



<ul style="list-style-type: none"> <li>• Guru Nanak's birthday</li> <li>• Christmas</li> <li>• New year</li> <li>• Swami Vivekananda's birthday</li> <li>• Netaji's birthday</li> <li>• Shivratri</li> <li>• Dol</li> <li>• Holi</li> <li>• Good Friday</li> <li>• Dr. Ambedkar's birthday</li> <li>• Bengali new year</li> <li>• May day</li> <li>• Rabindra Jayanti</li> <li>• Id-ul-fitr</li> </ul> <p><b>CELEBRATORY DAYS</b></p> <ul style="list-style-type: none"> <li>• Independence Day</li> <li>• Basant Panchami</li> <li>• Republic Day</li> </ul>	<ul style="list-style-type: none"> <li>• Shivratri</li> <li>• Holi</li> </ul> <p><i>Holidays observed by JU but not included in the JDBI Holiday List</i></p> <ul style="list-style-type: none"> <li>• NCE Bengal Foundation Day</li> <li>• Fathy-a-yoz-daham</li> </ul>	<ul style="list-style-type: none"> <li>birthday</li> <li>• Shivratri</li> <li>• Good Friday</li> <li>• Rabindra Jayanti</li> </ul>
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*College will also remain closed from Sashhi to Lakshmi puja (10days)*

The Chairperson of the Committee shall be the overall in-charge and shall ensure that the Calendar is released on time. The draft prepared shall be placed before the Time-table Committee, headed by the Principal for approval.

The Calendar will be prepared for the entire academic year and should have the following details mentioned:

- a) Minimum of 180 teaching days (90 days per semester)
- b) Public Holidays
- c) Non-working Saturdays
- d) Sundays
- e) Date of commencement and last day of the session for each semester including Students Induction Programme
- f) End-semester examination for each semester.
- g) Mid-term examination (Class Tests) for each semester.
- h) Internal exams for Sessional Papers (Grand-viva, Dissertation, Projects, Term-papers, Seminars, Portfolios, Product Developments and Excursions)
- i) Study leave, if any, before Commencement of end-semester examination for both semesters
- j) Parent's Meet to discuss attendance, one for each semester
- k) College Celebrations (Independence Day, Basant Panchami & Republic Day). In case of Republic Day, the college may remain closed.
- l) College Events (Convocation, Students' Council Election, Graduating Fashion Show Annual Day, Annual Sports, JDB Premier League, JDB Champion's League, Fests, International Women's Day Celebration, Annual Picnic, Fresher's Welcome Party, Farewell Party & Alumni Meet.)
- m) NSS Activities (Training Camps, Blood Donation, Eye & Dental check-up Camps)
- n) Dates for Internship Training
- o) Dates for Educational Excursions & Exhibition
- p) Last date of submission of application of medical leave by students for each semester
- q) Feedback on teachers



Copy of the finalized calendar should be given to the EA to the Principal (for necessary distribution), Graphic Designer (for incorporation in the prospectus) and Website in-charge (to upload on the website)

## SECTION-3 **CLASS TIMETABLE**

### **UNIT-1: Composition of the Timetable Committee**

The Timetable Committee will be formed in November and shall comprise of the following members:

- a) *Principal*
- b) *HoD of all departments (one HoD shall be nominated by the Principal as the Chairman of the Committee)*
- c) *Administrative Officer*

### **UNIT-2: College Timings & Number of Periods**

1. The following college timings should be adhered to :
  - Departments of Science (Weekdays & Saturdays): 9:30 am to 4:00 pm with  $\frac{1}{2}$  hour break (12:30 am to 1:00 pm).
  - Department of Commerce (Weekdays & Saturdays): 7:00 am to 1:30 pm with  $\frac{1}{2}$  hour break (9:00 am to 9:30 am).
  - Department of Management (Weekdays): 12:30 pm to 6.00 pm with  $\frac{1}{2}$  hour break (3:30 pm to 4.00 pm).
  - Department of Management (Saturdays): 9:30 am to 4.00 pm with  $\frac{1}{2}$  hour break (1:30 pm to 2.00 pm).
2. Department of Commerce & Management will have 5 periods per day, while Departments of Science will have 6 periods every day.
3. Each period will be of 1 hour duration.

### **UNIT-3: Allotment of Subjects to Faculty Members**

Allotment of subjects to the faculty members should be completed soon after the admission process and before the commencement of the new semester. For this, all HoDs must submit their proposals to the Principal by May along with details of additional faculty requirements, if any as mentioned in this SoP. The allotment of classes should be based on the following criteria:

- a) Every whole-time faculty must be allotted a minimum of 16 hours of direct teaching per week; the maximum can go up to 18 hours only in special cases. HoDs should undertake a minimum of 8 hours of direct teaching. Time utilized in mentoring students for dissertations, projects and term papers may be calculated as follows and added to the total teaching hours for a faculty:

Dissertations	: 2 hours per week for each dissertation
Projects (PG)	: 1 hour per week for each project
Projects (UG)	: 1 hour per week for 5 projects
Term-papers	: 1 hour per week for 10 term papers
- b) Subject allocation must be based on the faculty's qualification and expertise to teach the said subject.
- c) Faculty members must preferably not be allotted more than one subject with the same group of students.
- d) Each whole time faculty must take some theory classes; no faculty should be allotted only practical classes except in case of lab instructors.



- e) Unless required and in special cases, subjects should not be split between faculty members. In case it is imperative to split the same subjects between faculties, the respective areas of teaching must be clearly defined.
- f) No partial treatment can be given to any faculty by the HoD and the final list of subject allocation should be approved in the department meeting with proper resolution passed and signed by all departmental faculty members.
- g) No faculty will be allowed to combine classes for two or more group of students except in case of the common subjects in the post-graduate courses that can be combined for all departments.
- h) Faculty members will preferably not be allowed to conduct theory lectures in laboratories.

#### **UNIT-4: Room Allotment**

The following allotment of classrooms must be adhered to while preparing the timetable.

<b>MAIN CAMPUS</b>		<b>SATELLITE CAMPUS</b>	
RN: 208	1 <sup>st</sup> year B.Sc (FSNM)	RN: 505	1 <sup>st</sup> year BBA (Section-A)
RN: 209	2 <sup>nd</sup> year B.Sc (FSNM)	RN: 504	1 <sup>st</sup> year BBA (Section-B)
RN: 212	3 <sup>rd</sup> year B.Sc (FSNM)	RN: 503	1 <sup>st</sup> year BBA (Section-C)
RN: 501	1 <sup>st</sup> year B.Sc (TCFS)	RN: 502	2 <sup>nd</sup> year BBA (Section-A)
RN: 507	2 <sup>nd</sup> year B.Sc (TCFS)	RN: 414	2 <sup>nd</sup> year BBA (Section-B)
RN: 503	3 <sup>rd</sup> year B.Sc (TCFS)	RN: 415	2 <sup>nd</sup> year BBA (Section-C)
RN: 403	1 <sup>st</sup> year B.Sc (ID)	RN: 510	3 <sup>rd</sup> year BBA (Section-A)
RN: 404	2 <sup>nd</sup> year B.Sc (ID)	RN: 520	3 <sup>rd</sup> year BBA (Section-B)
RN: 405	3 <sup>rd</sup> year B.Sc (ID)	RN: 416	3 <sup>rd</sup> year BBA (Section-C)
RN: 409	1 <sup>st</sup> year B.Sc (HD)		
RN: 410	2 <sup>nd</sup> year B.Sc (HD)		
RN: 413	3 <sup>rd</sup> year B.Sc (HD)		
RN: 501	1 <sup>st</sup> year B.Com (Section-A)		
RN: 502	1 <sup>st</sup> year B.Com (Section-B)		
RN: 503	1 <sup>st</sup> year B.Com (Section-C)		
RN: 507	1 <sup>st</sup> year B.Com (Section-D)		
RN: 403	1 <sup>st</sup> year B.Com (Section-E)		
RN: 405	2 <sup>nd</sup> year B.Com (Section-A)		
RN: 404	2 <sup>nd</sup> year B.Com (Section-B)		
RN: 409	2 <sup>nd</sup> year B.Com (Section-C)		
RN: 410	2 <sup>nd</sup> year B.Com (Section-D)		
RN: 413	2 <sup>nd</sup> year B.Com (Section-E)		
RN: 208	3 <sup>rd</sup> year B.Com (Section-A1)		
RN: 209	3 <sup>rd</sup> year B.Com (Section-A2)		
RN: 212	3 <sup>rd</sup> year B.Com (Section-A3)		
RN: 312	3 <sup>rd</sup> year B.Com (Section-B)		
RN: 402	3 <sup>rd</sup> year B.Com (Section-C)		
RN: 502	1 <sup>st</sup> year M.Sc (FN)		
RN: 502	2 <sup>nd</sup> year M.Sc (FN)		
RN: 402	1 <sup>st</sup> year M.Sc (TC)		
RN: 402	2 <sup>nd</sup> year M.Sc (TC)		
RN: 312	1 <sup>st</sup> year M.Sc (HD)		
RN: 312	2 <sup>nd</sup> year M.Sc (HD)		
RN: 409/413	1 <sup>st</sup> year M.Com		
RN: HD Lab	2 <sup>nd</sup> year M.Com (AC)		
RN: 315	2 <sup>nd</sup> year M.Com (M)		
RN: 315	PGDDAN		



### **UNIT-5: Process for Preparing Time-tables**

1. After approval of the proposal of subject allotment to faculties by the Principal, the HoDs will have to prepare their respective timetables (**for both the semester in an academic year**) with help of their respective departmental members in the Timetable Committee only. The following criteria must be adhered to:
  - Departments of Science should preferably have practical classes in the morning half, and theory classes in the afternoon.
  - The timetable should be prepared in such a way that students have at least three hours of classes every day.
  - Each faculty must be allotted some classes every day.
  - A faculty cannot be allotted more than one period for the same subject on the same day. In case this cannot be avoided, both the periods should be held consecutively for a group of students and the second period can be utilized for assignments, presentations etc. to break monotony in teaching.
  - Practical classes must be held in succession on the same day and cannot be split.
  - The following number of classes must be allotted:
    - Papers based on 100% theory with 6 credits (CC & DSE): 6 hours per week.
    - Papers based on 50% theory & 50% practical with 6 credits (CC & DSE): 3 hours for practical and 3 hours for theory per week.
    - Papers based on 70% theory & 30% practical with 6 credits (CC & DSE): 3 hours for practical and 3 hours for theory per week.
    - Papers based on 30% theory & 70% practical with 6 credits (CC & DSE): 6 hours for practical, the theory portion of the syllabus will be completed in the practical class itself.
    - AECC & SEC subjects with 2 credits: 2 hours per week.
  - Saturdays will be used for conducting special lectures, remedial coaching, workshops & field visit. Mentors will also meet their students to discuss dissertations, projects, term-papers and seminars.
2. HoDs must ensure that the timetable is placed in the Timetable Committee meeting for finalization in the month of June. Discrepancies, if any, must be noted and rectified by the HoD. Each HoD must submit the finalized timetable to the Principal within the 2<sup>nd</sup> week of June along with teacher's individual timetable.
3. Prescribed format for timetable (*Annexure-10*) must be adhered to.
4. The Principal after necessary noting shall hand over the timetables to the Administrative Officer for necessary verification (whether the rules have been adhered to or not) and preparation of the laboratory-timetables. He/She must return the same to the EA to the Principal after necessary corrections within a day or two.
5. Once approved by the Principal, the same will be forwarded to the Website manager for uploading the same on the college website and EA to the Principal for its necessary display on the college notice board. Copies must be sent to the HoDs, IQAC Coordinator, Administrative Officer and Technical Assistant in the laboratories by her. One copy must be filed for records in the Principal's Office. This process must be completed at least one week before the commencement of classes. The Administrative Officer must ensure that this is achieved.
6. The EA to the Principal will get coloured copies of the lab timetables designed by the Graphic designer and replace the black and white ones in the laboratories within two weeks.



## **UNIT-6: Zero-Period (only for Main Campus)**

Zero-periods will be available for special meetings and events. For this the HoD / event in-charges will have to place a requisition to the Principal at least one week in advance. On approval, the PA to the principal shall display the Zero-Period Placard on the notice boards and inform all concerned. The zero-period will be held at the following time after reducing each period by 10 minutes:

PERIOD	REGULAR TIMINGS		ZERO-PERIOD TIMINGS
1 <sup>st</sup> Period	7 am to 8 am		No Change
2 <sup>nd</sup> Period	8 am to 9 am		No Change
	9 am to 9.30 am	BREAK (Commerce)	No Change
3 <sup>rd</sup> Period	9.30 am to 10.30 pm		9.30 am to 10.20 pm
4 <sup>th</sup> Period	10.30 am to 11.30 pm		10.20 am to 11.10 pm
5 <sup>th</sup> Period	11.30 am to 12.30 pm		11.10 am to 12.00 pm
			<b>ZERO-PERIOD: 12.00 pm to 1.00 pm</b>
	12.30 pm to 1.00 pm	BREAK (Science)	1.00 pm to 1.30 pm
6 <sup>th</sup> Period	1.00 pm to 2.00 pm		1.30 pm to 2.20 pm
7 <sup>th</sup> Period	2.00 pm to 3.00 pm		2.20 pm to 3.10 pm
8 <sup>th</sup> Period	3.00 pm to 4.00 pm		3.10 pm to 4.00 pm

## **SECTION-4**

## **MATTERS PERTAINING TO STUDENTS' ATTENDANCE**

1. Subject-wise attendance registers will be given to all faculty members at the beginning of each semester by the EA to the Principal. In case the subject is split between two teachers, two separate registers will be given.
2. Name list of the students will be provided by the examination cell within seven days of the commencement of the semester after considering names of students who are not to be promoted (as per the examination rules) and those students who have been re-admitted from previous semesters.
3. Class-mentors must inform their respective students, every fortnight, through email, about their absence from class during the two weeks. For this class-mentors must discuss the names of students having a shortfall in attendance in the departmental meetings for the HoD to note and send letters to students with prolonged absence.
4. The subject-wise monthly cumulative attendance for each student must be calculated by each subject teacher and submit to the Principal's office through the HoD / ERP by the 4<sup>th</sup> of each month. The same will be displayed on the notice board and college website at the end of the first week of each month by the EA to the Principal. Teachers must regularly update the attendance data on the ERP.
5. **Intimation for Rectification:** In case of any discrepancy, students must apply for rectification within three days of publication of the attendance. For this, they will have to submit an application, addressed to the Principal, at the college office stating the discrepancy. The Principal will forward the note to the Officer in-charge for records. The Officer in-charge will be required to prepare a note mentioning the claim of all students who have submitted their grievance within the first week of publication of the attendance data; the same will be forwarded to the respective HoD by the Principal for necessary action. On receiving the verification from the respective teachers, the HoD will submit a note to the Principal after which the correction on the attendance data sheet will be made by the Officer in-charge and a copy of the corrected sheet sent to the HoD.



6. The Cumulative attendance with respect to the first warning letter will include attendance of students till the 7<sup>th</sup> week starting from the commencement of the session.
7. **Warning Letters:** The letters (*Annexure-II*) shall be distributed to students having shortfall of attendance (less than 75%) in any subject. The letter will be handed over to them through the HoD after signing on a 'receipt' sheet. Students will have to return the letters to their respective HoDs after recording the signatures of their parent (father or mother only) on the same; signature of local guardian will not be accepted. Students must also be made to sign on the 'receipt' sheet when they return the letters for record purpose. HoDs must verify the signatures of the parent with their specimen signature collected during the time of admission and keep the letters for records.
8. **Parent Call:** A parents' meet shall be held in the 12<sup>th</sup> week of the academic session. The call will be for the parents of those students having shortfall in attendance of any subject (less than 60%) after the end of the 10<sup>th</sup> week of the session. The letters (*Annexure-12*) must mention the date, time and venue of the meeting and must be distributed at least 10 days (on the 12<sup>th</sup> week) before the scheduled meeting. In case a parent is unable to come for the meet on the specified date, they can meet the HoD on a separate date after fixing an appointment, in advance, with him/her through the college office; however this must be done within a week. Also, in case parents are unable to attend the meeting, they may authorize the local guardian of the student to attend the meeting. For this they will have to formally inform the office of the Principal.  
The Meeting will be conducted by the Principal and in her absence the concerned HoD. All staff members of that department must be present in the meeting.  
During the meeting, parents must be briefed about the attendance of their wards and the consequences in case of a shortfall. All their queries must be satisfied. They must be made to sign on an attendance sheet.
9. At the end of the semester, the total attendance will be calculated taking into consideration medical leave approved for a student, if any. As per the College rules, approved medical leave will be considered only if the student has a minimum of 50% overall attendance.
10. **Application for Leave on Medical Ground:** Any student, who is unable to attend classes due to sickness, must report the matter to the Principal via email. The letter will be forwarded to the college nurse for necessary noting.  
The student will have to submit a duly fill-in medical form (*Annexure-13*) available at the college website or with the college nurse along with all necessary documents (mentioned below) within three days of his/her re-joining college. The HoD must allow the student to attend classes only after he/she shows a clearance from the nurse. The nurse should give a clearance note only after the students submits a Doctor's fitness certificate.  
The list of the supporting medical documents from a registered medical practitioner to be submitted by the student:
  - Prescription mentioning the illness from a registered medical practitioner
  - Medical check-up reports, if any
  - Medical bills (for medical reports or purchase of medicine)
  - Fitness certificate issued by the doctorThe College-nurse will verify the documents, prepare the slip, in dual copies (one for her records and another for the HoD) and place it before the Principal for her signature. The HoD's copy will be sent to him/her by the nurse for records.  
The HoD will look into the matter at the time of students' final attendance calculation i.e. before the commencement of the end-semester examination. Medical leave may be taken into consideration for students as per the college rules.



11. **Attendance for Extra-Curricular Activities (ECA):** This must be considered especially for students having a shortfall in the requisite attendance. The calculation details for the same will be decided by the HoD Forum in consultation with the Principal and may vary from one year to the other. Student having 60% and above overall attendance in ECA may be given clearance to appear in the end semester examination.

**ECA Attendance:** Students attending any event must be made to sign on the attendance sheet (*Annexure-14*) for the event during their ingress and egress. The sheets must carry details of the event on each page and counter signed by the teacher in-charges. They should be retained by the concerned HoD.

<b>J.D. BIRLA INSTITUTE</b>	
Department:	
<b>STUDENT'S ATTENDANCE FOR PARTCIPATION IN</b>	
Event:	
Date:	
Venue:	

*Signature of the teacher-incharge*

The HoDs must calculate the total attendance for each student and submit to the Principal at the time of finalizing the list of eligible students for end-semester exams. After this the original records of ECA attendance must be handed over to the IQAC.

12. **Special Leave for Participating in College Activities or Practicing for Inter-College Events:** Students can be given attendance for participating in college activities or practicing for inter-college events. For this, students wanting to avail such leaves must apply to the teachers in-charge of college / inter-college events in the prescribed form (*Annexure-15*) following which the teachers in-charge may grant the leave and send a note to the HoD for necessary calculation of attendance. Students will have to submit the form on a daily basis and not for a comprehensive period. The form shall be available at the college website of college office.

<b>J.D. BIRLA INSTITUTE</b>		
<b>FORM FOR APPLICATION FOR ATTENDANCE TO PARTCIPATE IN COLLEGE OR INTER-COLLEGE EVENTS</b>		
Date of Application		
Department:		
Name of Student		
Class		
Class Roll No.		
Even		
Date for which the leave is applied for		
Likely classes to be missed		
Subject	Period	Name of the Subject Teacher

*Signature of the Student*

The HoD must inform all the teachers of his/her department, every fortnight (during departmental meeting), about the attendance clearance.



13. In case of shortfall in the required class-attendance, a notice will be issued to the concerned student by the examination cell before the commencement of the end-semester exam mentioning that he/she will not be allowed to appear for the end-semester exams.

## **SECTION-5** **EXAMINATION RELATED MATTERS**

The following officers shall attend to all matters related to the Examination Cell:

- a) Examination Officer (Marks & Evaluation)
- b) Examination Officer (Correspondence & Records)
- c) Examination Officer (Verification & Printing)
- d) Examination Officer (Satellite Campus)
- e) Examination Clerk

### **Unit-1: Evaluation**

Student will be evaluated on each subject (theory/practical) under both the following sections:

- **SECTION-A:** Continuous Internal Evaluation (CIE) consisting of a class-test and class assignments carrying 40% weightage of the total marks. The break-up of marks for this section will be as follows:

S. No.	Categories	For Paper on 100 Marks	For Paper on 50 Marks
1	Class Test	20 marks	10 marks
2	Class Attendance*	5 marks	2½ marks
3	Class Performance	5 marks	2½ marks
4	Class Assignment	10 marks (average of minimum 4 assignments)	5 marks (average of minimum 2 assignments)
		May consist of MCQ, quiz, group discussion, project submission, case studies, etc.	
<b>TOTAL</b>		<b>40</b>	<b>20</b>

\*Class Attendance will be considered till the date of submission of internal marks or as decided by the HOD Forum. Marks for the same maybe allotted as follows:

Percentage of Marks	For Paper on 100 Marks	For Paper on 50 Marks
Less than 49%	0	0
50-59%	2	1
60-69%	4	2
70-79%	6	3
80-89%	8	4
90-100%	10	5

### **NOTE: For Class Assignments**

- a) It will be the responsibility of the HoD to ensure that all faculty members of their departments conduct a minimum of 2-4 formal class assignments and submit the break-up of internal marks (Annexure-16) to him/her at least one month before the commencement of the end-semester examination.



Class Attendance	8 Marks
Assignments	12 Marks
Assignment-1: 3 marks	
Assignment-2: 3 marks	
Assignment-3: 3 marks	
Assignment-4: 3 marks	
<b>TOTAL</b>	<b>20 Marks</b>

- b) Students must be made to sign on attendance sheets while submitting their assignments (*Annexure-17*). Separate attendance sheets, one for each assignment with proper caption will be issued by the HoD to each subject teacher who must return them to the HoD after the completion of the assignment for future records.

<b>J.D. BIRLA INSTITUTE SUBMISSION OF ASSIGNMENTS</b>						
<b>Department:</b>						
<b>Class:</b>						
<b>Subject:</b>						
Sl. No.	Class Roll No.	Name of Student	Assignment- 1	Assignment- 2	Assignment- 3	Assignment- 4
<i>Signature of the Teacher</i>						

- c) Faculty members may submit their requisition, if required, for printing question papers for class assignments to the Examination Cell through the Principal's office. For this they will have to submit a hard copy of the assignment to be multi-copied along with a duly filled-in order slip through their HoDs.
- d) Class assignments will not be repeated for students who remain absent or are unable to submit their reports on time.
- **SECTION-B:** End-semester Evaluation (ESE) held at the end of the semester and carrying 60% weightage of the total marks.

#### Unit-2: Process in Relation to the Mid-term Exam /Class Test

1. The Examination Officer (Correspondence & Records) must release the following after two weeks of commencement of the semester to the Principal's office:
  - a) A notice calling for submission of question papers by faculty members
  - b) Proposed room allotment
  - c) Proposed teachers' invigilation chart, mentioning one senior teacher in each room as the Master Invigilator.
  - d) Proposed examination schedule  
In case of d) the Principal's office must send the schedule for necessary verification and approval to the HoDs.
2. HoDs must collect the soft and duly-signed hard copies of the question papers in the prescribed format (*Annexure-18*) from the faculty members of their department and after necessary verification (name of the subject, marks allotted and adherence to the question paper format) submit the same to the Examination Cell through the Principal's Office within two weeks of the notice being put-up.



3. The Examination Clerk in-charge of typing question papers must complete the formatting by another week. She should submit a department wise list of errors, if any to the Principal, who will seek necessary clarification from the concerned HoD. On receiving the clarifications from the Principal, the Examination Clerk will make the necessary changes and submit soft copies of the papers to the Examination Officer (Verification & Printing). The onus of all necessary corrections shall rest with the Examination Clerk. He/she should ensure that the guidelines for preparing question papers are followed (*Annexure-19*).
4. The Examination Officer (Verification & Printing) will print, pack, seal and label (*Annexure-20*) the question papers after informing the Principal. On the day/s of printing, entry to the Examination office shall be restricted. After printing, the question papers shall be kept under lock with the key in the custody of the Principal. The process should be complete at least a week before the commencement of the exam.
5. The Examination Officer (Correspondence & Records) must ensure that the examination schedule is published and put-up on the college website and notice boards at least 4 weeks before the commencement of the exams and the teachers' invigilation list is released at least 10 days before the exam.
6. The Examination Officer (Correspondence & Records) must hand over the room allotment chart to the Maintenance supervisor through the Administrative Officer. The following allotment chart should be adhered to:

Room-wise Number of Seating (Maximum) during Exams			
MAIN CAMPUS		SATELLITE CAMPUS	
RN: 208	35 seats	RN: 414	25 seats
RN: 209	35 seats	RN: 415	25 seats
RN: 212	45 seats	RN: 416 (Seminar Hall)	50 seats
RN: 312	55 seats	RN: 502	25 seats
RN: 314 (AVR)	35 seats	RN: 503	25 seats
RN: 315	20 seats	RN: 504	25 seats
RN: 402	35 seats	RN: 505	25 seats
RN: 403	70 seats	RN: 510	30 seats
RN: 404	70 seats	RN: 520	20 seats
RN: 405	70 seats	<b>TOTAL</b>	<b>250 seats</b>
RN: 409	35 seats		
RN: 410	35 seats		
411 (Auditorium)	100 seats		
RN: 413	45 seats		
RN: 501	35 seats		
RN: 502	90 seats		
RN: 503	60 seats		
RN: 507	35 seats		
<b>TOTAL</b>	<b>905 seats</b>		
<b>Collection Desk: RN: 110 (Design Studio)</b>			
<b>All back paper must be held in one room</b>			

7. The Examination Officer (Correspondence & Records) must prepare the department wise students' attendance sheets and invigilators' attendance sheet (*Annexure-21*) along with labels for examination boxes and for distribution of answer scripts at least 15 days before the exams. He/she also must prepare a room-wise students' list mentioning the name of exam and class and signature sheet for the invigilators.



<b>J.D. BIRLA INSTITUTE</b> Main / Satellite Campus <b>ATTENDANCE SHEET FOR INVIGILATORS</b> Date of Exam:					
S. No	Name of the Invigilator	Room No.	Examination	Time	Signature of the Invigilator
<i>Verified by</i>					
Examination Officer (Verification & Printing)					

8. The Examination Officer (Correspondence & Records) with the help of the Examination Clerk must prepare the examination boxes for the different rooms at least one day before the exam. The boxes should contain the following – list of students seated in that room, required number of question papers and answer scripts (based on the number of students in that room), additional sheets, RA guidelines, students' attendance sheets, few blank A-4 sheets/RA form, stapler with extra pins. Two boxes, one each for the two exams to be held on a day must be prepared on the eve of the exams. Thus, two differently coloured set of boxes must be maintained at the Examination Cell.
9. The boxes will be sent to the collection desk, half an hour before the exams by the Examination Officer (Correspondence & Records). Invigilators will have to personally come and collect the boxes at least 20 minutes before the commencement of the exam.
10. All the invigilators must be present in the examination hall at least 15 minutes before the commencement of the exam.
11. Answer scripts must be distributed to students once they have taken their seats and the question paper must be distributed only after the final exam bell.
12. Invigilators must sign (full signatures, initials will not be permitted) on the answer script of each student after verifying the roll numbers. No overwriting will be allowed and in case of overwriting, invigilators must sign against the overwritten section. Students must be given supplementary sheets as and when they require; however, the invigilator must immediately sign on the sheet after making the student fill-in the requisite details on the supplementary sheet. Under no circumstance, the supplementary sheets should not be signed beforehand by the invigilators; they must record their signature sonly after the student fills the requisite details.
13. Examination Officer (Correspondence & Records) will circulate Students' and Invigilators' Attendance Sheets while the exams and verify all entries.
14. Invigilators should allow the students to sign against their roll numbers by personally presenting the attendance sheet to each student. On no account should the sheet be circulated by students themselves. The entire process should be completed by only one of the two/three invigilators and signed by him/her only.
15. After the exam, the invigilators must collect the answer scripts from their respective rooms and submit them to the Examination Officer (Verification & Printing) at the collection desk. The Examination Officer (Verification & Printing) will be assisted by Examination Clerk in this matter. Invigilators will be required to sign on the required sheet (*Annexure-22*) after necessary counting and validation is done by the examination officers; this will include return of all stationery supplied. In case of more than one invigilator in a room, only the master invigilator should submit the answer scripts along with the examination box.



<b>J.D. BIRLA INSTITUTE</b> Main / Satellite Campus <b>SUBMISSION OF ANSWER SCRIPTS BY INVIGILATORS</b> Date of Exam: Morning/Afternoon Shift					
S. No	Name of the Invigilator	Room No.	Examination	No of Answer Scripts Submitted	Signature of the Invigilator
<i>Verified by</i>					
Examination Officer (Verification & Printing)					

16. After validation, the answer scripts along with blank internal assessment mark sheets, attendance sheets and a copy of question papers will be packed by the Examination Officer (Verification & Printing) and handed over to the examiner for evaluation through the Dispatch register on the day of the exam itself or the very next day.
17. The Examination Officer (Correspondence & Records) must release the notice for submission of answer script within 15 days from the date of receipt of answer scripts on the first day of the exam.
18. Faculty members must submit the evaluated answer scripts, mark sheets & attendance sheets to the HoD after showing the answer scripts to the students and recording this through their signatures on an evidence sheet (*Annexure-23*) issued by the Examination Officer (Correspondence & Records). The HoD must submit all these to the Examination Cell through the Principal's Office.

<b>J.D. BIRLA INSTITUTE</b> Name of Exam: Department: Class: Subject: Date of exam:			
<b>EVIDENCE SHEET</b>			
(Record of students who have seen the answer script after correction by the examiner)			
Sl. No.	Class Roll No.	Name of Student	Signature with date
<i>Signature (with date) of the Subject Teacher</i>			

11. The Examination Officer (Marks & Evaluation) must enter the marks in the ERP and ensure that the Report Cards on internal assessment are issued to all students before the commencement of the end-semester exams.
12. The Examination Officer (Marks & Evaluation) must prepare the Report Cards and get it verified and signed by the Examination Officer (Verification & Printing). Post this, the Report Cards must be signed by the Principal and distributed through the HoDs. For this the Examination Officer (Marks & Evaluation) must place each Report Card in an envelope and send it to the concerned HODs along with Students' Signature sheets. HoDs must return the Students' Signature sheets to the Examination



- Officer (Correspondence & Records) after distribution of the Reports Cards among the students for necessary records.
- Students must report, in writing, any discrepancy in marks to the Principal's office directly. The Principal will issue a memo to the HoD seeking clarification. On receiving a proper clarification from the examiner concerned through the HoD, the Principal may instruct the Examination Officer (Marks & Evaluation) to make relevant changes and issue a fresh Report Card.
13. The Examination Clerk must send copies of the question papers to the LRC and concerned HoD for their records within three days of the completion of all exams.

#### **Unit-3: Process in Relation to the End-semester Exam**

The process will be same as that for Mid-term Exam /Class Test; however wherever required the university intervention will have to be followed.

#### **Unit-4: Invigilation Duty**

1. All teachers must verify the Invigilator's list put-up on the notice boards and notify errors, if any, to the Examination Officer (Correspondence & Records) at least three days before the exam.
2. On the days of exams all faculty members must report to college by 9 a.m.
3. The first exam bell will be sounded 30 minutes before the commencement of the exam and faculty members must move to their respective examination halls at least 15 minutes before the commencement of the exams.
4. The Master invigilator will have to personally collect the examination box from the Examination desk at least 20 minutes prior to the commencement of the exam. The Exam boxes must be handed over to the Master invigilator only.
5. One invigilator from each pair must stand at the entrance of the examination hall to verify admit cards and check pencil boxes, etc of students.
6. Invigilators must brief all students about specific rules related mobile phones and smart phones. They must also ensure that students settle down and do not talk before distributing the question paper. Sharing of stationery by students shall be prohibited.
7. **Distribution and Signing of Answer Scripts:** Answer scripts must be distributed to students once they have taken their seats. Students must be instructed not to use the rear side of the top sheet of the answer script and to draw margins on each page. Invigilators must sign (full signatures, initials will not be permitted) on the answer script of each student after verifying his/her admit card, examination roll number and university registration number. No overwriting will be allowed and in case of overwriting, invigilators must sign against the overwritten section. Students must be given supplementary sheets as and when they require; however, the invigilator must immediately sign on the sheet after making the student fill-in the requisite details on the supplementary sheet. Under no circumstance, the supplementary sheets should not be signed beforehand by the invigilators; they must record their signature sonly after the student fills the requisite details.
8. **Student's Failure to Produce Admit Cards:** In case a student fails to produce his/her Admit Card, the invigilator must take an undertaking from the student stating that he/she is fully aware of the consequence (cancellation of the paper) in the event that he/she is unable to produce the Admit Card and submit to the Examination Officer (Correspondence & Records). The students must produce his/her Admit Card within two hours after the end of the examination. In such a case, the answer script of concerned student will not be verified and signed by the invigilator till required direction is given by the Examination Cell. Also the student will not be allowed to sign on the Attendance sheet till all formalities are over.



- In case the student has lost the Admit Card, he/she must file a General Diary at the local Police station and submit a copy to the college office in place of the admit card. However, the student will have to procure a duplicate admit card from the University and submit to the college within three days of the exam.
- All invigilators can leave the campus only after they get a Green Signal form the Examination Cell on each day of mid-term / end-semester examination. Examination Cell shall send a clearance note to the Chairperson of the Examination Committee once all matters are in place.
9. **Distribution and Notification of Mistakes in Question Paper:** Question paper must be distributed only after the final exam bell.  
In case of an error in the question paper, the invigilator must approach the Examination clerk, who in turn shall bring the matter to the notice of the Principal for necessary advice and instruction.
10. **Recording Attendance of Students:** Invigilators should allow the students to sign against their roll numbers by personally presenting the attendance sheet to each student. On no account should the sheet be circulated by students themselves. The entire process should be completed by only one of the two/three invigilators and signed by him/her only.  
In case a student is absent for the said exam, the invigilator must write 'ABSENT', in block alphabets next to his/her roll number.
11. **Late Entry of Students:** No student will be permitted to enter the exam room 30 minutes (for a two hour exam) and 15 minutes (for a one hour exam) after the commencement of the exam. The doors of the examination hall will be closed soon after final exam bell and till all formalities (distribution of answer scripts and question papers) for students present in the hall are completed. Students coming late (within 30 minutes of the commencement of the exam) will have to wait till this procedure is complete.  
In case of any controversy, the Invigilator may ask the student to wait till the process of distributing answer scripts and question papers is over. Thereafter the invigilators must approach the Principal to discuss this matter. Under no circumstance should students be sent directly to the Principal.
12. After the exam, the invigilators must collect the answer scripts from their respective rooms and sort out the extra question papers and stationery in the examination box and submit them to the Examination Officer (Verification & Printing) at the collection desk. They will be required to sign on the required sheet after necessary counting and validation is done by the examination officers; this will include return of all stationery supplied. In case of more than one invigilator in a room, only one who is the master invigilator should submit the answer scripts and sign on the sheet
13. Invigilators must ensure that all examination halls are locked after the exam; for this one of the invigilators should ensure that the peon locks the room in front of them.
14. All faculty members must only approach the peons assigned to their floors for any support. In case a peon are found missing from his seat, they must immediately inform the Administrative officer and if required register a written complaint.
15. **RA Case (Student using Unfair Means):** In case an invigilator finds a student to use unfair means during exams, the invigilator must first confiscate the evidence, a photograph may also be taken in case any writings are found on the body of the student. The students should then be asked to stop writing and a line drawn on the answer script with the invigilator's signature.  
The student will have to submit a letter of apology before being allowed to continue with the exams. The student must apologize and request the Principal to allow him/her to continue the exams. The letter should have the following details - name, class and examination roll number of the student, name and date of exam, subject, examination



hall number and the reason for the undertaking. For this the following form will be given to the student.

<b>J.D. BIRLA INSTITUTE FORM FOR REPORTED AGAINST CASE</b>	
Letter by the Student	
<i>Signature of the Student (with Date)</i>	
<i>To be Filled-in by the Invigilator</i>	
Name of the Exam	
Department	
Subject	
Date of Exam	
Room No.	
Time (at which the case was identified)	
Name of Student	
Examination Roll No.	
Class	
Unfair Means Used	
Note by the Invigilator	
<i>Signature of the Invigilator (with Date)</i>	
Forwarded by Master Invigilator	
<i>Signature of the Master Invigilator (with Date)</i>	

The concerned student must be allowed to continue her exams on the same answer script only after he/she submits the apology note.

The concerned invigilator must write 'R.A.' on top of the candidate's answer script and put her note and signature on the letter. After counter signing, the Master invigilator should separately submit the letter along with all evidence and answer script to the Examination Officer (Correspondence & Records).

#### Unit-5: Correction of Answer Scripts

1. Examination Officer (Correspondence & Records) must pack the collected answer script along with two copies of the question papers and attendance sheet (in case of mid-term exam) / appointment letter (in case of end-semester exam) and hand over to Examination Officer (Verification & Printing).
2. Faculty members should collect their answer scripts for correction from the examination cell within two days of the exams. Answer scripts should be handed over only to the appointed examiner after recording his/her signature on the Dispatch register.



3. The Examiners should tally the number of answer scripts received with the attendance sheet (in case of mid-term exam) / appointment letter (in case of end-semester exam) provided. Discrepancy, if any must be notified to the Examination Officer (Correspondence & Records)
4. Examiners must maintain confidentiality and abstain from sharing any information related to answer-script markings with colleagues, friends or family. HoD of the department will have no say in these matters.
5. In case a paper is shared between two faculty members, the teachers can divide the number of papers received and interchange after completing correction of their respective portions, or receive the entire set, finish correction of their respective portion and interchange the set. Each faculty must maintain a written record of the papers before handing them over to the other colleague.
6. The Examiner should not write comments inside the answer script as they may be sent for review; the reviewer may get influenced if the answer scripts with the markings on the answer script.
7. In case a student answers more than the required number of questions, only the first set of required answers will be corrected.
8. In case a examiner finds any discrepancy while correcting the answer scripts, the matter must be reported only to the Principal through an official letter by the examiner.
9. Before submitting the corrected answer scripts faculty members must cross-check the total marks secured in the final examination along with the internal marks for all students in order to verify that they have passed in the grand total. They may verify the internal marks from the file maintained by the HoD.  
In case a student fails in the subject after adding the internal marks, the matter must be reported to the HoD. This is more important for those students who have reappeared in the exam as a back-paper student.
10. Examiners should submit the marks to the Examination Officer (Marks & Evaluation) within 15 days of receiving answer scripts for correction. The Officer should receive the answer script only after necessary counting and verification; the examiner should be made to sign on a sheet mentioning the number of scripts submitted.
11. The Examiner becomes the custodian of the answer scripts once the same is handed officially to him/her. Thereafter if the faculty wishes to take them home, it is his/her decision. However, in case of misplacement/loss of any answer script, a police complaint has to be filed. Hence it would be more prudent to correct the papers in the college itself and abstain from taking them outside the campus.

#### Unit-6: Submission of Marks

HoDs must retain copies of all internal marks before submitting to the Examination office.

#### Unit-7: Process for Review of Marks for End-Semester University Examination

1. A student can apply for review of papers (theory and regular papers only; back papers cannot be reviewed) within 10 days of publication of results by submitting a duly filled-in form (*Annexure-25*) available at the college website or college office to the Officer at the administrative office along with the fee receipt. Students will have to submit separate forms for each paper they wish to be re-evaluated and maximum of 50% of papers in the concerned semester can be reviewed.
2. The students will have to pay of Rs. 50/- (rupee fifty only), for each paper to be re-evaluated, in cash / money transfer (in this case the necessary details of remittance will have to be furnished), to the college Accounts department, who will issue a receipt.



3. The Officer at the administrative office must forward the same Examination Officer (Evaluation & Marks) for necessary verification.
4. After 10 days (from the date of publication of the results), the Examination Officer (Evaluation & Marks) must forward the applications along with the cheque to Jadavpur University through the Examination Officer (Correspondence & Records).
5. This facility for re-evaluation applied to all courses except post-graduate diploma in Dietetics & Applied Nutrition.

#### **Unit-8: Process for Procuring Degree Certificate**

1. All students will have to fill the Application form (*Annexure-26*) sent through the email by the college or available on the college website in the month of November for participating in the Convocation.
2. The necessary fee for the convocation will be collected from all students along with the 6th semester fee by the Accounts department. In case a student is unable to clear the exams, this fee shall be carried forward and the student will not have to pay the same again.
3. Students will have to be present, in person on the day of convocation to receive the degree certificate. They may nominate their parent only to collect the degree on their behalf; for this they will have to submit a duly signed letter requesting for the same at least 10 days before the convocation; an email from the student in this regard will not be accepted
4. Students who fail to collect their degree certificate on the day of the convocation can collect the same from the college by applying to the Principal within 7 days from the day of convocation. The Certificates will be posted (registered post only) to the students who fail to collect the degree certificates within this time at their respective residential addresses registered with the college. Examination Officer (Correspondence & Records) must ensure this.

#### **Unit-9: Process for Procuring Provisional Pass Certificate**

1. For Provisional Pass Certificate, a student should download the Application Form from the university website or alternately collect a hard copy from the examination counter at JU. The same must be filled-in and submitted to the Examination Officer (Verification & Printing) along with a covering letter addressed to the Principal and self-attested photocopies of university registration card, published results and passport / pan card (for verification of signature), and fee receipt from the college Accounts department.
2. The students will have to pay of Rs. 200/- (rupees two hundred only), in cash / money transfer (in this case the necessary details of remittance will have to be furnished), to the college Accounts department, who will issue a receipt.
3. The Examination Officer (Verification & Printing) will verify the documents and submit to the Principal for her necessary signature.
4. The Principal will sign and forward the application to the Examination Officer (Correspondence and Records), who will forward the same to the University with a requisite cheque, prepared by the Account Section.
5. The Certificate will be distributed from college as soon as it is received from the University and may be collected by candidate from the College office after a minimum of 7 working days from the date of submission of application form. Therefore, students must submit their application accordingly.
6. There is no provision for sending the Provisional Pass Certificate to the applicant by post.
7. In case a student wishes to authorize another person for the necessary collection, he/she



- must submit a duly signed letter along with details of the authorized person with his/her specimen signature; an email from the student in this regard will not be accepted.
8. Provisional Pass Certificate will only be issued till month before the University Convocation.

#### **Unit-10: Process for Procuring Medals**

1. Medals for good performance will be given to meritorious students during the Convocation Ceremony and College Annual Day.
2. In case a student fails to collect the same on the day of the event, they may apply to the Principal along with a copy of university registration card and ID proof (for university medals only).
3. The EA to the Principal shall inform the student about the suitable time to collect the same.
4. He/she must take a 'receipt signature' from the student after handing over the medal to him/her.

#### **Unit-11: Process for Procuring Migration Certificate**

1. For Migration Certificate, a student should collect the Application Form from the examination counter at JU. The same must be filled-in and submitted to the Examination Officer (Verification & Printing) along with a covering letter addressed to the Principal stating the reason for the application and self-attested photocopies of university registration card, grade cards, and passport / pan card (for verification of signature), and fee receipt from the college Accounts department.
2. The Examination Officer (Verification & Printing) will verify the documents and submit to the Principal for her necessary signature.
3. The Principal will sign and forward the application to the Examination Officer (Correspondence and Records), who will inform the student to collect the documents from the college.
4. The student should collect the documents and submit to JU.
5. JU will directly post the Certificate to the student.

#### **Unit-12: Process for Procuring Academic Transcript**

1. Only final year students who have cleared all exams and have no back papers can apply for an Academic Transcript.
2. For the transcript, the student should download the Application Form from the university website or alternately collect a hard copy from the examination counter at JU. The same must be filled-in and submitted to the Examination Officer (Verification & Printing) along with a covering letter addressed to the Principal and notarized photocopies of university registration card, both sides of relevant clear mark sheets / grade cards of all passed examinations issued from the Jadavpur University and passport / pan card (for verification of signature), and fee receipt from the college Accounts department.
3. The Examination Officer (Verification & Printing) after verifying the documents, will forward it to the Principal for attestation.
4. The Principal will forward the application to the Examination Officer (Correspondence and Records) who will inform the student to collect the documents from the college.
5. The student will collect them from the college and submit to the University along with a fee of Rs. 150/- (rupees one hundred fifty only) for a set of five copies, in cash / money transfer (in this case the necessary details of remittance will have to be



6. furnished) to the University.
7. In case a student wishes to authorize another person for the necessary collection, he/she must submit a duly signed letter along with details of the authorized person including his/her specimen signature; an email from the student in this regard will not be accepted.
8. There is no provision for sending the Transcript to the applicant by post.
9. As per EC resolution of the University, Academic Transcripts are valid for one year w.e.f. the date as printed on the transcript. If not collected within one year, such undelivered Academic Transcripts shall be destroyed.
10. Also as per J.U. rule, Academic Transcripts will not be sealed and has to be dispatched by the candidate at his/her own cost. There is no provision for sending such Transcripts by post.

#### **Unit-13: Process to be followed for applying for a Revised Grade Card**

1. For Revised Grade Card, a student should download the Application Form from the university website. The same must be filled-in and submitted to the Examination Officer (Verification & Printing) along with a covering letter addressed to the Principal and self-attested photocopies of university registration card, original grade cards that needs correction and photocopies of the other grade cards issued .
2. The Examination Officer (Verification & Printing) will verify the documents and submit to the Principal for her necessary signature.
3. The Principal will sign and forward the application to the Examination Officer (Correspondence and Records), who will forward the same to the University.
4. The Examination Officer (Correspondence and Records) must check with the university from time to time regarding the cards; once ready, he/she should send the college peon to collect the same.
5. The Certificate will be distributed from college as soon as it is received from the University and may be collected by candidate from the College office after a minimum of 20 working days from the date of submission of application form. Therefore, students must submit their application accordingly.
6. In case a student wishes to authorize another person for the necessary collection, he/she must submit a duly signed letter along with details of the authorized person including his/her specimen signature; an email from the student in this regard will not be accepted.

#### **Unit-14: Process for Procuring Duplicate Documents (Degree Certificate / University Registration Certificate / Grade Card(s) / Mark-Sheet(s) / Admit Card)**

1. A student may apply to the Principal stating the reasons for procurement of duplicate documents in case of the following:
  - a) Loss or theft of original degree certificate / university registration certificate / grade card(s) / mark-sheet(s) / admit card.
  - b) Failure to collect the original grade card(s) / mark-sheet(s) from the college within the stipulated time (six months with effect from date of issue of the said documents).
  - c) Damaged original grade card(s) / mark-sheet(s), he/she may apply to the Principal along with photocopy of.

The student will also have to submit the following documents along with the letter and a self-attested photocopy of university registration card as the case may be - GD (original) lodged at the local police station (for a), photocopy of their admit card (for b) and damaged document, in original (for c).
2. Thereafter he/she should download the Application Form for duplicate degree



- certificate / university registration certificate / grade card(s) / mark-sheet(s) / admit card from the university website or alternately collect a hard copy from the examination counter at JU. The same must be filled in and submitted to the Examination Officer (Verification & Printing) along with a photocopy of passport / pan card (for verification of signature) and fee receipt from the college Accounts department.
3. The students will have to pay the requisite fee (mentioned below), in cash / money transfer (in this case the necessary details of remittance will have to be furnished) to the college Accounts department, who will issue a receipt.
    - Duplicate Degree Certificate: Rs. 250/-
    - Duplicate University Registration Certificate: Rs. 5/-
    - Duplicate Grade Card: Rs. 150/- (one hundred fifty only) per grade card
    - Duplicate Admit Card: No money required; the duplicate card can be simply be downloaded from the University website by logging-in using the registration number
  4. The Examination Officer (Verification & Printing) will verify the documents and submit to the Principal for her necessary signature.
  5. The Principal will sign and forward the application to the Examination Officer (Correspondence and Records), who will forward the same to the University with a requisite cheque, prepared by the Account Section.
  6. The Certificates will be distributed from college as soon as it is received from the University. Duplicate grade card(s) / mark-sheet(s) / admit card may be collected by candidate from the College office after a minimum of fifteen working days from the date of submission of application form, hence students must submit their application accordingly.  
The student must collect the duplicate degree certificate / university registration certificate / grade card(s) / mark-sheet(s) / admit card within six months with effect from the date of issue; thereafter such undelivered grade card(s) / mark-sheet(s) / admit card shall be destroyed and fresh application with requisite fees and document(s) is required to be submitted.
  7. There is no provision for sending such Duplicate degree certificate / university registration certificate / grade card(s) / mark-sheet(s) / admit card to the applicant by post.
  8. In case a student wishes to authorize another person for the necessary collection, he/she must submit a duly signed letter along with details of the authorized person along with his/her specimen signature; an email from the student in this regard will not be accepted.

### **Unit-15: Convocation**

1. **Composition of the Convocation Committee:** The Convocation Committee will be formed at the beginning of the academic year and shall comprise of the following members:
  - a) *Principal*
  - b) *HoD of all departments (one HoD shall be nominated by the Principal as the Chairman of the Committee)*
  - c) *EA to the Principal*
  - d) *IT / Website Manager*
  - e) *Account Officer*
  - f) *Examination Officer (Marks & Evaluation)*
  - g) *Examination Officer (Correspondence & Records)*
  - h) *Examination Officer (Verification & Printing)*
  - i) *Examination Officer (Satellite Campus)*



- j) *Examination Clerk*
  - k) *Officers at the Administrative Office*
  - l) *Graphic Designer*
2. The Convocation Committee must meet in the month of September to propose the Chief Guest and other dignitaries. Once approved by the Management and University Officials, consent must be sought from the dignitaries. For this invitation letters must be sent to the dignitaries by the PA to the Principal. In case the governor is to be invited, a draft letter should be sent to the Vice Chancellor for his necessary forward to Raj Bhawan.
  3. Once the consent is received, the required notice along with the Convocation form must be uploaded on the website with a copy to the former students via group emails by the Examination Officer (Correspondence & Records). She should regularly download the forms and prepare the list of students who would be attending the convocation. Reminders should be sent from time to time. The last day for receiving the form should be one week before the Convocation.
  4. In the meantime, the EA to the Principal must place order for convocation gowns and hats after receiving a formal quotation from the vendor and having it approved by the Principal.
  5. Degree certificates and gold medals will be collected from the University after University's convocation by the Principal or her delegate.
  6. Examination Officer (Verification & Printing) must verify the certificates received from the university and bring any discrepancy to the notice of the Principal. The Principal will notify the matter to the COE, JU for rectification, if any.
  7. The Chairman of the Convocation Committee should prepare the duty chart and get it approved by the Principal.
  8. The Graphic Designer should prepare the invitation cards, poster and passes for guests.
  9. Students should be asked to collect the passes for their parents (maximum of two passes per student) from their respective HoDs at least one week before the ceremony.
  10. The final merit wise list of students who will be attending the convocation should be uploaded on the college website and a group email sent to all former students to verify the same. They must notify the college regarding discrepancies, if any.
  11. Registration sheet for students must be prepared by the Examination Officer (Correspondence & Records), one each for the Principal, HoDs, emcee, discipline in-charge and awards in-charge.

#### **Unit-16: Matters Related to Post-graduate Dissertations & Projects**

1. Students have to submit at least three proposed topics/themes for their dissertation / projects to their respective HoDs during the semester prior to the one in which they have to carry out the research.
2. Students will have to defend their proposals and explain the plan of work before a panel comprising of all teachers of their department before the end of the previous semester. Areas of research should be based on innovativeness, latest trends and social implication.
3. The matter will be discussed in departmental meetings and the final list of student with the proposed area of research work and teacher-mentors/guides will be prepared by the HoD for submission to the research Committee for necessary approval.  
Only faculty members with five years teaching experience shall be allowed to guide dissertations/projects for post-graduate students unless she/he holds a Ph.D degree.  
Co-guidance by two or more faculties will not be permitted for dissertation/projects. However, guides can seek help from colleagues and/or other faculties for joint publication.



4. After receiving the consent from the Research Committee concerned HoDs must ensure that a notice with the list of students with their approved topics and teacher-mentors/guides is put up before the commencement of the next semester. The notice should also carry the break-up of marks and dates of submission.
5. Any change in the research topic or title must be approved by the research committee. For this the students may apply to the Secretary of the Research Committee via their teacher-mentors/guides requesting for a change. They will have to clearly explain the reason for the same. The Secretary of the Research Committee shall discuss the matter in the meeting and accordingly inform the HoD in writing once the MoM is confirmed.
6. Onus of timely completion of the research work will rest with the teacher-mentors/guides only.
7. In case of a dissertation, students will have to submit the a report duly signed by their respective teacher-mentors/guides on extensive literature survey on the approved research area along with a plan of work in the 3<sup>rd</sup> semester to the HoDs of their departments.
8. The research work will be carried out in the 4<sup>th</sup> semester as per the plan of work submitted earlier.
9. The Secretary of the Research Committee must ensure that dissertations and projects are completed and submitted within the stipulated time. Necessary notices must be released from time to time by the concerned HoDs under her guidance.
10. Students will submit the final report including the literature survey carried out in the previous semester as per the format provided. This must be submitted to the examination office by the HoDs after being endorsed/signed by the teacher-mentor/guide on the date of submission finalized earlier and before the end of the end-semester examination in the 4<sup>th</sup> semester. Before submission of the report, one nominated member of the Research Committee will verify whether the dissertation/project has been drafted as per the format provided. In case the dissertation/projects are not in line with the format, students will be asked to re-submit after necessary corrections within three days. Dissertations/projects will be accepted only if approved by this committee.
11. Soft copies of the reports must then be submitted to the Examination Officer (Verification & Printing) by the HoD. The Examination Officer (Verification & Printing) will scan the soft copy of the dissertation/project using the anti-plagiarism software and submit the details (percentage of plagiarism noticed) to the Principal. The Principal after making her note shall forward the same to the Secretary of the Research Committee for the necessary discussion in their meeting. Based on noting of the Committee, the student may be asked to resubmit his/her dissertation/project within seven days. The Secretary of the Research Committee must communicate, in writing, to the HoD of the concerned department on this matter. Plagiarism should not exceed 40%.
12. After this approval, students must submit three original soft-bound copies of the research along with a revised soft copy on the CD, requisite binding fee of Rs 150/- (in cash) and an undertaking stating that they cannot publish the work undertaken for the project without the consent of the college to the Examination Officer (Verification & Printing). The Examination Officer must submit the cash as per the procedure to the Accounts department on the same day.
12. The Examination Officer (Verification & Printing) must once again verify if all necessary changes have been incorporated with assistance from the Secretary of the Research Committee
13. **Examination:** The name of the external examiner to conduct the viva-voce must be finalized by the HOD-Forum and forwarded to the Examination Officer (Correspondence & Records) at the beginning of the semester.



Viva-voce for dissertation/project shall be held as per the end-semester examination schedule.

The synopsis of each dissertation/project will be sent to the external examiners by the Examination Officer (Correspondence & Records) at least fifteen days before the viva-voce through email.

Students will have to defend their dissertation/project in an open viva conducted by a panel of external examiners and nominate member of the research committee. They will have to present their research through a 10 minutes power-point presentation followed by an Q&A round from the audience. All final year students of the concerned department must be present during the viva.

15. **Marking:** The marking scheme for dissertations/projects will be as follows:

<b>Marking for Projects</b>	
Viva-voce (by the external Examiner only)	20 marks
Report Writing (by the Research Committee)	30 marks
<i>Introduction: 10 marks</i>	
<i>Review of Literature: 10 marks</i>	
<i>Aims &amp; Objectives &amp; Plan of Work: 10 marks</i>	
<b>TOTAL</b>	<b>50 Marks</b>
<b>Marking for Dissertations</b>	
Internal Marking (by the teacher-mentor/guide)	30
Content (by the External Examiner)	70
<i>Introduction: 6 marks</i>	
<i>Review of Literature: 10 marks</i>	
<i>Aims &amp; Objectives: 6 marks</i>	
<i>Methodology: 16 marks</i>	
<i>Results &amp; Discussions: 10 marks</i>	
<i>Summary &amp; Conclusions: 6 marks</i>	
<i>References/Bibliography: 10 marks</i>	
<i>Abstract &amp; Executive Summary: 6 marks</i>	
Viva-Voce (by the External Examiner)	20
PPT Presentation (by the External Examiner)	10
Overall Report Writing/ Presentation (by the Research Committee)	20
<b>TOTAL</b>	<b>150</b>

16. Students may have to re-submit their reports in case of any instructions/suggestions from the external examiner within 7 days of the viva-voce.
17. **Record Keeping:** After successful completion of the viva-voce, all copies must be stamped and signed by the External Examiner, Research Committee member and the Principal. One copy must be sent to the LRC by the Examination Officer (Correspondence & Records). The other two copies maybe returned to the HoD for distribution to the concerned teacher-mentor/guide and the student.
18. The LRC-Head must make all necessary entries and send the copies for hard binding.

#### Unit-17: Matter Related to Under-graduate Projects

1. Students have to submit at least three proposed topics/themes for their projects to their respective HoDs during the semester prior to the one in which they have to carry out the research.
2. The topic for project will be approved and teacher-mentors/guides allotted after mutual consent of all faculty members of the respective departments (during a



- departmental meeting) preferably in the semester prior to the one in which the project is included. Topics should be selected based on latest trends, innovativeness, suitability and scope.
3. A notice with list of approved topics and teacher-mentors/guides along with the marking scheme will be put-up on the departmental notice board by the HoD at the beginning of the semester.
  4. Students should carry out the research as advised by their respective teacher-mentors/guides. The project must involve research work based on primary or secondary data.
  5. Students must complete their research-work and submit the report as per the format given to them before the end-semester exam of the semester. The report must include the following chapters – abstract, introduction, review of literature, aims & objectives, methodology, results & discussions, summary & conclusions, bibliography and annexure, if any.
  6. The Internal Research Committee shall evaluate the projects at least seven days before the final submission by the students. Projects will be accepted only if approved by this committee.
  7. After this approval, students must submit three original soft-bound copies of the research along with a revised soft copy on the CD, requisite binding fee of Rs 150/- (in cash) and an undertaking stating that they cannot publish the work undertaken for the project without the consent of the college to the Examination Officer (Verification & Printing). The Examination Officer must submit the cash as per the procedure to the Accounts department on the same day.
  8. **Examination:** The name of the external examiner to conduct the viva-voce must be finalized by the HOD-Forum and forwarded to the Examination Officer (Correspondence & Records) at the beginning of the semester.  
Viva-voce for dissertation/project shall be held as per the end-semester examination schedule.  
The synopsis of each dissertation/project will be sent to the external examiners by the Examination Officer (Correspondence & Records) at least fifteen days before the viva-voce through email.  
Students will have to defend their dissertation/project in an open viva conducted by a panel of external examiners and nominate member of the research committee. They will have to present their research through a 10 minutes power-point presentation followed by an Q&A round from the audience. All final year students of the concerned department must be present during the viva.
  9. **Marking:** The marking for project is based on final internal evaluation by the guide/mentor, evaluation and viva-voce and report writing by the internal research committee.



<b>INTERNSHIP</b>		<b>PROJECTS</b>	
The marking for Internship will not involve continuous internal evaluation but will be based on the final assessment by the trainee organization where students have undergone the internship. The break-up of the marks will be as follows:		The marking for Project will not involve continuous internal evaluation but will be based on final internal evaluation by the guide/mentor and evaluation and viva-voce by the external examiner. The break-up of the marks will be as follows:	
<b>Assessment by the trainee organization</b>	<b>15 marks</b>	<b>Internal marking by teacher-mentor</b>	<b>20 marks</b>
<b>Report</b>	<b>5 marks</b>	<b>External marking by external examiner</b>	<b>50 marks</b>
<b>Attendance</b>	<b>10 marks</b>	a) Report Writing / Content: 25 marks <i>Introduction: 2</i> <i>Review of Literature: 4</i> <i>Aims &amp; Objectives: 2</i> <i>Methodology: 5</i> <i>Results &amp; Discussions: 4</i> <i>Summary &amp; Conclusions: 2</i> <i>References/Bibliography: 4</i> <i>Abstract / Executive Summary: 2</i>	
<b>Total</b>	<b>30 marks</b>	b) Viva-voce: 15 marks c) PPT Presentation: 10 marks	<b>Total 70 marks</b>

**TOTAL MARKS (Internship + Project) i.e (30 marks + 70 marks) = 100 marks**

10. **Record Keeping:** After successful completion of the viva-voce, all copies must be stamped and signed by the External Examiner, Research Committee member and the Principal. One copy must be sent to the LRC by the Examination Officer (Correspondence & Records). The other two copies maybe returned to the HoD for distribution to the concerned teacher-mentor/guide and the student.
11. The LRC-Head must make all necessary entries and send the copies for hard binding.

#### **Unit-18: Matter Related to Term-Paper**

1. Students must propose topics of their choice for the term-papers at the beginning of the semester. Topics should be selected based on latest trends, innovativeness, suitability and scope.
2. The topic will be approved and teacher-mentors/guides allotted after mutual consent of all faculty members of the respective departments at the beginning of the semester.
3. The notice of the approved topics along with the marking scheme must be put up on the departmental notice board by the respective HoDs at the beginning of the semester.
4. Term-papers will not include any research work; it will be a compilation of the information gathered on the topic selected. They must however be free from plagiarism that should not exceed 60%..
5. Students must complete their literature survey and submit the report before the end-semester examination as per the format given to them. The Report must include the following chapters – introduction, chapter-wise text of the various aspects of the selected topic, conclusion, bibliography, abstract and annexure, if any.
6. **Examination:** A open viva-voce will be conducted for assessment of students' performance on the date announced along in the end-semester examination schedule



by a panel of internal examiner finalized by the HoD Forum. Students will have to give a 10 minute presentation on their term paper.

**Marking:** Term-papers shall be marked by all the members of the panel and an average will be taken as the final marking. The break-up of marks will be as follows:

Report Writing	30 marks
Content: 15 marks	
Review of Literature: 5 marks	
References: 5 marks	
Overall Report / Presentation: 5 marks	
Presentation	10 marks
Question & Answer	10 marks
<b>TOTAL</b>	<b>50 Marks</b>

11. **Record Keeping:** Students will have to submit three hard-bound copies of term-paper, in original (one each for the LRC, guide/mentor and a copy for the student herself). After successful completion of the viva-voce, one of the approved copies duly signed by the examiners and the Principal must be sent to the LRC for records

#### Unit-19: Matter Related to Seminars

- Students must propose topics of their choice for the seminars at the beginning of the semester. Topics should be selected based on latest trends, innovativeness, suitability and scope.
- The topic will be approved after mutual consent of all faculty members of the respective departments at the beginning of the semester. No teacher-mentors/guides are allotted for seminars and students can take help from any teacher they wish to.
- The notice of the approved topics along with the marking scheme must be put up on the departmental notice board by the respective HoDs at the beginning of the semester.
- Students must submit the seminar report to their HoDs before the end-semester examination as per the format given to them.
- Examination:** A open viva-voce will be conducted for assessment of students' performance on the date announced along in the end-semester examination schedule by a panel of internal examiner finalized by the HoD Forum. Students will have to give a 10 minute presentation on their seminar.
- Examination:** The schedule of the seminar-presentation and viva-voce is announced along with the schedule of other exams of the semester in which the seminar is included. However in case of the Commerce / Management Departments, students will present their seminars on the fixed three days of each week as per their roll numbers.
- Marking:** Seminars shall be marked by all the members of the panel and an average will be taken as the final marking. The break-up of marks will be as follows:

Attendance*	5 marks
Report Writing (Content & References)	10 marks
Power-point Presentation	25 marks
Efforts: 4 marks	
Articulation: 4 marks	
Aids/Slides: 12 marks	
Physical Appearance & Confidence: 4 marks	
Question & Answer	10 marks
<b>TOTAL</b>	<b>50 Marks</b>

\*Based on the total attendance of a student during presentation of seminars by all students



When seminars are combined with field visit as in case of M.Sc courses, the seminar marking shall be scaled down to half and the remaining 25 marks will be based on the students' performance in field Two field visits, each carrying 10 marks (5 marks each for the visit and the report) are undertaken. 5 marks under the field visits are for collective bulletin board presented by groups of students.

11. **Record Keeping:** The HoD shall forward hard copies of only the best 5 seminars (in case of UG Science Departments) / 50 seminars (in case of Commerce / Management Departments) each to the LRC for records. For PG course reports of all seminars should be sent. The LRC-Head should bind 10 seminar reports together after inserting an index.

## SECTION-6

## STAFF RELATED MATTERS

### Unit-1: Recruitment of Staff on Whole-time Permanent Post (on Probation) Basis

On identifying a requirement for full-time staff, the Principal will notify the Administrative Officer, who shall prepare details for advertisement.

#### *Advertisement*

- a) On instruction from the Administrative Officer, the Graphic Designer shall prepare the creative for the advertisement, which must contain the details as mentioned below. The same will be finalized by the Principal.
  - Name of the Institute & Department
  - Title of the Post
  - Minimum qualification required
  - Preferred qualification
  - Last date of submission of application (10-15 days from the release of the advertisement)
  - Address for submission of application
  - Instruction regarding submission, if any (e.g. submission of duly-filled-in form along with a coloured non-returnable passport sized photograph)
- b) In the meantime, the Administrative Officer through the PRO will seek a quotation from the PR agency and after verification of the amount availability with the Accounts department, present the proposal to the Principal for necessary approval. The proposal must include the date of release of the advertisement.
- c) The Administrative Officer will prepare and release the work order along with the creative signed by the Principal for the advertisement to the PR agency with a copy to the Accounts department.
- d) A copy of the creative will also be submitted by him to the PRO Officer and Website Manager with a briefing on their respective roles.
- e) The Accounts department shall release the cheque to the PR agency, the PRO shall ensure that the clipping of the advertisement is submitted to the EA to the Principal for records and the Website Manager shall upload the advertisement in the relevant section on the college website.
- f) The Website Manager shall download all applications submitted by the candidates and submit them to the Administrative Officer on a daily basis; the process should be completed within three days from the last date of submission of application as mentioned in the advertisement.
- g) The Administrative Officer will scrutinize the applications, prepare and submit a comparative summary of eligible candidates to the Principal within seven days from



- the last date of submission of application (i.e within 4 days) as mentioned in the advertisement.
- h) The Principal will finalize the list of candidates to be interviewed along with two external subject-experts, who would conduct the interview. The interview panel will comprise of the following members:
- Representative of the Management
  - Principal
  - HoD of the concerned department / senior faculty nominated by the Principal
  - Subject-expert (external member-1)
  - Subject-expert (external member-2)
- The Principal will also finalize the date of the interview after consultation with the availability of the management authorities. The Administrative Officer must seek the approval of the external experts and send appointment letters duly signed by the Principal to them at least seven days before the final interview. He must also inform the selected candidates, in writing, about the interview.

#### *Preparation for the Interview*

- The interview must be held within one month of release of the advertisement.
- The Administrative Officer through the EA/PA to the Principal must collect self attested copies of all necessary documents/testimonials from the short-listed candidates and verify them at least 2-3 days before the scheduled interview. Outstation candidates may submit scanned self attested copies of the documents. The following documents must be submitted:
  - Application letter
  - Duly-filled-in application form issued by the college with one coloured non-returnable passport sized photograph of the candidate.
  - Birth-certificate or document to prove age
  - Blood group
  - Class-X and Class-XII mark sheets
  - Graduation mark sheets and degree certificate
  - Post-graduation mark sheets and degree certificate (in case the latter is not available, the candidate must submit a letter from the concerned college or the university mentioning the reason why the certificate is not available)
  - NET/SET qualification certificate
  - M.Phil certificate (not-mandatory)
  - Ph.D certificate along with details of course completion (not-mandatory)
  - Published papers, books, etc with citation details
  - Appointment letters regarding previous posts held, if any
  - Salary statement of the last job held
  - Certificate on any special training undertaken
- The EA/PA to the Principal will have to prepare the following documents for the interview panel:
  - Files for the interview panel members containing shortened resume carrying details of the candidate appearing for the interview, individual and cumulative marking sheets
  - Attendance sheet for the shortlisted candidates and members of the interview panel that must have prescribed headings (*Annexure-27*).



<i>Attendance sheet for the shortlisted candidates</i>	<i>Attendance sheet for the members of the interview panel</i>
<p><b>J.D. BIRLA INSTITUTE</b>            Department:            POST:            Date of Interview:  <b>ATTENDANCE SHEET FOR CANDIDATES WHO APPEARED FOR THE INTERVIEW</b>            (this document must also record the possible date of joining by the candidate in a separate column in case he/she is selected by the interview panel)</p>	<p><b>J.D. BIRLA INSTITUTE</b>            Department:            POST:            Date of Interview:  <b>ATTENDANCE SHEET FOR MEMBERS OF THE INTERVIEW PANEL WHO CONDUCTED THE INTERVIEW</b></p>

- iii) Payment voucher for the external subject-experts. She must also collect the amount from the Accounts department before the commencement of the interview.

#### *Interview*

The Administrative officer shall make phone calls to the members of the interview panel and all the candidates at least one day before the interview date to confirm their presence and accordingly inform the EA/PA to the Principal.

Thereafter the EA/PA to the Principal will have to attend to the following matters:

- a) Arrange the room for the interview with placards carrying the names of the panelist placed in front of their seats.
- b) Make the interviewees to sit in the visitor's room and send them to the conference room for interview as required.
- c) Make the interviewees to fill-in the Visitor's slip which should be sent to the Principal before the commencement of the interview. The Visitor's slip must be retained and attached to the candidate's file. Any missing documents not submitted earlier may be collected from the candidate and sent with this slip; this should only be done in special cases.
- d) Get that the attendance sheets signed by the members of the interview panel and all the interviewees. She must also ensure that all the marking sheets are filled-in by the members of the interview panel before they leave.
- e) Hand over the TA amount (in an envelope) to the external subject experts for conducting the interview after getting the concerned voucher signed by them.
- f) Arrange all documents and hand them over to the Principal on the same day as that of the interview.

**NOTE:** All concerned members must ensure that confidentiality is maintained in the entire process and no undue information is shared with anyone.

#### *Notification to the Selected Candidate*

- a) As per the instructions of the Principal, the Administrative Officer must get a written confirmation from the selected candidate regarding acceptance of the job. The Officer must clearly explain the terms and conditions of employment to the selected candidate and verify their preferred date of joining. He/she must get the candidate's written confirmation to join the post under the specified terms and conditions.  
 The Administrative Officer must also ensure that self attested copies of all necessary documents/testimonials have been submitted and must verify them with their original



- counterpart produced by the candidate prior to finalizing the draft of the appointment letter.
- b) After reconfirmation from the Principal, especially regarding the date of joining, the Administrative Officer must prepare the appointment letter for the selected candidate. He/she must send the required details must be sent to the Graphic Designer and LRC head for preparation of College ID card and LRC card respectively.
  - c) The Appointment letter will be handed over to the candidate by the Principal; a counter copy must be retained after recording the acceptance of the candidate.
  - d) The EA to the Principal will send a copy of the appointment letter to the Account's department only after the candidate has joined office. She must also notify the concerned HoD, in writing, in case of a faculty appointment.
  - e) The Administrative Officer must officially hand over the copy of the Service Rules, College Rule book, College ID card, LRC card and workstation keys to the candidate on the day of his/her joining. He must also enter details of the newly appointed staff for recording of attendance on the biometric machine
  - f) The EA to the Principal must prepare a personal file for the appointed candidate. The file must contain copies of the press advertisement, marking sheets and attendance sheets along with the resume with photograph and all testimonials.
  - g) The EA to the Principal must also file all the papers pertaining to the interview including copy of the press advertisement, appointment letters of the subject experts, resumes with noting by the Principal (including the papers related to the selected candidate), marking sheets and attendance sheets in a separate file for future reference, if any.

## **Unit-2: Recruitment Staff on Whole-time (Contract) / Part-Time Basis**

### *Difference between Part-time / Contractual Staff*

- a) **Part-time:** This designation will apply only to faculty and will mean faculty members available only during the lecture hours and who may not be required to undertake any other responsibility barring evaluation of answer scripts and/or setting of question papers.  
Remuneration for this category of staff will be on an hourly basis as per the chart prepared by the management and shall be paid on a monthly basis at the end of each month through a cheque.  
The total remuneration for this category of staff should not exceed 21,000/- per month and hence they cannot be allowed to take more than 5-6 number of theory lecture / 8-9 practical classes each of 1 hr duration per week.
- b) **Contractual Staff:** This designation will apply to both faculty and non-teaching staff (barring Group-D staff) and will mean staff appointed whole-time for a short duration (one year or six months). The staff under this category will be required to discharge all duties as notified by competent authority.  
Remuneration for this category of staff will be as per the decision taken at the time of appointment and shall be paid on the 7<sup>th</sup> of each month through a cheque.  
A staff may be appointed on a contractual basis for the following reasons:
  - Short-term requirement
  - The candidate does not have the requisite qualification but has to be appointed in the absence of a qualified person.
  - The performance of the candidate needs to be assessed and scrutinized before appointing him/her on a regular / permanent post.



*Process of Selection & Appointment*

- a) HoDs of all departments must submit the requirement in the prescribed format (*Annexure-28*) for additional faculty at least two months prior to the commencement of a new semester to the Administrative Officer or in his absence to the Principal's Office.

<b>J.D. BIRLA INSTITUTE</b> Department: <b>REQUIREMENT OF FACULTY</b> Semester: Academic Session:								
S. No.	Name of Subject	Class	No. of Class (per week)	Schedule of the Lecture (as per the class timetable)			Requisite Qualification of the Faculty	Vacancy / Nature of Appointment (Part-time / Contractual)
				Day	Period	Time		
							Graduation: Post- graduation:	
Comments (if any)								
<i>Signature of the HoD (with date)</i>								

- For non-teaching (barring Group-D staff), the requisition will be identified by the Administrative Officer and placed for consideration to the Principal.
- b) The Administrative Officer after discussion with the Principal will call the candidate and arrange for a personal interview with the Principal.
  - c) The interview will be conducted in the presence of Principal, concerned HoD (for faculty only) / Administrative Officer (for non-teaching barring Group-D staff only).
  - d) The selected candidate will have to submit self attested copies of all testimonials that must be verified with their original counterparts by the Administrative Officer.
  - e) After reconfirmation from the Principal, especially regarding the date of joining, the Administrative Officer must prepare the appointment letter for the selected candidate. He must get the candidate's written confirmation to join the post under the specified terms and conditions.
  - f) The Appointment letter will be handed over to the candidate by the Principal; a counter copy must be retained after recording the acceptance of the candidate.
  - g) The EA to the Principal will send a copy of the Appointment letter to the Accounts department. She must also notify the concerned HoD, in writing, in case of a faculty appointment. Required details must be sent to the Graphic Designer for preparation of College ID card.
  - h) The Administrative Officer must formally hand over the copy of the Service Rules, College Rule book, College ID card and workstation keys (only for whole time staff) to the candidate on the day of his/her joining. He must also enter details of the newly appointed staff for recording of attendance on the biometric machine

**Unit-3: Orientation of Newly Recruited Faculty / Staff**

- On the day of joining, the newly recruited staff member shall be introduced to all concerned members by the EA to the Principal and shown around the college; in case



- of a faculty members, the HoD must introduce him/her to other departmental members, LRC-head, Administrative Officer.
2. After appointment, the newly recruited staff members shall be placed under the mentorship of another senior staff to be appointed by the Principal. They shall be required to meet with the mentors on a weekly basis and mentors must submit a note to the Principal at the end of each month.
  3. All newly recruited staff members will be oriented by the Principal every fortnight on various matters which shall be recorded by the PA to the Principal.

#### **Unit-4: Resignation of Staff**

1. Any staff who wishes to resign from her service must meet with the EA to the Principal and fix an appointment with the Principal. He/she can submit the letter in person to the Principal.
2. The Principal will inform the Management and accordingly take the decision. The EA to the Principal and the Accounts department shall be informed about the decision. Accordingly the Accounts Department should keep the salary of the last month on hold till all necessary clearances are submitted by the EA to the Principal.
3. An exit interview will be conducted for the concerned staff before the tenure of the notice period ends separately by the principal and the Management.
4. The Principal shall prepare a note and share the interview details with the Management.
5. Before handing over the release letter, EA to the Principal must ensure clearance for the staff members from the following departments - Principal's Office, HoD, LRC, Accounts Department & Examination Officer (Correspondence & Records) and submit the clearance note (*Annexure-29*) to the Accounts Department. The concerned staff must handover ID card, LRC-card and cabinet keys to the EA to the Principal and collect her release letter from the Principal.
6. For procuring an experience certificate, the concerned staff may write to the Principal.

#### **Unit-5: Completion of Contract**

1. The staff members on contractual service must hand over her ID cards, LRC-card and cabinet keys to the EA to the Principal on the last day of his/her contract.
2. The Accounts Department should keep the salary of the last month on hold till all necessary clearances are submitted by the EA to the Principal
3. EA to the Principal must ensure clearance for the staff members form the following departments - Principal's Office, HoD, LRC, Accounts Department & Examination Officer (Correspondence & Records) and submit the clearance note to the Accounts Department within two days of the contract getting over.

#### **Unit-6: Process of Noting Attendance**

- a) Attendance for all whole-time permanent staff / staff under probation / staff under contractual staff will be maintained through the bio-metric machine. Staff members will have to record their attendance on the machine both at the times of their ingress and egress to the campus.
- b) Attendance for all part-time faculties will be maintained though a register kept with the HoD. Faculty members will have to sign on the register in the morning and after the end of their working hours on a daily basis to record their attendance.



## **Unit-7: Process of Payment of Remuneration**

- a) For the whole-time permanent staff / staff under probation, the salaries will be transferred to their respective bank account by the end of each month. Before this the EA to the Principal must send a clearance note duly signed by the Principal/Administrative Officer to the Accounts Department with respect to the leaves taken by the faculty. Salary slips will be issued to all whole-time permanent faculty / faculty under probation every month by the Accounts Department.
- b) For the whole-time contractual staff, the Accounts department will release payment on a monthly basis after verifying the attendance records submitted by the Administrative Officer. However in the case of the last month under the contract, the Accounts department must release the payment only after receiving clearance note (*Annexure-30*) from the examination cell mentioning, LRC head and concerned HoDs (in case of faculties), counter signed by the EA to the Principal mentioning clearance of all dues.
- c) For the part-time faculty, the concerned HoD will have to prepare and submit remuneration slips (*Annexure-31*) based on the attendance recorded in the register within the first week of the next month to the Administrative Officer. They must send the slip along with the attendance registers. Remuneration must be calculated as per the chart prepared by the college management/administration. In the case of the last payment for a part-time faculty, the HoDs must ensure that the remuneration slips carry a clearance note from the examination cell. The Administrative Officer after verifying the details must immediately place the slip to the Principal for her necessary approval and signature. The slip will be sent to the Account's department to release the payment. Payment must be released within the first week of the next month. The Accounts department must inform the Administrative Officer once the cheque is ready, the latter should then inform the concerned faculty and ask him/her to collect the same from the Accounts Department.

## **Unit-8: Leave**

The following leaves can be availed by faculty members and non-teaching (barring Group-D) staff apart from the public holidays (32 or as announced by the college) and 1<sup>st</sup> and 3<sup>rd</sup> Saturday of each month:

- *Casual Leave*: 14 days in a year. A maximum of three days can be taken at a time and may be combined with or in continuation of intervening holidays that cannot exceed 7 (seven) days. CL cannot be accumulated and has to be used within the financial year.
- *Medical Leave*: 15 days per year, accumulated to a maximum of 75 days
- *Privileged or Earned Leave*: 30 days per year, accumulated to a maximum of 150 days
- *Special Leave on Duty*: As required
- *Maternity Leave*: 120 days
- *Compensatory Leave*: Leave in lieu of extra hours put-in under instruction by the Principal

There would be no vacations during the year and the two term breaks would be in the month of June and December. All staff will be working during both the term breaks; only classes will be suspended during the said period.

Whole-time staff under probation / under contractual staff will only be entitled to 14 days of casual leave in a year. Availability of this leave shall be calculated on a prorate basis depending on the tenure of service.

The following rules must be adhered to for availing leave:



- a) All leaves will be granted as per the Service Rules of the College and will be at the discretion of the sanctioning authority.
- b) All leaves must be taken on prior approval, at least 24 hours in advance except in case of exigencies.
- c) Staff members must not avail leave that has not been approved.
- d) No leave will be granted during mid-term (internal) and end-term (university) exams or college events barring special and extraordinary circumstances.
- e) Leave of absence for participating in college excursions/field trips or deputed as examiners to other colleges or for attending/ participating in workshops, symposiums, conferences, seminar, lectures will be considered as 'on-duty'.
- f) Before booking outstation tickets, all staff members must have their leave approved by the competent authority.
- g) All staff members must inform the college in writing in case they are travelling outside the city.
- h) The onus lies on all staff members to know whether their leave has been sanctioned or not.

### ***The Process of Leave Application***

#### **Casual Leave**

- *Planned Leave:* Casual leave must be taken on prior approval. Application for the same must be made through a duly filled-in form available in all staffrooms, Principal's office and college website and submitted at least 24 hours in advance. The forms in duplicate must be submitted to the Principal's EA before 10 am; one copy must be retained by the staff member after necessary stamping by the EA to the Principal. Once the ERP is functional, this may be sent online. Principal's EA will forward the application to the respective HoD (for faculty members) / Administrative Officer (for LRC & non-teaching barring Group-D staff) for their necessary recommendation after making necessary entries in the form. HoDs/ Administrative Officer must verify duty requirements and based on the Service rules of the Institute accordingly recommend/not recommend the cases. They must immediately submit the application to the Principal's Office for necessary approval. Staff members have the onus to ensure that they sign the form after noting the comment from the sanctioning authority before availing the leave.
- *Emergency Leave:* In case of any exigency, staff members may avail of leave after informing and seeking the consent from the Principal over phone after 9 am at their convenience. They will also have to send an email stating their reason for not being able to attend office. They must however submit their application on the day of their resuming duty. Such leave however should not be taken on a regular basis.

#### **Medical Leave**

1. Application for medical leave must be made through a duly filled-in form available in all staffrooms, Principal's office and college website and submit to the Principal's EA before 10 am.
2. The forms in duplicate must be submitted; one copy must be retained by the staff members after necessary stamping by the EA to the Principal. Once the ERP is functional, this may be sent online.
3. EA to the Principal will forward the application to the respective HoD (for faculty members) / Administrative Officer (LRC & administrative staff) for their necessary recommendation after necessary entries has been made in the form by the EA to the Principal. HoDs/ Administrative Officer must verify their requirements and accordingly recommend/not recommend the cases. They must immediately submit the application to the Principal's Office for necessary approval.



4. Applicants will be allowed to resume duties on submission of the satisfactory Doctor's Fitness Certificate. HoDs or Administrative Officer must ensure that the faculty or staff respectively are permitted to joining after submission of the Doctor's fitness certificate. They will also have to submit the following supporting documents from a registered medical practitioner only for medical leave exceeding three days:
  - Prescription mentioning the illness from a registered medical practitioner
  - Medical check-up reports, if any
  - Medical bills (for medical reports or purchase of medicine)
5. Faculty and staff may be asked to submit the above documents, if required, after availing even one day of medical leave in special cases.

#### **Maternity Leave**

1. For availing maternity leave, staff members must apply for leave through a duly filled-in form available in all staffrooms, Principal's office and college website and submit to the EA of the Principal. The forms in duplicate must be submitted; one copy must be retained by the staff members after necessary stamping by the EA to the Principal.
2. The EA to the Principal will place the matter before the Principal after putting her comments with respect to the service rules as applicable.
3. Once approved, the concerned staff shall be notified, in writing, by the EA to the Principal.
4. Staff members can avail this leave during the period either before or after the delivery.
5. Any extension of such leave shall be at the sole discretion of the concerned authority.
6. Concerned staff members may be asked to provide replacements during their absence. For this they must submit application of favoured candidates along with their resumes to the Principal's office at least one month prior to their availing the leave. Final approval of the selected candidate will however rest with the Principal.

#### **Privilege/Earned Leave**

Application for privilege/earned leave must be made through a duly filled-in form available in all staffrooms, Principal's office and college website to the EA of the Principal at least 15 days in advance. Principal will forward the application to the respective HoDs (for faculty members) / Administrative Officer (for LRC & administrative staff) for their necessary recommendation after entries has been made in the form by the EA to the Principal. HoDs/ Administrative Officer must verify their requirements and accordingly recommend/not recommend the cases. They must immediately submit the application to the Principal's Office for necessary approval.

#### **Special Leave on Duty**

Staff members (faculty, LRC and administrative staff) may submit applications for availing 'leave on duty' for attending excursions, examination, workshops, symposiums, conferences, seminars and lectures. They may do so on the prescribed form after seeking approval from the Principal and submitting the necessary documents validating their presence at the activity/event.

#### **Unit-9: Cancellation of Leave**

1. In case a staff member wishes to cancel a leave already approved by the Principal, he/she must submit an application mentioning the reason for cancellation to the Principal's office. In case the staff member wishes to reschedule the leave, he/she will have to submit a fresh leave application along with the letter.



2. The EA to the Principal must place the application letter with the leave form submitted earlier before the Principal for necessary noting.
3. The EA to the principal shall accordingly inform the concerned staff member

#### **Unit-10: Extension of Leave**

In case any staff member is desirable to extend the leave already approved and sanctioned, he/she may make an application to the Principal. If approved, the concerned staff member will have to submit a fresh application form mentioning the entire duration of the leave taken; the earlier application will automatically stand cancelled.

#### **Unit-11: Process for Staying in College beyond Duty Hours**

1. Staff members desirable to stay back at college to complete assignments beyond duty hours will have to fill-in a slip (*Annexure-32*) available at the staffrooms / administrative office and submit to the EA of the Principal preferably by 10 am. Once approved, the concerned staff can stay back and will have to note his/her egress on the outgoing register available with the Security staff at the college entrance.
2. In case of delay in submission of the form or if a faculty needs to stay back for a prolonged meeting that was not envisioned earlier, the slip may be submitted the very next day to the EA of the Principal.
3. In case of extra hours worked under direction from the Principal for special meetings, no such slips need to be submitted.

#### **Unit-12: Application for Ph.D or Other Courses**

1. Staff members (faculty members & LRC staff) must seek a clearance in the form of 'no objection' from the college, in writing, before enrolling for the above programmes. For this they must submit an application to the college Principal.
2. The principal after discussion with the management may issue a 'no objection' note to the staff member.
3. Staff members may have to give necessary undertaking to the college as required and the permission for the above matter may or may not be given.

#### **Unit-13: Permission to undertake Research Projects & Guidelines for the Principal Investigators (PIs)**

1. Any faculty wishing to undertake Research project, must submit an application along with the proposal to the Principal. The proposal must include the objectives, proposed outcome of the project, duration, list of equipments and proposed expenditure with approximate amounts. The Principal shall place the same for discussion in the Research Committee Meeting and also take necessary approval from the college management. Thereafter, the Principal will forward the proposal with a covering letter to the sanctioning authority with a copy to the PI, IQAC and EA to the Principal for necessary records. Once approved by the sanctioning authority, copies of the approval letter will be sent to the PI, IQAC and EA to the Principal.
2. All further communications from the Principal Investigators (PI) of the projects will be dealt by Additional Secretary, Research Committee or any other person nominated by the Principal. He/she must keep the Principal informed on all matters.
3. Additional Secretary, Research Committee shall monitor the progress of the ongoing Projects and submit report to the Research Committee on a regular basis along with their utilization of funds. The defaulters will be issued letters asking them to explain their inability to submit the progress report to the concerned funding agency on time.



4. For most projects, the sponsoring agency will release the approved funds in installments. The grant is always released to the Head of the Institute. The PI can now start making expenditure once the project is approved, in writing by the sponsoring agency irrespective of the money being released by the sponsoring agency.
5. For purchase of any approved item under the non-recurring grant, a PI must collect minimum three comparative quotations for identical items and submit them along with a covering letter to the Additional Secretary mentioning the reason for her/his preference. The Secretary must write her comment and place the matter with the Research Committee Meeting for necessary approval. All the procurements must be from authorized vendors. No advance in cash will be given; the approved amount spent will be reimbursed only after receiving the amount from the sponsoring agency..
6. Regarding the purchase of the books specifically from project grants, the following process must be followed:
  - The PI can place an order list for the books to be bought to the Principal's Office for approval by the Additional Secretary, Research Committee.
  - Post the approval, the PI can then purchase the approved books and produce the account slip along with the bills verified by the Additional Secretary, Research Committee (MRP) to the LRC-Head.
  - The LRC will make necessary entry of the books and issue the books to the PI for the entire duration of the project.
  - The LRC will then process the bills as per the usual procedure.
7. ***Utilization Certificate and Release of Money:*** A utilization certificate has to be submitted to the sponsoring agency at the end of each financial year. This has to be submitted for all years covered under the project's duration.  
 The Principal Investigator must take the following steps to ensure that the audited Utilization Certificate and statement of accounts for the grant-in-aid are submitted by the Institute at the end of each financial year. For this the PI should submit a record of the expenditure to the Accounts Officer on the Accounts slip along with the bills, in original, verified by the Additional Secretary, Research Committee through the Principal's office. Slips should be prepared separately under the non- recurring & recurring heads.  
 After successful verification, the authorized Account's Officer shall prepare a consolidated Audited Utilization Certificate for the amount actually utilized towards the project, duly signed by the Govt. Internal Auditor/ Chartered Accountant, Principal and Principal Investigator with necessary seals in the prescribed format. In the meantime the PI must submit two copies of her Annual Progress Report to the Principal's Office.  
 The Certificate along with the Annual Progress Report shall be submitted to the sponsoring agency through the Principal's office after verification by the Additional Secretary, Research Committee.  
 The process has to be replicated in case the sponsoring body releases money in more than one installment.  
 After completion of the project, the PI will have to submit the books purchased from the allocated project funds along with a list to the LRC through the Principal's Office. A copy of this list must also be submitted to the IQAC. All equipments must be submitted to the college through the Principal's office by the PI within one month of the completion of the project to the lab technician to get necessary clearance (*Annexure-33*).



<b>J.D. BIRLA INSTITUTE</b>	
Department:	
Date:	
<b>PROJECT CLEARANCE CERTIFICATE</b>	
<b>Title of the Project</b>	
<b>Project Code</b>	
<b>Duration of the Project</b>	
<b>Name of the PI</b>	
<b>Designation of PI</b>	
<b>CLEARANCE</b>	<i>Comments from the In-charges</i>
Lab	
Lab	
LRC	
IT Manager	
Accounts	
EA to the Principal	
 <i>Signature of the Additional Secretary, Research Committee (with date)</i>	
 <i>Signature of the Principal (with date)</i>	

**Unit-14: Permission to Undertake Work Outside College as Resource Persons / Paper Setters / Examiners / Interviewers**

1. In case a faculty or LRC staff wishes to undertake above assignments, he/she will have to seek permission in writing from the Principal.
2. The Principal shall consult the concerned HoD for necessary recommendation on the matter.
3. The concerned staff can undertake the assignment only after acquiring the necessary clearance from the Principal's office.
4. The concerned faculty or LRC staff will be required to submit 'participation/attendance' certificate from the reporting authority of the organization for whom the work was undertaken along with the college leave application form the very next day after availing the leave.
5. 'Leave on duty' may be granted on satisfactory verification of the submitted documents.

**Unit-15: Process for Seeking Permission to Attend Refresher / Orientation Courses**

1. Faculty and LRC staff members may apply for attending a Refresher / Orientation course to the Principal through the HoD of his/her department (in case of faculty members) / Administrative Officer (in case of LRC staff).
2. Based on the UGC-guidelines, tenure of service of the concerned staff and needs of the College, HoD may recommend the participation to the Principal.
3. The Principal's office (EA to the Principal) shall send an approval note to the concerned staff member, who can then officially apply to the University Academic



- Staff colleges / organizations conducting the course for the necessary participation. Any attestation or NoC required will be given by the Principal.
4. The staff member may apply for 'leave on duty' for the said period.
  5. In case a of a faculty member, he/she must also submit recommendations for at least two faculty members who could conduct classes during his/her absence. This should be done at least 3 weeks before the course. The Principal shall interview them in the presence of the concerned HoD and if found suitable appoint them for a short period under leave vacancy.
  6. Before leaving for the course, the faculty member must submit, in writing, to his/her HoD through the Principal's office, details of the course that needs to be covered and assignments, if any, that need to be undertaken by the new faculty during his/her absence. The new faculty would not be allowed to undertake any marking or correction of answer scripts.
  7. On his/her return after completion of the course, the staff member must submit, in dual copies, a report, copy of the completion certificate, soft copy of photographs and details of at least two resource persons met during the course to the Principal's office.
  8. The Principal shall approve the leave applied by the staff earlier and no extension of leave under any circumstance shall be granted for this purpose.
  9. The EA to the Principal shall file one of the copies in the personal file of the staff member and the other copy shall be sent to the IQAC.

#### **Unit-16: Process for Seeking Permission to Attend/Participate in Workshops / Conferences / Symposiums / Seminars / Lectures**

- Staff members (faculty members, LRC & administrative staff) must seek prior permission from the Principal for attending workshops / conferences / symposiums / seminars / lectures by submitting an application with the duly filled-in participation form (*Annexure-34*) available in the staffrooms, college website and Principal's office.
- In case this involves participation through paper presentation prior, permission will be required before sending the abstract to the host organization. The staff member must submit an application with the duly filled-in participation form along a copy of the invite from the host organization. She must submit a copy of the paper acceptance letter to the Principal's Office for necessary 'go ahead'.
- The Principal shall consult the concerned HoD for necessary recommendation on the matter.
- On receiving the necessary permission from the Principal, the staff member may attend the event and/or present the paper.
- On their return, and within three days, they will have to submit two copies of their report, a thank you letter, participation certificate, full paper published (if any) and the leave application form. Original railway ticket (if any), receipts/bills for accommodation (if any) and event registration (if any) will have to be submitted. Staff members will also have to submit hard and soft copies of the photographs for each day of the event apart from details of at least two eminent resource persons at the event to the Principal's Office.
- The EA to the Principal shall forward all necessary documents to the Account department for release of necessary payment with a copy to the IQAC.
- Leave will be approved only after necessary verification.

#### **Unit-17: Publication of Papers / Book Chapters**

In case of paper publication, faculty member need not take any prior permission from the college. They must however submit two copies of the full research paper along with the



cover-page of the journal and a covering letter to the Principal's Office as soon as the paper is published. The following details must be mentioned in the covering note – Name of the authors & co-authors (if any), title of the research paper, name of the Journal, Vol & Issue No., month & year, page nos. ISBN / ISSN No., and Impact Factor. Their application should also mention whether the Journal is enlisted the CARE list of approved journals as recommended by the UGC.

#### **Unit-18: Students' Feedback on Faculties**

1. Before the end of the semester, all students will be required to give their feedbacks on faculty.
2. The EA to the Principal shall prepare the Feedback forms (*Annexure-35*) and after verification and approval from the respective HoDs, print multiple copies.
3. The PA to the Principal shall contact Mr. Doshi for a suitable date (preferably before the conclusion of the last date of the semester as mentioned in the Academic Calendar). She will also prepare a time-chart for the different groups of the students and intimate the HoDs and the EA to the Principal.
4. After orientation by the Principal, Feedback forms will be distributed to students and after they record their feedback, the forms will be collected and handed over to Mr. Doshi.
5. Students submitting the feedback must be made to sign on an Attendance form prepared by the EA to the Principal. She should later submit the form to the IQAC.
6. On receiving the analysis of feedback from Mr. Doshi, the EA to the Principal shall print the same on college letterheads and after the Principal signs on the sheets, they will be distributed to the faculty members in sealed envelopes through the peon book. A copy will be retained in their personal files. The EA to the Principal shall maintain utmost confidentiality in this matter.
7. The Principal shall discuss the feedback with the faculty members during their annual appraisals.

#### **Unit-19: Annual Appraisals of Faculty Members**

1. Annual appraisals for all faculty members shall be conducted after completion of each academic session. This will include self appraisal and appraisal by the Principal.
2. Each faculty will appraise themselves and fill-in a form (*Annexure-36*) provided to them. They must endorse their own evaluation by signing on the form and submit the same, confidentially, to the Principal.
3. The Principal shall consult the concerned HoDs before evaluating a faculty member. She shall put her comments and marks on the form and share it with the concerned faculty. The faculty must sign on this form expressing her views on the assessment.
4. Self assessment forms and Principal's appraisal shall be filed in the personal files of the faculty.

#### **Unit-20: Application for Promotion under CAS**

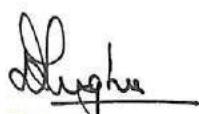
1. Teachers will have to submit an annual performance report in the prescribed format (*Annexure-37*) available at the college website at the end of each academic session to the Principal's Office. Before submitting the same, they must get the relevant portion of their report authenticated by their respective HoDs.
2. Records of course completion / participation in workshops, conferences, seminars, etc may be submitted time to time, in two copies (one for IQAC and another for personal records) as mentioned in this book.



3. On completion of their tenure as per UGC guidelines, faculty members may apply for their promotion under CAS and submit to the Principal.

#### **Unit-21: Excursion Undertaking**

1. Faculty members desirable to undertake educational excursions conducted by the college must submit their affirmations to their HoDs through a letter addressed to the Principal.
2. Faculty members who would accompany students during the excursion will be finalized by the HoD Forum.
3. The absence shall be considered 'leave on duty'.



PRINCIPAL

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

