

SHIBPUR DINOBUHDHOO INSTITUTION (COLLEGE)

The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution Shibpur Dinobundhoo Institution (College)

- Name of the Head of the institution : Dr. Manideep Chandra
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 03326880486
- Mobile no.: 9830386069
- Registered e-mail: sdbicollege1948@gmail.com
- Alternate e-mail : drmanideep2012@gmail.com
- Address : 412/1, G. T. Road (South)
- City/Town : Shibpur, Howrah
- State/UT : West Bengal
- Pin Code : 711102

2. Institutional status:

- Affiliated / Constituent:
- Type of Institution: Co-education/Men/Women Co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify)
- Name of the Affiliating University: University of Calcutta

- Name of the IQAC Co-ordinator : Prof. Buddhadeb Mishra
- Phone no. : 9433947703

Alternate phone no. 6290346675

- Mobile: 8276881450
- IQAC e-mail address: iqac.1948@gmail.com
- Alternate Email address: sdbicollege1948@gmail.com

3. Website address: <http://www.sdbic.ac.in>

Web-link of the AQAR: (Previous Academic Year): <http://www.sdbic.ac.in/AQAR-2016-2017.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: <http://www.sdbic.ac.in>

Weblink: [http://www.sdbic.ac.in/Academic Calendar 2018-2019.pdf](http://www.sdbic.ac.in/Academic%20Calendar%202018-2019.pdf)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	76.3	2007	from:2007 to: 2012
2 nd	B	2.5	2015	from:2015 to: 2020
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 08/12/2007

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Zoology/Dr. Subhendu Mazumdar	Minor Research Project	UGC	1 st October, 2017 to 30 th September, 2019	Rs.2,69,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

* Data Collection and Documentation

* Innovation of Teaching Learning Budget Allocation

* Online Admission

* Introduction of ICT Enables Resources in the Library and Teaching Process

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Introduction of Management Course with IGNOU	1. Proposal has been sent to the IGNOU
2. Extension of affiliation to Hindi, Urdu and Library and Information Studies Honours Course	2. Visit of Expert Committee of Calcutta University and the Higher Education Council for Urdu Honours and Library and Information Studies Honours Course
3. Lift for Staff and Physically Challenged Students	3. Tender has been floated for Lift-Well and also for installation of Elevator.
4. One Seminar cum Conference Hall on the 2 nd Floor of the Old Library Building	4. Tender has been floated for Seminar cum Conference Hall
5. Search for Space for Second Campus	5. Proposal has been forwarded to the Howrah Municipal Corporation for Space for Second Campus.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the statutory body: Governing Body

Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2018-2019

Date of Submission:

17. Does the Institution have Management Information System?

Yes No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

A Combined Student Management System has been implemented for managing student related data and information having different modules and sub-modules such as Name, Roll No., Address, Phone, Subjects, Results, Attendance, Subject Combination, Notice, Subject-wise list, University Circular, Caste details, Gender wise Reports, etc. We have a plan to implement the

web-based ERP application to control and manage all necessary data and information in respect to Management Information System.

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
The College is affiliated to the University of Calcutta. The Curriculum is designed by the University. The University has UG Boards of Studies who draw and design the UG Syllabus.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NA	NA	NA	NA	NA	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
Nil	Nil	Nil	Nil		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
M.Com	Nil	Yes			
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	NA	NA			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction		Number of students enrolled		
NA	NA		NA		
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Field Survey for Geography as part of the Syllabus and Compulsory also. For Botany and Zoology field projects are compulsory.					
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	No	No	No	No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
The Department personally review and analyze the data collected from students. Decisions also are taken by the Department					

CRITERION II -TEACHING-LEARNING AND EVALUATION**2.1 Student Enrolment and Profile****2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A./B.Sc./B.Com. – Hons.	300/190/300	3102	1587
–Gen.	350/100/300	1701	1493
P.G.	60	78	47

2.2 Catering to Student Diversity**2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-2017	3080	56	53	Nil	9

2.3 Teaching - Learning Process**2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data) 8%**

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
53	03	Yes	03	01	03

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

It is not a system but each department has been asked to mentor the students by making groups for this purpose. Each department only mentored their honours students' by distributing students among full time teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3080	53	1587:53

2.4 Teacher Profile and Quality**2.4.1 Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
65	53	12	03	25

2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
Selection tests are regularly held in the month of November, December and January for Part I, Part II and Part III stakeholders. Classtests are also held on regular basis by the Departments				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
Yes, Academic Calender is distributed among students				
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
Result is not always published in the College website. It is displayed in the College Notice Board and it is Students Notice Board. It is also discussed in the meeting of the Academic Sub-committee and Governing Body.				
2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
DAH DAG+ MAG	B.A.(H)	150	122	81.3
DSH DSG	B.A.(G)	386	104	26.9
DCH + ECH	B.SC. (H)	56	48	85.7
DCG +ECG	B.SC.(G)	77	40	51.9
	B.COM(H)	215	138	64.2
	B.COM(G)	289	72	24.9
	M.COM	44	34	77.3

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) not Yet made

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects <i>(other than compulsory by the College)</i>				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	Nil	Nil

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department		No. of Ph. Ds Awarded				
Nil		Nil				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	Sanskrit	02				
	Economics	01				
International	Economics	07		2.910		
	History	02				
	Physics	01				
	Chemistry	16				
	Mathematics	05				
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Chemistry		04				
Zoology		04				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level	National level	State level	Local level	
Attended Seminars/ Workshops			06			
Presented papers						
Resource Persons						
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the	Organising unit/ agency/		Number of teachers co-ordinated such activities		Number of students participated in such activities	

Activities	collaborating agency			
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
Nil	Nil	Nil	Nil	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil	Nil
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
Nil	Nil	Nil	Nil	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Nil	Nil	Nil	Nil	Nil
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Nil	Nil	Nil	Nil	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
CCTV		Rs.56698/-		
Computer		Rs.121906/-		
Electrical Gadgets		Rs.56994/-		
Lab equipments		Rs.327439		
Sports Equipments		Rs.27705/-		
Wi-Fi Router		Rs.13965/-		
Painting of the College		Rs.271924		
AMC (Paste Control, Acquaguard,		Rs.39300/-		

Computer) Web Hoisting & development Building Books	Rs.68200/- Rs.368558/- Rs.92031/-
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4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	3067.17 sq.mtr	nil
Class rooms	63	nil
Laboratories	09	nil
Seminar Halls	nil	nil
Classrooms with LCD facilities	02	01
Classrooms with Wi-Fi/ LAN	nil	02
Seminar halls with ICT facilities	nil	nil
Video Centre	nil	nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	51	06
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.448845/-
Others		Rs.475140/-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LSEase	Partially	6.1	2012
KOHA	Partially	3.12	2012

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39557		366	95452/-	39923	
Reference Books						
e-Books						
Journals	19	18972	0		19	18972
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	81	02	42	03	nil	03	51	16	
Added	06	01	06	01	nil	01	06	00	
Total	57	03	048	04	nil	04	27	16	
4.3.2 Bandwidth available of internet connection in the Institution (Leased line) No Leased line									
.....16..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
nil		nil			nil		nil		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs.5800000/-	Rs.5679941/-	Rs.450000/-	Rs.475140/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
<p>Response:</p> <p>The college has a decentralized mechanism for maintenance and upkeep of physical, academic, and other support facilities. Naturally, in the beginning of the session the budget of the college is placed in the meeting of the Finance Committee by the Convenor making budgetary provisions for all these facilities. After that the budget is placed in the Governing Body and Governing Body approves the budget or make any change in the expense made for any such work</p> <p>Following are the maintenance mechanisms followed by the college in particular:</p> <p>1. Maintenance of academic facilities:</p>			

For all academic requirements like books and journals, IT facilities, organizing special lectures, developing study materials, organizing seminars or workshops demands the HODs are asked to place their demands in writing to the principal.

Approximate budgets are also stated on most occasions. The Principal places the requisition or demands in the meetings of the Governing Body, Finance Committee, Library Committee, or any other relevant committee.

Tender notification is then done for bulk purchases. Otherwise, local vendors supply the necessary items. Financial rules of the government are strictly followed for all purchases.

The Library Committee is constituted of different senior teachers and no-teaching staff. The Committee takes decisions regarding the departmental allotment, mode of purchase, and maintenance of the existing books. Budgetary provisions are there for organizing seminars, workshops, special lectures, etc. The departments prepare budgets for all such academic activities and accordingly demands are placed.

Budgetary provisions are there for all the Laboratory-based departments. The departmental heads or teachers place their demands as and when required. The laboratories are well maintained by the support staff recruited by the college on permanent basis or casual basis.

2. Maintenance of Physical Facilities:

The physical facilities such as building health, plumbing, electricity connections, etc., the maintenance is done regular basis. The college has one electrician cm caretaker who looks after the college and if it is required he reports always to the principal for continuation of physical facilities. The classroom materials like benches and desks are well maintained and number by the college and necessary repair work is done by the carpenter. In this year 150 new high and seat benches are purchased from SIDCL.A group of carpenters selected through tender notification. All repair work of the building is also done through labourers selected in the appropriate way through t **laboratory, library, sports complex, computers** ender.

4.2

3. Campus Cleaning:

There are 3 personnel for cleaning of campus area as well as classrooms and labs.

4. IT Infrastructures:

For the maintenance of IT infrastructures (computers and servers), the college has made an AMC with the vendor.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National			
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,						
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled		Agencies involved	
Nil		Nil	Nil		Nil	
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year						
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination		Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	Nil	Nil		Nil	Nil	Nil
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year						
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal		
Nil		Nil		Nil		
5.2 Student Progression						
5.2.1 Details of campus placement during the year						
On campus			Off Campus			
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed	
Nil	Nil	Nil	Nil	Nil	Nil	
5.2.2 Student progression to higher education in percentage during the year						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to	
	No data available√√					
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam		
NET		Nil		Nil		
SET		Nil		Nil		
SLET		Nil		Nil		
GATE		Nil		Nil		
GMAT		Nil		Nil		
CAT		Nil		Nil		
GRE						

TOFEL			
Civil Services			
State Government Services			
Any Other			
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year			
Activity	Level		Participants
5.3 Student Participation and Activities			
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)			
Year	Name of the award/ medal	National/ International	Sports Cultural Student ID number Name of the student
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)			
5.3 Alumni Engagement			
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No			
5.3.2 No. of registered enrolled Alumni: No			
5.3.3 Alumni contribution during the year (in Rupees) : Nil			
5.3.4 Meetings/activities organized by Alumni Association : Nil			
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT			
6.1 Institutional Vision and Leadership			
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)			
<p>The President of the Governing Body and the Principal (Ex-officio, Secretary, Governing Body) lead the governance and management of the institution. The members of the governing body headed by the president take major decisions for upbringing of the college. Day to day functions are carried out by the principal with help of the teachers, non-teachers and students.</p> <p>A democratic and participative management system is followed in which the teaching, non-teaching and students - all contribute. There are different sub-committees formed by the Governing Body in the first or second meeting of its for discharging different types of duties and responsibilities which include teacher, non-teachers and students. The best example of democratic and participative management.</p> <p>A decentralized administrative system provides the best facility to the students. Before Implementation of any important measure the Principal discusses it with the different stake holders.</p>			
6.1.2 Does the institution have a Management Information System (MIS)?			

√
Yes/No/Partial:
Partial
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<ul style="list-style-type: none"> ❖ Curriculum Development Curriculum is designed by the University of Calcutta. College does not have any liberty to change the structure. But the departments have the liberty to arrange the modules according to their strength and teaching capability.
<ul style="list-style-type: none"> ❖ Teaching and Learning Each department has been asked to distribute the syllabus among their teachers before the beginning of the session and to report to the principal about that. The academic sub-committee reviews the progress of the syllabus from time to time and forward (if required) some suggestion for smooth ending of the syllabus fruitfully. Various types of discussions, talks are arranged by the department taking help of the other departments and also arrange lectures from outside resource persons. Some teachers also use ICTs tools and techniques for delivering lectures to the students. We also arrange demonstration of different lectures on various topics downloaded or directly from the EDUSAT Channel of Consortium for Educational Communication (CEC).
<ul style="list-style-type: none"> ❖ Examination and Evaluation Tests examinations (internal) are regularly held before the final examination. Apart from this department also conduct surprise test, weekly test, viva-voice for assessment of the progress of the students. Departments also take remedial classes for educationally backward students and also counsel them for the syllabus.
<ul style="list-style-type: none"> ❖ Research and Development Some of the faculty members are engaged in research work and publish papers regularly in the national and international journals. The college has a research development body to augment and nourish the idea of research.
<ul style="list-style-type: none"> ❖ Library, ICT and Physical Infrastructure / Instrumentation College central library is partially automated with computer barcode based circulation. LIBSYS and KOHA ILMS is used for the automation. N-LIST resources are available with the help of the user ID and Password for faculty members and students. Two computer Labs having 40 computers with Local Area Network facilities and Internet. Two Smart Classroom and One virtual satellite classroom implemented by WEBEL Technologies funded by Government of West Bengal. The college has a Gymnasium, Canteen, purified water cooler for students. The science teaching departments have their own laboratories equipped with modern tools.
<ul style="list-style-type: none"> ❖ Human Resource Management
<ul style="list-style-type: none"> ❖ Industry Interaction / Collaboration
<ul style="list-style-type: none"> ❖ Admission of Students A candidate shall apply any course through the link for online admission in the college www.sdbicollege.org. Applicants satisfying the criteria (as per the University of Calcutta Admission Criteria) of the respective course will fill-up the online form and generate bank challans for this. The applicants then deposits the admission fees to the specified bank either online or offline using this challan. Admission is strictly based on merit basis

6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development					
❖ Administration Office is partially computerised					
❖ Finance and Accounts The functions and activities related with finance and accounts are mostly computerised.					
❖ Student Admission and Support Student admission and support system is fully computerised and web-based.					
❖ Examination					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	Nil	Nil	Nil	Nil	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
	Nil	Nil	Nil	Nil	Nil
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Refresher Course		00			
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent	Fulltime/temporary	
6.3.5 Welfare schemes for					
Teaching			College Co-operative		
Non teaching			Mediclaime		
Students			Water-cooler, Ladies Toilet upgradation, Gymnasium equipment, Upgradation of Canteen		
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly					

(with in 100 words each) The institution was always subject to external audit. The external / statutory audit is carried out by a Government auditor appointed by the DPI (The Director of Public Instructions) under Department of Higher Education, Government of West Bengal. This audit has been done up to 2016-17. The College has appointed an agency for internal audit and that is going on.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Nil		Nil		Nil
6.4.2 Total corpus fund generated				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	No	No
Administrative	No	No	No	No
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
No				
6.5.3 Development programmes for support staff (at least three)				
No				
6.5.4 Post Accreditation initiative(s) (mention at least three) : Elevator, Upgradation of Laboratory, installation of air-conditioners to staff room and office				
6.5.5				
a. Submission of Data for AISHE portal : (Yes)				
b. Participation in NIRF : (No)				
c. ISO Certification : (No)				
d. NBA or any other quality audit : (No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-- ----)	Number of participants
2017				

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
nil	nil	nil	nil

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources Nil						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			no			
Provision for lift			Yes			
Ramp/ Rails			no			
Braille Software/facilities			no			
Rest Rooms			Yes			
Scribes for examination			no			
Special skill development for differently abled students			no			
Any other similar facility			no			
7.1.4 Inclusion and Situated-ness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
7.1.5 Human Values and Professional Ethics Nil						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
7.1.6 Activities conducted for promotion of universal Values and Ethics Nil						
Activity		Duration (from-----to-----)			Number of participants	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
i) Gardening, ii) Tree plantation, iii) Campaigning for anti-tobacco and narcotics items, iv) campaigning for anti-ragging and v) pouring of bleaching powders and phenyls						
7.2 Best Practices						
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link						
I. Waste Management						

Following are the two Best Practices of the Institute with the Web-link

1. Gender Equity and Sensitivity

Weblink: http://www.sdbic.ac.in/best_practice_gender_equity_sensitivity.pdf

2. Performance Appraisal Diary of Teachers

Weblink: http://www.sdbic.ac.in/best_practice_performace_appraisal_diary.pdf

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Weblink: http://www.sdbic.ac.in/institutional_distinctiveness.pdf

8. Future Plans of action for next academic year (500 words)

- The College urgently requires a second campus for its extension. It has been decided that the government and the local corporation be consulted for this purpose. Professor Sujato Bhadra is asked to take initiative in this regard.
- Solar panelling should be pursued on priority basis and director WBREDA be proposed to conduct a power audit for load assessment.
- Hostel efforts to be made for acquisition of land with the help of the State Government.
- Extension of affiliation in Hindi Honours, Urdu Honours and Library Science Honours.
- Opening of M.Sc. Course in Chemistry.
- Virtual Classroom.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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