



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1. Name of the Institution

SHIBPUR DINO BUNDHOO INSTITUTION  
(COLLEGE)

- Name of the Head of the institution **Dr. Manideep Chandra**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **08777797273**
- Mobile No: **9830386069**
- Registered e-mail **sdbicollege1948@gmail.com**
- Alternate e-mail **drmanideep2012@gmail.com**
- Address **412/1, G. T. Road (South),  
Shibpur, Howrah - 711102**
- City/Town **Howrah**
- State/UT **West Bengal**
- Pin Code **711102**

##### 2. Institutional status

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Kartick Chandra Khatua**
- Phone No. **9432492612**
- Alternate phone No. **08583066937**
- Mobile **9432492612**
- IQAC e-mail address **sdbic.1948@gmail.com**
- Alternate e-mail address **sdbicollege1948@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[http://sdbic.ac.in/AOAR\\_2019-2020.pdf](http://sdbic.ac.in/AOAR_2019-2020.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://sdbic.ac.in/Academic-Calendar-2020-2021.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>76.3.</b>	<b>2007</b>	<b>31/03/2007</b>	<b>30/04/2012</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.50</b>	<b>2015</b>	<b>01/05/2015</b>	<b>30/04/2020</b>

**6. Date of Establishment of IQAC**

**08/12/2007**

**7. Provide the list of funds by Central / State Government**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>0</b>	<b>0</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year** 0

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

**Online Admission**

6 (Six) Webinars have been organized on 21st July 2020, 24th July 2020, 27th July, 2020. 31st July 2020, 8th Aug 2020 and 16th Aug 2020 by the Department of Botany, Bengali, English, Hindi, English and Physics.

Implementation of online teaching learning and evaluation through different platforms like Google class room, Skype, Zoom, Google meet and email.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Online Admission	Implementation of Online Admission
Organization of Webinars/workshop/ Conference etc.	6 (Six) Webinars have been organized on 21st July 2020, 24th July 2020, 27th July, 2020. 31st July 2020, 8th Aug 2020 and 16th Aug 2020 by the Department of Botany, Bengali, English, Hindi, English and Physics.
online teaching learning and evaluation	Different platforms like Google class room, Skype, Zoom, Google meet and email have been implemented.
Improvement of networking and the speed of Campus Internet connection.	Different network switch and networking cable have been upgraded and

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	07/03/2022

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)
• Name of the Head of the institution	Dr. Manideep Chandra
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08777797273
• Mobile No:	9830386069
• Registered e-mail	sdbicollege1948@gmail.com
• Alternate e-mail	drmanideep2012@gmail.com
• Address	412/1, G. T. Road (South), Shibpur, Howrah - 711102
• City/Town	Howrah
• State/UT	West Bengal
• Pin Code	711102
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Calcutta
• Name of the IQAC Coordinator	Dr. Kartick Chandra Khatua
• Phone No.	9432492612

• Alternate phone No.	08583066937				
• Mobile	9432492612				
• IQAC e-mail address	sdbic.1948@gmail.com				
• Alternate e-mail address	sdbicollege1948@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://sdbic.ac.in/AQAR_2019-2020.pdf">http://sdbic.ac.in/AQAR_2019-2020.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sdbic.ac.in/Academic-Calendar-2020-2021.pdf">http://sdbic.ac.in/Academic-Calendar-2020-2021.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.3.	2007	31/03/2007	30/04/2012
Cycle 2	B	2.50	2015	01/05/2015	30/04/2020
<b>6. Date of Establishment of IQAC</b>			08/12/2007		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9. No. of IQAC meetings held during the year</b>			0		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			No		

website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Online Admission		
6 (Six) Webinars have been organized on 21st July 2020, 24th July 2020, 27th July, 2020. 31st July 2020, 8th Aug 2020 and 16th Aug 2020 by the Department of Botany, Bengali, English, Hindi, English and Physics.		
Implementation of online teaching learning and evaluation through different platforms like Google class room, Skype, Zoom, Google meet and email.		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Online Admission	Implementation of Online Admission
Organization of Webinars/workshop/ Conference etc.	6 (Six) Webinars have been organized on 21st July 2020, 24th July 2020, 27th July, 2020. 31st July 2020, 8th Aug 2020 and 16th Aug 2020 by the Department of Botany, Bengali, English, Hindi, English and Physics.
online teaching learning and evaluation	Different platforms like Google class room, Skype, Zoom, Google meet and email have been implemented.
Improvement of networking and the speed of Campus Internet connection.	Different network switch and networking cable have been upgraded and
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	07/03/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022	22/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
NIL	
<b>16. Academic bank of credits (ABC):</b>	
NIL	
<b>17. Skill development:</b>	



NIL
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
NIL
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
NIL
<b>20.Distance education/online education:</b>
<p>1. NSOU Study Centre is functioning in our college as a premier branch of Netaji Subhas Open University (NSOU) in Howrah District in West Bengal since its inception in 1988. The Study Centre has been facilitating graduate and post graduate distance education to meet the needs of the society. The Study Centre is located within the college premises and its performance has always been praiseworthy. This study Centre enrolls students for B.A. Course in Bengali, History, Political Science and B.Com. Course. The post-graduate admission is also done here with the 3 year Degree course only.</p> <p>2. VU DDE Study Centre is functioning in our college under the Directorate of Distance Education, Vidyasagar University. The Study Centre has been facilitating post graduate distance education to meet the needs of the society. The Study Centre is located within the college premises and enrolls students for M.Sc. Course in Chemistry and M.Sc. Course in Environmental Science. Course. The post-graduate admission is also done here with the 3 year Degree course only.</p>

## Extended Profile

### 1.Programme

1.1 448

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 2553

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 721Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 729

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 99

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 112

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>448</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>2553</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>721</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>729</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>99</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	112
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4. Institution</b>	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	20.33707
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	93
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- In 2020-21 due to worldwide pandemic deliverance of curriculum planning and documentation process also underwent sea changes with experimentation everywhere. In our college, introduction of Online Classes through Google Classroom was an application of cloud-based learning-interface in classroom-teaching. However, after the imposition of the lock-down, online classes became the way of teaching by default.
- Almost all the teachers made a lesson plan and took the class following the lesson plan.
- A class routine was prepared by the academic sub committee along with the principal and IQAC and it was uploaded to the college website for the students.
- All the classes were taken using Google meet platform. Each teacher created a google meet link and list of all google meet links of corresponding teachers were published at college website.

- Almost all the teachers shared e-contents or e-tutorials or web-links or e-assignments with their students using google class room and emails. Awareness to use INFLIBNET and NDL facilities was spread.
- The students were getting used to the habit of on-line reading and they are gradually realizing the role of internet in their academic pursuit.
- Online Psychological Counseling and technical guidance were available for the students by the teachers as coping up mechanism.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the Academic Calendar issued by the University of Calcutta. As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed. The current session followed a Credit based evaluation system. Continuous assessment in theory subjects as per CU norms includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time.

In the Humanities stream, a Tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule. Due to pandemic the Online admission process to the 1st semester U.G. Courses of Studies was started from 10th August, 2020. UG 1st Semester, 3rd Semester and 5th Semester Classes (2020-21) through Online/Digital Mode was commenced on and from 16/12/2020 (WEDNESDAY). The internal assessment for odd semester was held on and from 24th Feb 2021. After the completion of odd semester, the even semester class was commenced on and from 5th April 2021. The even semester internal and tutorial exam was commenced on and from 9th July 2021.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**35**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

NIL

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year****1**

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****246**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**D. Any 1 of the above**



File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NIL</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1600

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

170

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**NIL**

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
Upload any additional information	<b>No File Uploaded</b>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
<b>2824</b>	<b>97</b>

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enable the students in getting a holistic approach towards acquiring knowledge, apart from lectures, they should be given hands-on knowledge and exposure to the world. But due to pandemic experiential learning process (lab classes, field work, project development etc) was hampered a lot.

1) **Experiential Learning:** a) **Laboratory based learning**

- **Learning through experimentation:**

For subjects like Physics, Computer Science and Chemistry, practical experiments / assignments are done by the students under the supervision of the teachers. This helps them prove and

see with their own eyes what they have learnt in the theoretical classes.

- Hands-on experience:

In subjects like Botany, Zoology, and Geography students get the opportunity of experience learning through field work and prepare the field work report under the supervision of the allotted teachers.

#### b) Projects

For Commerce short projects have to be prepared by the students. Physics students learn how to prepare scientific writing using LATEX. Computer Science Students develop different software projects.

#### 2) Participative Learning:

For the students' active participation, the following methods are taken:

- Subject related Quiz

#### 3) Problem Solving Methodologies:

Mathematical problems and real life problems develop the logical sense and algorithmic approach to solve problems among the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has prioritized use of ICT in teaching -learning. Preparation of e-resources in various subjects in the form of PPTs, digital material, and top resource links has created a repository of knowledge, available to students in the departments.

Classes, seminars, guest lectures, etc. using LCD projectors are conducted in available smart rooms, as needed.

- The virtual platform was extensively used due to the pandemic.
- All teachers now use of modern methods of teaching learning, such as Google classroom, google meet, skype and whatsapp. Teachers used email, google classroom, google meet to conduct online class and used google forms to take semester exam to evaluate students during the pandemic.
- The University examinations were held through online mode during pandemic.
- College organized different webinars and provide e-certificates to all participants.
- Teachers developed some audio video lectures in college youtube channel as well as their own youtube channel.
- MS Office is used by our teachers.
- The college portal is used to put up notifications and examination guidelines, University question papers.

We encourage our teachers to use free software like LibreOffice and free operating system like Linux. Free softwares are extensively used by Computer Science, Physics, Mathematics.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://sdbic.ac.in/admin/sample/3501Notice_Orientation%20Programme_Semester%20I_B_A_BSC_BCOM_2020-21_With%20Enclosures.pdf">http://sdbic.ac.in/admin/sample/3501Notice_Orientation%20Programme_Semester%20I_B_A_BSC_BCOM_2020-21_With%20Enclosures.pdf</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

6

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

97

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

28

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

767

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

During the pandemic period these assessments and correction of answer scripts were done online. The students were given detailed guidelines regarding the online process and were guided by the teachers in case of any difficulty.

The students are intimated about the exam schedule through the website

Class attendance of the students also carries 10 marks. Attendance for each course is maintained by the college.

Continuous Internal Evaluation is done by the departments throughout the semester. These include internal assessment exam, assignments and tutorial ( only for languages, humanities and social science),verbal interaction and subject related quiz.

These formative evaluations help the students prepare better for their final examinations. Students are encouraged to approach the teachers for any clarification.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Both the internal and external examinations were held online during the pandemic period. The students were given detailed guidelines regarding this process and they were directed by the

teachers if they faced any difficulty. The scanned copies of the answer scripts are preserved for any future query. Any inquiry coming up within this period can thus be addressed to without much difficulty. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The students are free to discuss with the teachers their mistakes and ways to improve their result. The University examination system under CBCS also requires that the students be marked on their class attendance in each course. These marks are added to get the final result. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution not being autonomous, has to adhere to the given course curricula for University programmes which are uploaded on the University website.

Awareness regarding PO and CO For teachers and students (both prospective and existing):

- The POs and COs of different subjects are put up on the website of the college.
- The detailed syllabus of the different programs are available in the website of University of Calcutta.
- The first semester students are informed of the desired outcomes of their chosen programmes in the Orientation Programme and Induction Programmes organized by the college and the individual departments respectively.
- The Programme Specific outcomes and the Course Outcomes are explained by the teachers in class.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://sdbic.ac.in/programme-outcomes.php">http://sdbic.ac.in/programme-outcomes.php</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

No such evaluation mechanism on Attainment of Programme outcomes and course outcomes was implemented during 2020-2021.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

615

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://sdbic.ac.in/admin/naacitems/66572.7.1%20-%20SSS%202020-21.pdf>



RESEARCH, INNOVATIONS AND EXTENSION	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

International Yoga Day was celebrated on 21st June 2021 through ONLINE MODE. the Principal, Teaching Staff and Students participated.

YouTube Link:<https://youtu.be/mv6inzCFjGA>

File Description	Documents
Paste link for additional information	<a href="http://sdbic.ac.in/admin/naacitems/37993.3.1%20-%20Extension%20activities_Celebration%20of%20International%20Yoga%20Day%20on%2021st%20June%202021.pdf">http://sdbic.ac.in/admin/naacitems/37993.3.1%20-%20Extension%20activities_Celebration%20of%20International%20Yoga%20Day%20on%2021st%20June%202021.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

114

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Shibpur Dinobundhoo Institution(College) is situated on 3067.17 sq.mtr Area consists of a four storied building and offers 20 Under Graduate, one Post Graduate programme.

**Academic Facilities:**

- **Classrooms:** There are 24 classrooms apart from the departmental cubicles, central library, science laboratories and computer laboratories for practical classes. The classrooms vary in size and have adequate lighting and fans for the comfort of teachers and learners. Two large classrooms have audio facilities. There are 3 smart classroom.
- **Library:** The College Library utilizes a space of 1449.6 sq ft with a Reading Room for free access of 65 students at a time, a Teachers' Reading Room and a Rare Book Section.
- **Computer Laboratories:** There are 2 laboratories, primarily for the Dept. of Computer Science and the I.T. Lab for the Dept. of Commerce, with audio-visual multi-media facilities like LCD Projector, White board, Laptops, 40 Computers and LAN connectivity.
- **Laboratories:** There are 5 Laboratories for Departments of Physics, Chemistry, Botany, Geography and Zoology. The laboratories are upgraded with advanced laboratory equip

ments, LCD projectors on a common sharing basis and have adequate space to carry out practical classes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- Our College encourages sports activities and is proficient, especially, in football. Students take part in Inter-college, district, State Level competitions for different events. The College does not have any play ground of its own but is located within 500 metres of the Police Ground and Howrah Maidan Stadium (located within 5 km), where the Annual Sports of our college takes place every year. The College provides the sportspersons with kits and equipments for their advancement. The Games and Sports sub-committee monitors and supervises sporting activities and needs.
- The Boy's Common Room is equipped with Indoor Games like Table Tennis and Carom.
- There is a gymnasium with equipments for providing training to the students and to enhance their fitness programme.
- There is a courtyard inside the college campus for conducting various indoor games.
- The NCC Unit has also been provided with a separate space for keeping their equipments.
- Cultural activities: The College has an active Cultural sub-committee that organizes cultural events like Rabindra Jayanti, Basanta Utsav, in collaboration with the departments and participation of staff and students. The Student Union organizes Annual Social Function, Fresher's Welcome programmes with the support and participation of students and staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10.52

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of the ILMS software: LSEase
- Nature of automation (fully or partially): Partially
- Version: 6.1
- Year of automation: 2012
  
- Name of the ILMS software: KOHA
- Nature of automation (fully or partially): Partially
- Version: 16.05.05.000
- Year of automation: 2018

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0



File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Consistent effort has been made to improve upon its IT infrastructure and facilities. The college has 95 computers (72 desktops & 21 laptops, 2 servers), 20 printers, 14 scanner, 3 projectors. Out of these 72 desktops, 55 desktops are for Academic purpose and 17 desktops are for administrative purpose. Currently regular maintenance is carried out of all desktops and laptops by the Lab Technician of Computer Science Department. All the computers have internet connection. There are three browsing centers:

- Computer Science Lab
- IT Lab of Department of Commerce
- Library

Internet Lease Line Connection of 100 Mbps from Alliance Over the last two years. The bandwidths have been regularly updated over the last five years. The college encourages to staff and students to use free softwares. Linux is extensively used by Department of Computer Science, IT Lab of Commerce department and Physics department. Software upgradation has been carried out as and when needed. There are three ICT enabled classrooms

with LCD projectors. Projectors are repaired and maintained through temporary orders. Biometric machines are also connected with internet and are linked to Principal's desktop. Library is partially automated with KOHA since 2018.. The website is maintained by 'Prajukti'.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a decentralized mechanism for maintenance of physical, academic, and other support facilities. Naturally, 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.

- Maintenance of academic facilities:

For all academic requirements; the HODs place their demands to the principal. Approximate budgets are stated on most occasions. The Principal places the requisition in the meetings of the Governing Body, Finance, Library or any other relevant committee. Tender notification is then done or local vendors supply the necessary items. The laboratories are maintained by the support staff.

- Maintenance of Physical Facilities:

Building, plumbing, electricity maintenance is done by regular basis. The college has one electrician cm caretaker who looks after the college.

- Campus Cleaning:

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

- IT Infrastructures:

For the maintenance of IT infrastructures, the college had made

an AMC with the vendor. But currently, the lab technician (Computer Science) maintains the IT infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

553

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	D. 1 of the above
File Description	Documents
Link to institutional website	<a href="#">NIL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	D. Any 1 of the above

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

35

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

To ensure student participation, college administration has included a student representative in the Governing Body of the college, which is the highest policy making authority as per Statutory provision of University of Calcutta.

**Extra-Curricular Activity:**

- Assigning responsibility to students in executing all extracurricular activities like Sports, Annual Social, Celebration of Special days like celebration of Rabindra Jayanti, Teachers' Day etc.
- Involving the students in a wholesome character building notion through their involvement in an array of opportunities in terms of extracurricular activities like Yoga , Gym Sessions and so on.

**Co-Curricular Activities :**

To allow them to lead NCC Unit with a motto to LEARN TO SERVE by participating in charitable programs (like Relief fund distribution in Amphane cyclone), Educational awareness Campaigns, and special camps in rural areas.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0



File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**No registered Alumni Association.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision of the SDBI (COLLEGE) has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality. The governance of the institution is**

in accordance with the vision and mission statement reflecting the goals and objectives of the institution. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. Towards this objective, job-oriented degree courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural programmes organized by this College, seek to enhance the cultural development and moral values of the students. Awareness of environmental and ecological issues and understanding the need for sustainable development is generated through a variety of measures like Green Audit exercise, tree planting ceremonies. We encourage the staff and students to participate/organize seminars, Workshops.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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, nonteaching 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **Examination and Evaluation**

Tests examinations (internal) are regularly held before the final examination. Departments also take remedial classes for educationally backward students and also counsel them for the syllabus.

- **Teaching and Learning**

Each department distribute the syllabus among their teachers before the beginning of the session and report to the principal. The academic subcommittee 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. Some teachers also use ICTs tools and techniques for delivering lectures to the students.

- **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. Two computer Labs having 40 computers with Local Area Network facilities and Internet. We have three Smart Classroom. The college has a Gymnasium, Canteen, purified water cooler for students. The science teaching departments have their own laboratories equipped with modern tools.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution has various bodies for smooth execution of work in all departments.

#### GOVERNING BODY

The Governing Body as per the Constitution of the college has 10 members in all. It comprises of the President, Principal, while there 3 Teacher Representatives and 1 Non-Teaching Staff Representative, 1 Government Nominee, 1 WBSCHE Nominee and 2 CU Nominee.

- The Principal form the nucleus of the administration with final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the Bursar, IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates the entire work process.
- All Teachers to be vested with the post of H.O.D on rotational basis.
- Different Committees are set up with teacher Convenors as respective committees like Research Committee, Career Counselling Committee, Routine Committee etc.
- Service Rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the state government as amended from time to time in this regard.

The promotional policies for teachers are according to the different government orders as released by the Department of Higher Education.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

1. Government of West Bengal has provisions for several welfare schemes which are available for both teachers as well as non-teaching staff which are availed through individual applications to the government.
2. There is a provision of maternity leave given to the staff.
3. Various other forms of welfare schemes are available both for the teaching and non-teaching staff, namely
  - o General provident fund for the permanent staff.
  - o Co-operative credit society for the permanent staff
  - o Group Insurance Policy for all staff and Faculty.
  - o Salary Savings Scheme of L.I.C. availed by several non-teaching staff members.
  - o Quick Provident Fund Loan Facility
4. The Co-operative credit society of the College, a registered society established in 1983 offers soft loans

(short-term, long-term, medical and festival) to its members.

5. On the day of retirement of an employee the Institution gives him the P. F cheque.
6. The Co-operative credit society also issues on the same day the cheque containing the retired person's share capital, thrift fund and interests accrued thereof. All those who have retired in last five years got their P. F cheque and Co-Operative Society cheque on the day of retirement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Teaching Staff:

- The Principal introduced a proforma for self-appraisal of

the teaching staff.

- Biometric attendance started from 2019 and the record is tallied with the hard copy of the General Attendance Register of individual staff
- Career Advancement Scheme for all teachers who become eligible for the different stages of promotion.
- Principal holds regular Departmental meetings with the teachers.
- Service Book and Leave Committees meet on regular basis.
- Principal confers regularly with IQAC Coordinator and TCS for discussion on implementation of any policies
- The Principal confers with the Head Clerk on all matters relating to Non-teaching Staff

#### Non-Teaching:

The overall performance of the non-teaching staff is evaluated by the Principal. Regular meetings are held to address any problem that might have been recorded in their performance. Students' suggestion box and Online feedback to post their grievances as well as suggestions regarding the interaction with the non-teaching staff is very much effective. All these feedbacks are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal and external financial audits were done regularly .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>



**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The college sends proposals for additional grants to the UGC in order to meet expenses for construction, repair and renovation of the college building and premises. The college moderates student's fee structure every year in order to procure additional funding. Source of other fund is interest on fixed deposits, rent collection from the Branch of Indian Overseas Bank (inside the college premises), other miscellaneous income from sale of old newspapers, magazines, scraps etc. The institution received MP Lad fund in previous years. Other than these, the institution has become able to secure additional funding from various agencies such as RUSA Grant. After receiving the grant it goes through various processes involving the Principal who is the Chief Disbursing Officer, the Bursar, the Finance Committee, the Purchase Committee and the college Office before it is finally disbursed to the concerned person. Various committees or sub-committees, as required, get involved in executing the work as per the proposal submitted. For the funds where the teachers themselves execute the work, all decisions are taken collectively. For all kinds of work, the college strictly adheres to the financial rules of the Government of West Bengal as well as the Government of India.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Six webinars were conducted in collaboration with various department of the institution during the pandemic situation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During the covid 19 situation six webinars were conducted in collaboration with various department of the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

E. None of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

For security purposes of the girl students, the total campus is under CCTV surveillance. Security Personals are appointed for safety measures. Separate Girls' Common Room is available. Grievance Redressal Committee and Internal Complaints Committee & Bishakha Cell are functioning in the college and till date no case/grievance has been reported.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u><a href="#">For security purposes of the girl students, the total campus is under CCTV surveillance. Security Personals are appointed for safety measures. Separate Girls' Common Room is available. Grievance Redressal Committee and Internal Complaints Committee &amp; Bishakha Cell are functioning in the college and till date no case/grievance has been reported.</a></u></p>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-**

**D. Any 1 of the above**

<b>based energy conservation Use of LED bulbs/ power efficient equipment</b>	
<b>File Description</b>	<b>Documents</b>
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
During the pandemic situation college was working with minimum staff pattern, thus producing minimum waste which was managed by themunicipal corporation.	
<b>File Description</b>	<b>Documents</b>
Relevant documents like agreements/MoUs with Government and other approved agencies	<b>No File Uploaded</b>
Geo tagged photographs of the facilities	<b>Nil</b>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>E. None of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>D. Any 1 of the above</b>

<b>1.Restricted entry of automobiles</b> <b>2.Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	
---	--

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	E. None of the above
--	----------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader,</b>	E. None of the above
---	----------------------

scribe, soft copies of reading material,  
screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College is located in multi cultural and multilingual environment. It is one of the pioneer colleges embracing a vast hinterland of urban and semi urban areas of Howrah district. The college has consolidated its position as one of the leading institution of the district imparting under graduate learning in diverse areas of Humanities, Social Sciences, Bio and Pure Sciences and Commerce.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Since 1961, St. John Ambulance Division of our college is affiliated to the West Bengal District of St. John Ambulance Brigade (India). Under the guidance and supervision of the Principal (President of the Unit) and the Unit-in-Charge, Sri Rathindranath De, this unit has been rendering useful services to the students as well as to the local community. The unit participates in different social works like Campaign in

**GangaSagar and Student are involved in different social activities.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**E. None of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**In 2020-2021 College celebrated International Yoga Day (21st June 2021) by virtual mode.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

**Title of the practice: Facilitating First Generation Learners and Minorities with multilingual teaching instructions**

**The context that required the initiation of the practice: The locality of College is predominantly occupied by minority community.**

**Objectives of the practice: First-generation learners mostly come from low income families without college-going tradition.**

**The Practice:**

- Motivating them to take higher studies / technical courses

**Obstacles faced if any and strategies adopted to overcome them in general: No obstacles faced.**

**Impact of the practice: The first generation learners and Minority students are showing good academic improvement.**

**Resources required: Does not involve significant amount of expenditure.**

### Best Practice 2

**Title of the practice: Ensuring Ragging-free and Sexual Harassment-free college campus**



The context that required the initiation of the practice: Ragging is strictly banned and is punishable as per guidelines issued by the Hon'ble Supreme Court of India.

Objectives of the practice: Take preventive measures to show zero tolerance to ragging in the college campus.

The Practice:

- Anti-Ragging Declarations are taken from all students during admission.
- College also has an anti-ragging cell and anti-sexual harassment cell

Obstacles faced if any and strategies adopted to overcome them in general: No obstacles faced.

Impact of the practice: No incidents are recorded on ragging or sexual harassment within the college campus in the last ten years.

Resources required: Does not involve significant amount of expenditure.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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. 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. 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 Sammiloni" (marking the end of the festive Durga pujas) with sweets. Other events like the "Rakhi Bandhan Utsab" and "Basant Utsab", the Bengali counterpart of the national festival Holi, as conceived 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- Celebration / Organization of National and International Commemorative Days, events and festivals.
- Enhancement of Online Admission Process
- Enhancement of ICT facilities
- Implementation of Add-on course on soft skills / communication skills
- Implementation of College Management System / Student Management System or Management Information System (MIS)
- Organizing Seminar/ Workshop / Conferences
- Upgradation of Campus Network and Internet Connectivity