

# Institutional Best Practices

## Best Practices - One

### 1. Title of the practice

**Gender Equity and Sensitivity**

### 2. The context that required the initiation of the practice (100 – 120 words)

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 (50 – 60 words)

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 (250 – 300 words)

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 (150 – 200 words)

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 (100 – 120 words)

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. Resources required

The college is expediting the expenditure from the college general fund for this.

## 8. About the Institution

**Shibpur Dinobundhoo Institution (College)** is one of the pioneer colleges embracing a vast hinterland of urban and semi-urban areas of Howrah District. Established in 1948, the college has consolidated its position as one of the leading institutions of the district, imparting undergraduate learning in diverse areas of Humanities, Social Sciences, Bio and Pure Sciences and Commerce. The College is affiliated to the University of Calcutta and accredited by NAAC (National Assessment and Accreditation Council). From the academic session 2009-2010, the college is proud to have introduced Post Graduate Course in Commerce (M. Com) offered by the University of Calcutta.

**Location:** The College is situated in the Southern Part of Howrah Municipal Corporation Area on the west bank of the river Hooghly, very close to Vidyasagar Setu and on a major arterial road in the city, viz., the Grand Trunk Road. It is therefore, well connected to all other parts of Howrah City, the district and the Kolkata metropolis. On one side of the G.T. Road, we have an industrial belt; hence, having a large concentration of working-class population, on the other side, we have a middle-class settlement. A large railway colony exists close to the college campus because of the S.E. Railway Freight and Passenger Terminal at Shalimar. The overall demographic characteristics and cultural diversity of the locality have been reflected in the composition of the student community of our college, we proudly maintain this tradition.

### Specific Features:

- The college offers Degree Courses (General and Honours) in Arts, Science, Commerce streams as detailed in the 'Programme Options' under COURSES OF STUDY in pages.
- The college runs in three shifts under a single management.
- Morning section is meant exclusively for girls and offers only General courses.
- Day section is co-educational and offers both Honours and General Courses in Arts, Science and Commerce.
- Evening section is for boys and offers only Commerce (Honours & General).
- The college offers self-financing job-oriented courses like B.Sc. Hons. In Computer Science.
- Only college in Howrah to offer self-financing M. Com course affiliated to the University of Calcutta.

- The college is housed in a spacious building having bright and airy classrooms.
- Learned faculty with 96 whole-time and part-time teachers.
- Cooperative non-teaching staff numbering 45 members.
- College canteen management by a Women's Self-Help Group.

i. Name of the Institution:

Shibpur Dinobundhoo  
Institution (College)

ii. Year of Accreditation:

2015

iii. Address :

412/1, G. T. Road (South)  
Howrah-711102

iv. Grade awarded by NAAC :

B (2.50)

v. E-Mail :

[sdbicollege1948@gmail.com](mailto:sdbicollege1948@gmail.com)

vi. Contact person for further details :

Dr. Manideep Chandra, Principal

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## **Best Practices – Two**

### **1 Title of the practice**

#### **Performance Appraisal Diary of Teachers**

### **2. The context that required the initiation of the practice (100 – 120 words)**

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 (50 – 60 words)**

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 (250 – 300 words)**

- 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 (150 – 200 words)

Irregular submission and presentation of diaries

#### 6. Impact of the practice (100 – 120 words)

- 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.

#### 7. Resources Required

Web-based performance appraisal diaries are required to be designed and implemented through which all the faculty members are able to submit and maintain their documentation through e-diary management system.

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