



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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 Email	sdbicollege1948@gmail.com
Alternate Email	drmanideep2012@gmail.com
Address	412/1, G. T. Road (South)
City/Town	Shibpur, Howrah
State/UT	West Bengal
Pincode	711102

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Prof. Buddhadeb Mishra			
Phone no/Alternate Phone no.		03326332603			
Mobile no.		8276881450			
Registered Email		sdbic.1948@gmail.com			
Alternate Email		Buddhadebmishra1960@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://sdbic.ac.in/AQAR_Report_2017-18.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://sdbic.ac.in/calender18-19.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	76.3	2007	31-Mar-2007	30-Apr-2012
2	B	2.50	2015	01-May-2015	30-Apr-2020
6. Date of Establishment of IQAC			08-Dec-2007		
7. Internal Quality Assurance System					
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		

No Data Entered/Not Applicable!!!

No Files Uploaded !!!

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
Department of Zoology/Dr. Subhendu Mazumdar	Minor Research Project	UGC-ERO	2017 730	269000
Department of Zoology/Dr. Subhendu Mazumdar	Major Research Project	West Bengal Biodiversity Board (GoWB)	2017 730	2200000
Department of Zoology/Dr. Subhendu Mazumdar	Minor Research Project	Department of Science & Technology and Biotechnology (GoWB)	2019 365	570000

[View File](#)

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

0

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

NIL

No Files Uploaded !!!

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

Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
NIL	NIL
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	15-Jan-2021

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

21-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton 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 submodules such as Name, Roll No., Address, Phone, Subjects, Results, Attendance, Subject Combination, Notice, Subjectwise list, University Circular, Caste details, Gender wise Reports, etc.

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

1.1.1- The syllabi that the Calcutta University affiliated colleges have to follow are designed by the departmental Board of Studies, whose members are teachers of the University as well as some college professors. Prof. Sibdas Karmakar (Dept.of Maths), Prof. Kartick Ch. Khatua (Dept.of Sanskrit), Prof. Buddhadeb Mishra (Dept. of Political Science) of our college are members of the Calcutta University Board of Studies and participate in the framing of the syllabus. 2018 marks the memorable change from the 1+1+1 system of examination

to the CBCS pattern. A subsequent change in the syllabus of all Honours and General subjects, has been introduced. Teachers from our institution have attended workshops to familiarize themselves with the credit scoring practice of the CBCS examination pattern. The information gathered from these workshops, has been communicated to the other teachers through staff and departmental meetings. Thus a change in the class routine was rendered to implement the altered curriculum. Shibpur Dinobundhoo Institution (College) prides itself for having professors who have experience as well as talent and training to deliver the curriculum to the students. Those teachers who are freshers have commendable academic careers for this purpose. Moreover to inspire and help students achieve competence and to equip them to face national, if not global challenges, teachers have been taking the aid of e-resources and technology, and this has aroused in most of our students a remarkable interest in computers. 1. Syllabi modules were framed to distribute and assign the syllabus topics among the departmental teachers, keeping in mind the time span of the semester. 2. Regular departmental meetings were held to assess whether the syllabus was being taught according to the schedule. 3. A month ahead of the semester-end examinations, students were assigned tutorial projects (of 15 marks) on various topics pertaining to the syllabus. These project files, as well as the semester end Internal Assessment of 10 marks, were all carefully and meticulously recorded and maintained in soft and hard copies.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Physics (Hons and General)	01/07/2018
BSc	Chemistry (Hons and General),	01/07/2018
BSc	Math (Hons and General)	01/07/2018
BSc	Botany (Hons and General)	01/07/2018
BSc	Economics (Hons and General)	01/07/2018
BSc	Computer Science (Hons and General)	01/07/2018
BSc	Statistics (General)	01/07/2018
BSc	Zoology (General)	01/07/2018

BSc	Geography (general)	01/07/2018
BA	History (Hons and General)	01/07/2018
BA	Political Science (Hons and General)	01/07/2018
BA	Education (Hons and General)	01/07/2018
BA	Philosophy (Hons and General)	01/07/2018
BA	Sociology (General)	01/07/2018
BA	Bengali (Hons and General)	01/07/2018
BA	English (Hons and General)	01/07/2018
BA	Sanskrit (Hons and General)	01/07/2018
BA	Hindi (General)	01/07/2018
BA	Urdu (General)	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

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	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany	22
BSc	Zoology	16
BSc	Zoology	25
BSc	Geography	14
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback collected in the form of data is collated to interpret the key areas for improvement. Students responses are used to design appropriate module changes. Teaching practices including the uses of ICT and Remedial Coaching are modified to address specific needs of students. Sometimes Class Representatives are elected or nominated for the purpose of eliciting from the students, any grievance, requirement, and communicating this to the teachers. As a considerable section of our students are first generation learners and are diffident or not too articulate, this practice enables us to get some feedback.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Honours	300	254	254
BCom	General	300	201	201
MCom	Accounting and Finance	60	28	28
BSc	General	100	75	75
BSc	Honours	190	115	115
BA	General	350	427	427
BA	Honours	300	255	255
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	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)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
93	53	86	3	1	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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	1:58

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	3	25

2.4.2 – Honours and recognition 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
2018	Dr Satya Prakash Tiwari	Associate Professor	Bhanu Pratisthan Award Received from Bhanu Pratisthan , Nepal
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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
No Data Entered/Not Applicable !!!				
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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. Class tests 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 Calendar 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)

<http://sdbic.ac.in/programme-outcomes.php>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
DSH	BSc	Honours	44	43	97.73
DAH	BA	Honours	144	128	88.89
MAG DAG	BA	General	222	82	36.94
DBG DPG	BSc	General	65	48	73.85
DCG ECG	BCom	General	210	80	38.1
DCH ECH	BCom	Honours	141	84	59.57
M.Com.	MCom	PG	35	35	100
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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)

<u>NIL</u>

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 year
Minor Projects	730	UGC	269000	50000

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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
NIL		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nill	Nill	Nill	Nill

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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0	0	0
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	0	Nil	0

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
COMMERCE	4
BOTANY	9
ENGLISH	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	Nil

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	50	Nil	Nil
Presented papers	1	23	Nil	Nil

[View File](#)

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 activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such
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		activities	activities
0	0	Nil	Nil
No file uploaded.			

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	Number of students Benefited
0	0	0	Nil
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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 participated in such activities	Number of students participated in such activities
0	0	0	Nil	Nil
No file uploaded.				

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
0	0	0	0
No file uploaded.			

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	Duration To	Participant
0	0	0	Nil	Nil	0
No file uploaded.					

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/Activities	Number of students/teachers participated under MoUs
0	Nil	0	Nil
No file uploaded.			

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
378020	378020

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Campus Area	Existing
Seminar halls with ICT facilities	Existing
Laboratories	Existing
Class rooms	Existing
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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	16.05.05.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	39557	Nil	366	95452	39923	95452
Journals	19	18972	Nil	Nil	19	18972
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4.2.3 – 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
None	None	None	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	57	3	48	4	0	4	21	4	0
Added	36	1	10	2	0	0	6	4	0
Total	93	4	58	6	0	4	27	8	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

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
NA	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
5800000	5679941	450000	475140

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Response: 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. Following are the maintenance mechanisms followed by the college in particular:

1. Maintenance of academic facilities: 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 the 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	None	0	0
Financial Support from Other Sources			
a) National	None	Nil	0
b) International	None	Nil	0
No file uploaded.			

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
None	Nil	Nil	0
No file uploaded.			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	None	Nil	Nil	Nil	Nil
No file uploaded.					

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	Number of grievances redressed	Avg. 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
None	Nil	Nil	None	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	65	BA, Bsc, BCom	Commerce, Physics, Computer Science, Economics, Bengali, Chemistry, Botany, English	CU, RKMVU, VU, RBU	MA, MSc, MCom
No file uploaded.					

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	Number of students selected/ qualifying
NET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
None	None	Nil
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	None	Nil	Nil	Nil	None	None
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

NA

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

None

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)

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. 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. 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.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

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):

Strategy Type	Details
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.
Industry Interaction / Collaboration	The college has no industry collaboration program.
Human Resource Management	The college students are placed in the different government, PSU and private organization. Teachers personally motivate and guide the students to make their carrier.
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

	<p>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.</p>
Research and Development	<p>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.</p>
Curriculum Development	<p>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.</p>
Teaching and Learning	<p>Each department distribute the syllabus among their teachers before the beginning of the session and report to the principal. 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 are arranged by the department 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).</p>
Examination and Evaluation	<p>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.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Nil

Administration	Office is partially computerized
Finance and Accounts	The functions and activities related with finance and accounts are mostly computerized.
Student Admission and Support	Student admission and support system is fully computerized and web-based.
Examination	The marks submission process is purely computerized and web based through the university portal https://www.cuexamwindow.in/

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	NA	NA	NA	Nil
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NA	NA	Nil	Nil	Nil	Nil
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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	From Date	To date	Duration
Faculty Development Programmes	1	01/09/2019	24/09/2019	21
Refresher Course	1	23/07/2018	17/08/2019	22
Short Term Course	2	19/02/2019	25/02/2019	7
Faculty Development Programmes	1	02/02/2019	02/02/2019	1
National Workshop	1	03/12/2018	09/12/2018	7

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
College Co-operative	Medicclaim	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)

Institution conducts internal and external financial audits regularly. 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/ Grnats received in Rs.	Purpose
NA	0	0
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6.4.3 – Total corpus fund generated

0

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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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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 IQAC	Duration From	Duration To	Number of participants
Nil	NA	Nil	Nil	Nil	Nil
No file uploaded.					

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	Period To	Number of Participants	
			Female	Male
0	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	Yes	90
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	100
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	Nil	Nil	NIL	NIL	Nil

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

7.2.1 – Describe at least two institutional best practices

1. Title of the practice Gender Equity and Sensitivity 2. The context that required the initiation of the practice The College is a co-educational college and situated in a multi-lingual, multi-cultural area. The students are basically first-generation learners. Most of the students are coming from very low economic background. Inspire of this they are very dedicated to their studies. The college had a cell for human rights and gender studies. The students are regularly participating in co-cultural activities together and they have an elected union where male and female students are the representatives. 3. Objectives of the practice The College ensures utmost safety and security to its girl students through a number of ways. college frequently organizes activities which facilitate awareness among the girl students in respect of their individual legal rights and privileges that they are entitled to, and some such activities are organized by the Human Rights and Documentation Cell of the College. 4. The Practice Anti-Ragging Declarations are taken from all students during admission. The college has also an anti-ragging cell and anti-sexual harassment cell to redress their grievances, if any. There are Security Guards at all the entrances of the college and each student must have to show their Identity Cards at the gates. In the morning section which is exclusively for the girls no mail outsiders are allowed to enter without the permission of the authority. There is a "Grievance Box" for girls students to register their respective grievances. There is a separate wash-room for female Teaching and Non-Teaching Staff. Identity cards are issued to all students, teachers and non-teaching staff. The college has made a contract with a physician to address health-issues of the students in general and the girl-students in particular for emergency purposes. Common Room to ensure emergency facilities and to respect the privacy of the girls CCTV vigilance all around the campus as a step towards prohibition of sexual harassments, and above all the Woman's cell of the college which confidentially takes into account the problems of the lady students in respect of their safety and security. The college has a separate Girls' Common Room. The Common Room is the site where girls of the college meet at spare hours, discuss and share matters and build an amiable solidarity. 5. Obstacles faced if any and strategies adopted to overcome them In general, no Obstacles related to this practice has been by the College. Though the college is situated in a very sensible area, the administration is very alert about that and different types of posters and banners are hanged in the different areas of campus. Students organization, NCC and NSS unit of the college are also additionally discharging

their duties to avert any unwanted situation relating to this. 6. Impact of the practice The students are co-operating with the college administration to make the campus ragging free. No incidents are recorded on sexual harassment within the college campus in the last five years. The guardians also express their happiness in the meetings with the teachers on this and thanked us to continue it. 7.2 Best Practices - two

1. Title of the practice Performance Appraisal Diary of Teachers
2. The context that required the initiation of the practice To make the teachers more duty bound and object oriented appraisal diary system has been introduced. Here the teachers not only record their class statistics but also they mentioned the other activities relating to their teaching duty meticulously. Appraisal diary system now is an integral part of CAS.
3. Objectives of the practice The objective of this practice is to achieve self-accountability of the teacher in discharging their duties to the Institutions, students and society at large. The other objective of this practice is to record everything in writing which would be helpful for the administration to reward or to rebuke any teacher for discharging of his or her duties.
4. The Practice
 - Weekly vigilance of diaries by a senior teacher who is assign to do it.
 - Monitoring of the diaries by the IQAC Co-ordinator
 - Periodical vigilance of this diaries by the Principal
 - If required, the management also can seek it for promotion or demotion of any teaches performace
 - At the time of CAS, the presentation of this diary is must.
5. Obstacles faced if any and strategies adopted to overcome them Irregular submission and presentation of diaries
6. Impact of the practice
 - Success achieved in taking classes.
 - Timely submission of question papers, examining of answer scripts
 - Examination and scrutiny of University answer scripts.
 - Active participation in sports, cultural and other activities.
 - • Active participation in different seminars, conferences, etc.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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

7.3 – Institutional Distinctiveness

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

7.3 Institutional Distinctiveness Shibpur Dinobundhoo Institution (College), as an institution has some clear visionary principles which has been stated in the Prospectus of the College. Equity excellence and expansion in the field of Higher Education is the vision of the College. Equity means providing equal opportunity of higher education to all irrespective of race, sex, class and sect and religion. Excellence means the quality of excelling in the higher education. As the college is located in an area which economically and educationally backward comprising diverse groups of population, achievement of excellence is the most important mission of the college. Expansion means expanding the rate of participation of students to college education. Increasing number of students should avail of the process of knowledge, skills, beliefs, values in the college education. By default the college is predominantly focused to provide education to the learners of the economically and socially backward community and to dispel the distresses of the learners of the remote villages of outreaching areas in receiving college education. Other important missions of the college are:

- To make quality the defining criteria of education combining self and others.
- To stimulate academic environment for promotion of quality of teaching and learning process in the college.
- To encourage self-evaluation, accountability, autonomy for all-round development.
- To interact and collaborate with the different stakeholders for quality.

Events explaining the institutional distinctiveness Events like the "New Year"

celebration with cakes have now become part and parcel of the College, but what is noteworthy is a parallel observance of typical Bengali events like "Barsho Baron Utsab" (celebrated in April) and "Bijaya Sanniloni" (marking the end of the festive Durga pujas) with sweets. Other events like the "Rakhi Bandhan Utsab" and "Basanto Utsab", the Bengali counterpart of the national festival Holi, as conceived of by Tagore are celebrated with equal vigor and enjoyment. The College is even sensitive to and abides by all Holidays declared by the Government (State or Central) in respect of festivities of other minority religious communities. Students' organization arranges for Iftar Party where teachers and students all are invited.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

The future plan of the college college is an important document that helps chart out a focus and direction guides and directs the college to the future activities and expected outcomes provides an opportunity to assess relevance of existing programmes helps to synchronize objectives, goals and action plans of the programmes with vision and mission of the college and assists in identifying opportunities an preparing for future challenge. 1. Plan to open UG Courses in Comparative literature, statistics, Biochemistry, Journalism , Bio-informatics , Travel and Tourism and Microbiology ,Human physiology,Biophysics Which may be Complementary system like self-financing courses. 2.Strengthen of the research activities in the college and motivate Faculty members to join FDP under UGC XII plan. 3.Improvement of Teacher - Student ratio for better academic openings. 4. Feedback from outgoing students and Feedback from outgoing students. 5.Planning for the development of the learning resources for the students/ Faculty members. 6.More ITC enabled smart class needed in the campus.The ICT enabled class room should be with the provision of teaching - Smart boards, computers, LCD projectors, etc., are to be provided by the management. 7.Some Hons courses may be introduced. Hindi (Hons), URDU(Hons), Zoology(Hons) may be introduced subject to the approval of higher education Department. 8. The need of the teacher in arts faculty to have separate rooms requires attention. Each department may be provided at least a separate office place. 9. External Academic Audit by University of Calcutta. 10. Flourishing computer aided learning and Promoting teaching learning through project work, dramatization, play etc. 11. Employees' Recreation club for teaching and non-teaching staffs with Recreational facilities Sports and Games (Indoor and Outdoor) facilities Health and Hygiene (Health Care centre, Ambulance, Nurse)are need to be establish. 12.RFID enabled attendance system Identity Card for students teachers and non -teaching staffs. 14. Public Address System for regular use in the college for all classroom except room no 44 and 45 and laboratory also. 15. Workshop for students on skill development Programme. 16.Purchase of Dedicated Software for Statistics (Minitab) , Sanskrit (Baraha) , Sociology Education (SPSS) , Plagiarism check (scribbr). 17.Awareness programme on Entrepreneurship for Students. 18.Proposal for allotment of the departmental seminar budget from Rs. 2000/ (minimum)- to Rs. 5000/ (maximum)- per department. ? 19.Organisation of more Seminars/Workshops on Use of ICT in Quality Teaching Learning, Research Methodology Environment. 20. Formation and Registration of alumni association is needed. 21.Extension of Cultural Interaction - Meet Competition, Exhibitions, Seminars, Group Discussion, Debates. 23.Extension of internet facility Broadband connection Extension of coaching Supporting coaching facilities for different state/national level examination, e.g. NET/ SET /GATE /TOEFL etc. sports facilities - Football, Cricket, Basketball, Athletics, Gymnasium, Khokho and Opening of indoor facilities of sports in a stadium.

