



INFORMATION FOR ACADEMIC AND ADMINISTRATIVE AUDIT OF THE DEPARTMENT

(Provide information for five years/Academic sessions from 2019-20, 2020-21, 2021-22, 2022-23, 2023-24)

- Name of the Department: ENGLISH**
- Year of establishment of the Institution: 2008; Year of establishment of the Department: B.A. General in English in 2008, & B.A. Honours in English in 08.06.2011.**
- Courses offered: UG (last five years)**

Year	UG					
	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	5 th Semester	6 th Semester
2019-20	Yes	Yes	● Parallely U.G. (B.A) Part-II & Part-III were running based on the old syllabus.			
2020-21	Yes	Yes	Yes	Yes	Parallely U.G. (B.A) Part-III was running based on the old syllabus.	
2021-22	Yes	Yes	Yes	Yes	Yes	Yes
2022-23	Yes	Yes	Yes	Yes	Yes	Yes
2023-24	Yes	Yes	Yes	Yes	Yes	Yes

- Does the department have Academic flexibility?** If yes since when? Yes. The University has initiated CBCS & semester system in 2019-20 academic session. This has been enhanced further by the introduction of NEP mechanism in the session 2023-2024.
- Interdisciplinary programs offered and departments involved:** YES. The syllabus designed by the university itself offers interdisciplinary course/papers. Selected papers focus on interdisciplinary topics such as Indian constitution, politics, culture, linguistic diversity, skill development courses, position of women in Indian society, literature and culture, science fiction, history, philosophy, film studies and so on. Besides that the department has organized Short Film Festivals, Exhibitions and offers various courses which are interdisciplinary in nature for the overall development of the students.

Session	Course	Tenure	Venue
2019-2020	30 Hours Add-On-Course on Communication Skills and Personality Development.		





Department of English

JAMINI MAZUMDER MEMORIAL COLLEGE

Principal: +91 9434029802

Office: +91 7864964442

Admission: +91 9883782558

Office: jmmcollegemail@gmail.com
Admission: jmmcadmission@gmail.com
Exam: jmmexam@gmail.com

2021-2022	30 Hours Add-On-Course on English Grammar and Language Teaching	07.03.22-14.03.2022	https://jmmcollege.in
2021-2022	30 Hours Add-On-Course on Street Drama and Protest	22.05.2022-29.05.22	
2022-2023	30 Hours Add-On-Course on English Grammar, Personality Development and Interview Skills.	02.01.23-09.01.23	
2023-2024	30 Hours Add-On-Course on Spoken English and Group Discussion	19.08.23-26.08.23	

- Examination System:** Annual exams (conducted by the University) & college tests (for 3 Years' degree course)/ Semester wise exams for Choice Based Credit System (conducted by the University); Besides the department also conducts class tests, internal & tutorial exams under the CBCS system and Viva.
- Participation of the department in the curriculum development for courses offered by the University:** YES. The Head of the Department of English actively participates in the curriculum development programme(s) organized by the University.
- Number of teaching posts sanctioned, filled and vacant:**

Designation	Sanctioned	Filled	Vacant	Sanctioned memo no.
Assistant Professor	1	1	0	

- Faculty profile with name, qualification, designation, experience, +3+3nature of appointment:** Attached

a) **Government Approved including SACT/s**

Sl. No.	Name	Designation	Highest Qualification	Teaching Exp.	Nature of Appointment
1.	Dr.Modhura Bandyopadhyay	Assistant Professor	Ph.D (2021)	9+ Years	Assistant Professor (Full-Time Substantive Post)
2.	Ms. Dipika Ghosh	SACT-I	MA (2014)	6+Years	Permanent
3.	Mr.Shubhadeep Goswami	SACT-II	M.A. (2009)	14+ Years	Permanent



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17. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies.

Sl. No.	Committee	Activity	Level	Date/Duration	Venue	Name of the Teacher
	NA					

18. Awards / Prizes and recognitions received by teachers at University, State, National and International level: NA

19. Awards and Prizes received by students at University, State, National and International level: NA

20. Details of Seminars/ Conferences/Workshops/Special Lectures/other academic activities organized at College: NA

Sl. No.	Program	Level	Date/Duration	No. of Participants	Name of the Resource person
1	A One Day Special Seminar on "Soft skill and Language Teaching"	State level	07-09-2019 (3 Hours)	Seminar Hall of JMMC	Prof. Modhusudhon Chowdhury, Associate Professor of English, Balurghat Mahila Mahavidyalaya
2.	A One Day e-Seminarz and Virtual Counselling on "Mental Health in the afertmath of Covid Isolation"	National Level	02-09-2020 (3 Hours)	Through Zoom Platform	Dr Abhisek Saha Roy, Assistant Professor, Sikkim Manipal University, Sikkim.
3	Three Day Special e-Lecture Series on "Approaches to Pre-Romantic and Romantic Poetry"	State level	06/06/2020-08/06/2020 (2 hours each day)	Through Zoom Platform	Prof. (Dr.) Pinaki Roy Professor of English, Raiganj University, Raiganj
4	A One Day Special Lecture on "Business Communication"	State level	27-4-2022 (3 Hours)	Seminar Hall of JMMC	Dr. Sanjukta Chatterjee, Associate Professor, Department of English, Raiganj University, Raiganj
5	A One Day Special e-Lecture on "Critical Perspectives on Literary Theory"	National level	02-04-23 (3 Hours)	Through Zoom Platform	Proloy Kumar Sutradhar, Research Assistant and Department Alumni Banaras Hindu University



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Student profile: (Part 1/Sem-I-New Admission) (For Honours. Programme) : **WILL BE SUPPLIED BY OFFICE**

Year	Intake	Applications received	No. of admitted students	Vacant	Male	Female	Total	Students Registered	Students Appeared for Part-1/Sem-I Examination
2019-20									
2020-21									
2021-22									
2022-23									
2023-24									

21. Year-wise results of students (Semester wise):

Year	Appeared	Passed	Pass %	1 st Class	Rank if any
2019-20	Part III- 19	19	100%		
2020-21	Part III-35	35	100%		
2021-22	Sem VI-31	31	100%		
2022-23	Sem VI-29	29	100%		
2023-24	Sem VI-31	Yet to appear			

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PATIRAM, DAKSHIN DINAJPUR





22. Number of students cleared competitive examinations? Give Category wise data.

Year	SSC/Primary	NET/SET	OTHER EXAM	Total
2019-20				
2020-21				
2021-22				
2022-23				
2023-24				

23. Student progression/ placement record: Number/ percentage of students proceeded for higher studies Number/percentage of students placed:

Year	% proceeded for higher studies		% of students placed
	UG to PG	UG to Other	
2019-20 (No. Students Passed Final Exam:19)	1 (Complete Data Not Available); 6.67%	2 (Complete Data Not Available); 13.33%	Data Not Available
2020-21 (No. Students Passed Final Exam:31)	1 (Complete Data Not Available); 8.33%	4 (Complete Data Not Available); 33.33%	1(Complete Data Not Available); 8.33%
2021-22 (No. Students Passed Final Exam:35)	2 (Complete Data Not Available); 13.33%	2 (Complete Data Not Available); 13.33%	Data Not Available
2022-23 (No. Students Passed Final Exam:29)	6 (Complete Data Not Available); 17.39%	4 (Complete Data Not Available); 17.39%	Data Not Available
2023-24 (No. Students Passed Final Exam:31)	Yet to appear		

24. Diversity of Faculty:





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Teaching faculty	%
from the same university	NA
from other universities within the State	1 (25%)
from other State/s	2 (50%)

25. Curricular Aspects:

- Does the faculty take initiative in curriculum development process?** Yes. Although the curriculum is designed by the body of the U.G. BOS (Dept. of English) of the University of Gour Banga, the Head of the Department of English, actively participates in the workshops held by the University for designing Curriculum.
- Is curriculum suitable to make students globally competitive in the subject? If yes, substantiate.** Yes. Curriculum is suitable for the exams of SSC and SET/NET.
- Does the department offer program with sufficient no. of electives options?**
The Department is not empowered to offer any such options, because it depends on the already designed curriculum offered by the University. However, in the course, in selective papers the students get the opportunity to choose between/among different options (like DSE-1A/1B etc.).
- While framing curriculum, is feed-back taken from stakeholder's viz. Students/Alumni/Parents/Employers considered?** The Department is not empowered to frame the curriculum as it is dependent on the already designed course-curriculum prepared by the University. However, feedback is often taken from different stakeholders such as students, alumni, parents etc. and necessary action is taken on the basis of the feedbacks received.
- What is the frequency of curriculum revision?** Approximately 3-4 years (Depends completely upon the decisions taken by the University Executive Council).
- Does the curriculum have emerging thrust areas, including interdisciplinary areas? (If yes, elaborate):** YES. Selected papers focus on interdisciplinary topics such as Indian constitution, politics, culture, linguistic diversity, skill development courses, position of women in Indian society, literature and culture, science fiction, popular culture, history, linguistics, philosophy, film studies and so on.

26. Teaching-Learning, Evaluation.

- 1) Number of teachers preparing & following Academic Teaching plan: 04



2) How many teachers use the following teaching methods? 04

a) Interactive lecture method using blackboard, Group discussions, Problem solving, Seminars.

YES: 04

b) Use ICT methods to support lectures. YES: 04

3) Does the Department have Peer review processes? If yes, are the suggestions effectively used to improve the teaching quality? The quality of teaching is closely observed by The Academic Sub-Committee and IQAC and is annually marked through carefully curated appraisal procedure.

4) Does the department have any mechanism to ensure that entire syllabus is completed? YES. By Curriculum Mapping through lesson plans and Academic calendars and Course Outlines.

5) Do you offer Remedial Classes? If yes, Give details. YES. Students, especially the slow learners are given remedial coaching as and when required, especially before the commencement of exam.

6) What is the method for conducting internal evaluation? Written test, Internal & Tutorial Assessments, Assignments, Project/ Dissertation, Seminar, Group Discussion and Viva-voce.

27. Teacher Performance:

a) Whether the performance of the teacher assessed by the students? If yes, are the feedback reports analysed and suggestions communicated to teachers? Yes. The IQAC in general conducts the Feedback and the detailed report is communicated to the HOD, which is further communicated to the respective teachers.

b) Number of teachers getting a) Very Good b) Good c) Average remarks from students.

All 4 teachers are marked Very Good by the students

c) Whether suggestion boxes are kept in the department to get suggestions from students on infrastructural facilities available in the department? It is kept not in the department but at the college premises for all students.

d) Are the suggestions received from students used for improvement of facilities? YES

e) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the Principal with comments? Yes

28. What is the Departmental average API ____? How many teachers have API? 1





29. List the distinguished alumni of the department (maximum 10): NA
30. How does the department ensure that program objectives are constantly met and learning outcomes are monitored? By question-and-answer method; group discussion method; direct communication; taking feedback.
31. State the Innovative practices adopted in the department. History of English Literature based MCQ Tests, Mock Interview, Group discussion, film projection, special lectures, workshop, seminars, PPT presentation etc.
32. Highlight the participation of students and faculty in extension activities. Students are taken to nearby schools for Micro-Teaching as a part of Community Extension Program by the students.
33. Detail five major Strengths, Weaknesses, Opportunities and challenge (SWOC) of the department.
- Strengths:** 1. ICT based teaching methods, 2. Various interdisciplinary courses for diversified career opportunities. 3. Mock interviews for sharpening Communicative skills 4. 100% Scholarship for students achieving 95% attendance 5. Fair and transparent evaluation procedure.
 - Weaknesses:** 1. Lack of full-time teachers at the substantive post 2. Lack of a fully formed departmental library. 3. Lack of digital infrastructure 4. Lack of a language lab 5. Academic tenure frequently disrupted by other administrative work.
 - Opportunities:** Regular participation of students in curricular and co-curricular activities.
 - Challenges:** 1. Students are mainly from economically backward classes; 2. Lack of family support; 3. Insufficiency of research-based books; 4. Number of slow learners are higher and mostly from vernacular medium; 5. lack of computers and other ICT tools.
34. Future plans of the department:
- Long term plans- To introduce more add on courses on Film, Spoken English/Business Communication courses, Skill based short term courses, and also offer career-based opportunities; to publish departmental magazine/journal etc. To introduce a full-fledged course on ELT (English Language Training) with a proper language lab. To form a more compact curriculum for Community Outreach Programs and other extension activities for students.





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Declaration by the Head of the Department/Institution:

I am aware that the above information provided by the department will be validated by the AAA committee during the visit.

Date:

Head of Department

