



Yearly Status Report - 2016-2017

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.	03326880496
Mobile no.	9830386069
Registered Email	sdbicollege1948@gmail.com
Alternate Email	drmanideep2012@gmail.com
Address	412/1, G. T. Road (South), Howrah - 711102
City/Town	Howrah
State/UT	West Bengal
Pincode	711102

2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Semi-urban																								
Financial Status	Self financed and grant-in-aid																								
Name of the IQAC co-ordinator/Director	PROF. BUDDHADEB MISHRA																								
Phone no/Alternate Phone no.	03326332603																								
Mobile no.	9433947703																								
Registered Email	sdbic.1948@gmail.com																								
Alternate Email	budhadebmishra1960@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://sdbic.ac.in/AQAR_2015-16.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/calender16-17.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>76.3</td> <td>2007</td> <td>31-Mar-2007</td> <td>30-Apr-2012</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.50</td> <td>2015</td> <td>01-May-2015</td> <td>30-Apr-2020</td> </tr> </tbody> </table>						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
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																						
Workshop on ICT	30-Mar-2017		40																						

Competency Framework for
employees at college level

1

[View File](#)

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	2017 730	269000

[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 :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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)

Data Collection and Documentation

Innovation of Teaching Learning Budget Allocation

Online Admission

Introduction of ICT Enabled Resources in the Library and Teaching Process

[View File](#)

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

14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	12-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2017
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Date of Submission	25-Mar-2017
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17. Does the Institution have Management Information System ?	Yes
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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 submodules such as Name, Roll No., Address, Phone, Subjects, Results, Attendance, Subject Combination, Notice, Subjectwise list, University Circular, Caste details, Gender wise Reports, etc
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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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

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 !!!		
No file uploaded.		

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
MCom	Accounting Finance	01/12/2017

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

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
No Data Entered/Not Applicable !!!		
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
BA	Geography	17
BSc	Botany and Zoology	21
No file uploaded.		

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

Feedback Obtained

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	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Accounting and Finance	60	89	56
BCom	General	300	940	240
BCom	Honours	300	955	309
BSc	General	100	135	107
BSc	Honours	190	270	156
BA	General	350	952	530
BA	Honours	300	903	278
No file uploaded.				

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
2016	3644	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
53	3	3	3	1	3
No file uploaded.					
No file uploaded.					

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	Number of fulltime teachers	Mentor : Mentee Ratio
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institution		
3644	53	30:1

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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. 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
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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 Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
DAH DAG	BA	Honours	145	124	85.5
MAG	BA	General	400	99	24.8
DSH	BSc	Honours	56	45	800.4

DSH	BSc	General	61	31	50.8
DCH + ECH	BCom	Honours	268	114	42.5
DCG +ECG	BCom	General	224	60	26.8
M. Com	MCom	PG	38	27	71.1
No file uploaded.					

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)

No Data Entered/Not Applicable !!!

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	148200	106600
No file uploaded.				

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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if
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			any)
International	Chemistry	23	1.4
International	Physics	5	.6
No file uploaded.			

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
Zoology	4
Chemistry	4
No file uploaded.	

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
No Data Entered/Not Applicable !!!						
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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
No file uploaded.				

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 activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
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No Data Entered/Not Applicable !!!

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
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No Data Entered/Not Applicable !!!

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
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No Data Entered/Not Applicable !!!

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
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No Data Entered/Not Applicable !!!

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
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1575000

1444620

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Newly Added

Classrooms with LCD facilities	Newly Added
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

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
LIBSYS (LSEase)	Partially	6.1	2012
KOHA	Partially	3.12	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	19	18972	Nil	Nil	19	18972
No file uploaded.						

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
No Data Entered/Not Applicable !!!			
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	51	2	42	3	0	3	21	4	0
Added	6	1	6	1	0	1	6	0	0
Total	57	3	48	4	0	4	27	4	0

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

4 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
No Data Entered/Not Applicable !!!	

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
127062	127062	475140	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 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.

http://sdbic.ac.in/maintenance_of_campus_infrastructure.pdf

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
No Data Entered/Not Applicable !!!			

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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!					
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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!					
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	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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
No Data Entered/Not Applicable !!!	
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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
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Annual Sports (24/12/2017)	College Level	151
No file uploaded.		

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

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. 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.</p>

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

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):

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
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.
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.
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.
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).

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.

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

E-governance area	Details
Administration	Office is partially computerised
Finance and Accounts	The functions and activities related with finance and accounts are mostly computerized
Student Admission and Support	Student admission system partillay computerized and support system is also partially computerized.

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
No Data Entered/Not Applicable !!!				
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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)
No Data Entered/Not Applicable !!!						
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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
Refresher Course	1	31/12/2016	13/01/2017	15
Refresher Course	1	10/03/2017	30/03/2017	21
Refresher Course	1	02/01/2017	21/01/2017	21
Refresher Course	1	02/01/2017	21/01/2017	21
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
College Co-operative	Co-operative and mediclaim	water cooler, ladies toilet, gymnasium, gents toilet, canteen , girls boys Common room

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/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	Nil	Nil	Nil	Nil
Administrative	Nil	Nil	Nil	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

No Data Entered/Not Applicable !!!

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Elevator, Up-gradation 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
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
No Data Entered/Not Applicable !!!					
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
No Data Entered/Not Applicable !!!				

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

No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

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	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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community

No Data Entered/Not Applicable !!!

No file uploaded.

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

Title

Date of publication

Follow up(max 100 words)

No Data Entered/Not Applicable !!!

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 !!!

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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 phenol

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I. Waste Management Ia. Solid Waste The college can boast of its ventures in cleanliness which is meticulously maintained through different ways. Coloured dustbins are kept at specific regions of all the buildings of the college and the accumulated solid-waste is dumped in the vat. The Municipal workers of the ward collect the accumulated solid waste on a regular basis. Moreover, the entire campus is a "plastic free zone" and the college authority tries to address all aberrations. Dry waste products are allowed to decompose and garden waste products are often burnt and disposed. Ib. Liquid waste Liquid waste products, particularly Chemistry laboratory waste products are allowed to get disposed through an elaborate drainage system. Suitable measures have been taken by the college for bioremediation, where the Laboratory waste products are allowed to decompose. Ic. E-waste Some printers used in the college office are non-cartridge (Ink-jet) and therefore such printers are conducive to the prevention of spread of harmful carcinogenic e-waste. Specific laboratory equipment which are not in conditions of repair is sold in conformity with the rules of the purchase committee of the institution. II. Gender Equity and Sensitivity II.a. Safety and Security 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. Anti-Ragging Declarations are taken from all students during admission. There are Security Guards at all the entrances of the college and each students 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. II.b. Common Room 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.

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

http://sdbic.ac.in/institutional_best_practices_current.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

ShibpurDinobundhoo 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 "BijayaSammiloni" (marking the end of the festive Durga pujas) with sweets. Other events like the "Rakhi Bandhan Utsab" and BasantoUtsab", 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://sdbic.ac.in/institutional_distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

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 panning should be pursued on priority basis and director WBREDA be proposed to conduct a power audit for load assessment. Introduction of opening management courses with IGNOU be initiated. 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

