



## **YEARLY STATUS REPORT - 2021-2022**

### **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. **03326880496**
- 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**

- Affiliated / Constitution Colleges **Affiliated College**
- 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. Abdul Kayum Jafry
- Phone No. 9433600914
- Alternate phone No. 03326880344
- Mobile 0000000000
- 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))**

[https://sdbic.ac.in/AQAR\\_2020-21.pdf](https://sdbic.ac.in/AQAR_2020-21.pdf)

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

Yes

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

<https://sdbic.ac.in/Academic-Calendar-2021-2022.pdf>

**5. Accreditation Details**

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	2.5	2015	01/05/2015	30/04/2020

**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
Institutional 1	RUSA	RUSA	2016	20000000

**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** 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**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)**

NAAC Assessment processing initialized

HORIZON multidisciplinary journal was introduced, two online issues were published and processed for ISSN accreditation application.

Due CAS promotion of teachers were processed.

Twenty three Students' Seminars were held. One webinar was held.

Post-pandemic, the classes were revived at first in blended mode and then in off-line mode. The students were counselled to revert to classroom culture.

**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 State Level Seminar	Seminar was held 14-05-2022 by the Department of URDU funded by the West Bengal Urdu Academy

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

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

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Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-22	20/01/2023

**15. Multidisciplinary / interdisciplinary**

All the courses running in the college are Multidisciplinary by default. At the same time, almost all the courses are interdisciplinary.

**16. Academic bank of credits (ABC):**

The college is awaiting parent university's instruction in this matter.

**17. Skill development:**

Already, all programmes under CBCS contain a substantial number of skill enhancement courses.

**18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

We have a very significant level of integration of Indian Languages in the sense that FIVE prime Indian languages (Sanskrit, Urdu, Hindi, Bengali, English) are being taught in our college as part of our curriculum. Honours courses are being taught in Sanskrit, Bengali and English. General Courses are being taught in Urdu and Hindi.

**19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):**

Outcome based education (OBE) is already pre dominantly focused in our college in terms of teaching-learning methods.  
<https://sdbic.ac.in/programme-outcomes.php>

**20. Distance education/online education:**

The college is already offering courses with affiliation from Netaji Subhas Open University (B.A., B.COM. & M.A.- Bengali, English, Political Science, History, Education, Public Administration, M.SC.- Mathematics, M.COM., MSW) and Directorate of Distance Education of Vidyasagar University (M.SC. -Chemistry



& Environmental Science).

## 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	3104
Number of students during the year	

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

2.2	780
Number 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	508
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	52
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded
3.2 Number of Sanctioned posts during the year	63
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4. Institution</b>	
4.1 Total number of Classrooms and Seminar halls	26
4.2 Total expenditure excluding salary during the year (INR in lakhs)	20.36
4.3 Total number of computers on campus for academic purposes	75

## 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

- Blended mode of teaching-learning (i.e., Off-line Classes along with On-line classes) were held on a regular basis. The blended style is still followed to a limited extent.
- An exhaustive and binding Class Routine was followed in the offline mode in the latter half of the session.
- All departments adhere to a Lesson Plan to enable smooth completion and fair distribution of the syllabus load
- Besides offline classes, supplementary notes, useful links and material were provided in the online mode over platforms such as Googleclassroom, Whatsapp, Gmail, etc.
- The library runs a well-designed and organized library website ([www.sdbiclibrary.in](http://www.sdbiclibrary.in)). Through its website library provides different links of electronic resources and other important links as well. The library implemented a Digital

Archive platform ([www.archive.sdbiclibrary.in](http://www.archive.sdbiclibrary.in)) to organize and managed different official as well as academic documents in digital format. The library is also implemented an organized Learning Management System ([www.moodle.sdbiclibrary.in](http://www.moodle.sdbiclibrary.in)) runs according to the UGC four quadrant MOOCs approach.

- Below are some sample links to YouTube channels and videos uploaded by teachers especially for delivering lectures:
  1. <https://youtu.be/RlHSayC4SrI>
  2. <https://youtu.be/EdY51OY-RjE>
  3. <https://youtu.be/6odrPmPe48A>
  4. <https://youtu.be/dwqyjSDiymE>
  5. <https://youtube.com/channel/UCHXStItS7LQIVtZreMjoI5A>
  6. <https://www.youtube.com/channel/UCYMHzzaVnt-FS8uFmRhRusw>

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sdbic.ac.in/admin/naacitems/51111.1.2_Lesson%20Plans_AQAR_2021-2022.pdf">https://sdbic.ac.in/admin/naacitems/51111.1.2_Lesson%20Plans_AQAR_2021-2022.pdf</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 follows a Credit based evaluation system (CBCS). Continuous assessment in theory subjects as per CU norms includes 10 marks for an Internal Assessment, 15 marks for Tutorial Assignments 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.

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

**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	No File Uploaded

## 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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)**

Nil

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

- Since the introduction of CBCS, there are especially designed Skill Enhancement Courses that impart skills that enhance employability of students and foster diversity of interests, including archaeology, tourism, translation and mass communication, among others.
- Several courses in the Social Sciences including Language, Literature and Commerce inculcate sensitivity and concern towards social environment, awareness of rights and discouragement of discriminatory practices, while at the same time nurturing human values and ethics.
- Courses in the Basic Sciences and Bio Sciences typically encourage climate and environmental conservation, reduction of waste and shift towards green practices.

Attached are files enumerating the relevant courses and portions of syllabi that deal with these issues and concerns.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

6

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	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
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

1350

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

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sdbic.ac.in/admin/naacitems/2709DVV-%201.4.1_Students%20Feedback%20Analysis%20Report%20&amp;%20Action%20Taken%20Report.PDF">https://sdbic.ac.in/admin/naacitems/2709DVV-%201.4.1_Students%20Feedback%20Analysis%20Report%20&amp;%20Action%20Taken%20Report.PDF</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**

**1758**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
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

198

File Description	Documents
Any additional information	No File Uploaded
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

The institution caters to a large number of students who may be identified demographically as first generation learners. Once the students are admitted, they are given attention according to their needs as learners. The following steps are usually taken:

- Teachers create a congenial atmosphere in the classroom where students with a lesser learning base could come up with their individual problems. Students are continuously encouraged to take part in discussion sessions, respond to questions and get involved in interactions.
- Quiz programs are held to enhance the information deficit in students. To make learning more engaging a quizzing session sometimes helps more than a regular lecture.
- Students who require a higher degree of academic support are also encouraged to meet the teachers outside the classroom. They are always given a chance to talk to individual faculty members regarding a doubt or a query.
- Students are particularly instructed to get their assignments checked by the respective teachers so that knowledge gaps could be addressed well before the examination.
- For advanced learners the benchmark for attaining higher goals is set at a different level. Their scripts and assignments are evaluated with an emphasis on overall improvement of subject knowledge rather than basic skills.



File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3104	52

File Description	Documents
Any additional information	No File Uploaded

## 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

The Skill Enhancement Course (SEC B 1) includes Spoken English and students from the General stream opt for it either in Semester 4 or 6. The components of this course have been designed both to enhance domain knowledge of English language communication as well as to improve communicative skills in English. The course is taught through experiential and participatory sessions where students are encouraged to develop soft skills alongside the core knowledge of English. The institution understands the importance of the development of spoken English skills and aims to empower students with these. The United Nations Conference on Trade and Development (UNCTAD) distinguishes between soft skills such as 'persistence, networking and self-confidence' and enabling skills (hard skills) including 'basic start-up knowledge, business planning, financial literacy and managerial skills' (<https://unctad.org>).

For both Honours and General students the college arranges field trips where students get to experience what they learn in their texts. Students' seminars are also held to involve learners in their learning processes.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104825/2.3.1_1667977772_4452.pdf">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104825/2.3.1_1667977772_4452.pdf</a>

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

Teachers, in keeping with the emerging trend in ICT aided teaching, are now more and more inclined to use ICT aided techniques in their lectures. While the predominant modus of instruction is still the "lecture" method, the faculty members do use IT enabled methods in their teaching process. The college is equipped with 4 ICT enabled classrooms where presentations can be made using an overhead projector and computer. There is also the scope of using a smart board in room number 60.

After the start of the new academic session in August, Google Meet was extensively used by the college as a relatively cheap and convenient teaching platform. Its main advantage over the Google classroom was that it was interactive. Students could intervene during a class and clarify their doubt. As many as 80 Google Meet platforms were run successfully till November 2021. Even after the pandemic restrictions were lifted and students started attending the campus, the Google classrooms were retained to avoid crowding in the classrooms. One of the benefits of using the online platform was that the classes could be held in flexible hours.

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	Nil

**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**

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

52

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

29

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

1636

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.

The college follows the internal assessment procedure as laid out in the instructions of its affiliating university. The Calcutta University now uses a CBCS system of examination which includes a component of internal assessment before every end-semester examination. Generally 20 out of 100 marks are allocated in each paper for internal assessment and class attendance. Questions are set internally and the thrust is specifically given on classroom discussions and lectures. Students who regularly attend and participate in classroom discussions find internal questions more familiar than those develop a tendency to skip classes. This is also one way of ensuring a healthy attendance among all learners.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college has a simple and effective mechanism to address these complains.

Students are instructed to send an email at a dedicated address. The same is then directed to the examination subcommittee convener or the concerned head of the department. The matter is then taken up by the concerned teacher/department who verifies the veracity of the complaint. If found justified and an error is located, it is tracked down to the stage when the problem might have occurred. If there is an upload error the screenshot of the mail showing the delivery of the script (PDF) is taken from the student and he/she

is asked to resend the document. Sometimes the problem occurs due to the wrong data being provided by the candidate. A mistyped Roll number, year or University registration number may lead to an "absent" mark in the award list. To prevent this the Roll numbers whose corresponding scripts are missing are notified to the students as "candidates with Roll numbers whose scripts have not been found". Only then the candidates who have submitted their scripts but given wrong data can be identified. Once that is identified the mistyped detail is rectified and the marks uploaded.

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

## 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 Programme Outcomes (POs) and Course Outcomes (COs), as enumerated in the college website are clearly explained in the Orientation session every year at the beginning of every first semester class. Students in their respective classes are briefed about what they can expect from their programme and courses. The departmental teachers highlight major courses in the programme and their expected outcomes. Sometimes students enroll in programmes with unrealistic expectations that proves detrimental in their pursuit of knowledge in that particular field.

For courses that are aimed at skill enhancement, students are made aware of the importance of developing skills alongside knowledge in their respective core courses. Students are encouraged to participate in seminars (see link below) that are specifically hosted for them. These platforms give them the opportunity to see how far they have achieved their outcomes both in terms of knowledge acquisition and skill enhancement.

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

Programme outcomes are assessed through a careful study of the results for every semester. If a particular course shows an alarming number of failures, it is flagged and more emphasis is put to increase the success rate.

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

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

522

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	<a href="#">View File</a>
Paste link for the annual report	Nil

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)

[https://sdbic.ac.in/admin/naacitems/3815DVV\\_1.4.1\\_Sample%20Respons](https://sdbic.ac.in/admin/naacitems/3815DVV_1.4.1_Sample%20Respons)

[es%202021-22.pdf](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 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)

2,70,000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

##### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://dstbt.bangla.gov.in/">https://dstbt.bangla.gov.in/</a>

#### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

##### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

10

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

32

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

5

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

The college NCC unit (41/1 Bengal Battalion) has worked regularly



in the post-covid period in different social awareness activities. The college sometimes also organizes social awareness programs.

File Description	Documents
Paste link for additional information	<a href="https://sdbic.ac.in/admin/naacitems/37993.3.1%20-%20Extension%20activities%20Celebration%20of%20International%20Yoga%20Day%20on%202021st%20June%202021.pdf">https://sdbic.ac.in/admin/naacitems/37993.3.1%20-%20Extension%20activities%20Celebration%20of%20International%20Yoga%20Day%20on%202021st%20June%202021.pdf</a>
Upload any additional information	No File Uploaded

### 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

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
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

20

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

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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

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.

Presently, the college has a student strength of 2553 in its 21 UG and 1 PG programmes.

The institution has suitable facilities like UG-24, PG-2 classrooms, 12 laboratories, computer labs, departmental libraries and a big organized Central Library for successful running of these courses. 26 classrooms are allotted to 22 UG/PG departments and 1 is used as large smart classroom and also shared by the departments as well as used for various cultural activities of the college. The Ph.D scholars are given access to the infrastructure available, the laboratories or the library as required. Of the 7 departmental classrooms, 5 have ICT learning facilities, in which 3 classrooms are equipped with smart boards. The college has three Seminar/Conference halls generally used for seminars, guest lectures, conferences and meetings. Each science department has adequate number of classrooms and laboratories for running their theoretical and practical classes. The English department has one Language Lab with adequate ICT facilities. Most of the departments have computers with internet browsing facility including good Local Area Network and Wi-Fi facilities with departmental computer labs in Mathematics, Physics and Geography. Students are given access to the Central Computer facility such as Network Research Lab of Computer Science Department. Apart from this, it has 1 computer center where students can take customized computer training according to their requirements.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sdbic.ac.in/">https://sdbic.ac.in/</a>

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

The Institute, with its essential Main Courses and the continuous evaluation system, assimilates sports, games and extra-curricular activities as essential mechanisms. This is done for assessment of students not only for participation. It has adequate facilities for games, sports and cultural activities. The total area of sports and games grounds is 2400 square fits. The college organizes annual sport in a big to the nearby sport ground. The college has playgrounds with provision for numerous games, such Hockey, Volleyball, Basketball, badminton. It has indoor games like carom, chess in the boys and girls common rooms. The college has a well-equipped gymnasium having all major instruments with a permanent trainer.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sdbic.ac.in/">https://sdbic.ac.in/</a>

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

05

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

05

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

#### 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)

Nil

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

## 4.2 - Library as a Learning Resource

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

The Central library is located at the first floor of the newly constructed Annexe Building. The Library provides different facilities to the users and a spacious Reading Room to accommodate more than 65 students at a time. A separate reading room is there for teachers' where more than 20 teachers can sit at a time. The Library has a collection of more than 41831 volumes of books and more than 32,00,000 volumes of E-books (subscribes through INFLIBNET N-LIST project). It subscribes periodicals including more than 6000 E-journals (subscribes through INFLIBNET N-LIST project). In addition, it subscribes daily newspaper. The functions and services of the library are partially computerized. Both manual and computer versions of catalogue (WEBOPAC) are in operation and is available through college website. The library uses KOHA integrated library management system along with LIBSYS

software. There is a Separate PG Library for M.Com. The library has set up an electronic library through which lots of electronic as well as digital content will be available to the users. The library has become the member of the INFLIBNET N-LIST project through which plenty of electronic resources are available to the users.

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

**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**

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)**

0.0059

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

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

55

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

#### 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)

20.36

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

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 well-defined system and police for the maintenance and utilization of all of its physical and academic facilities.

#### Classroom and Laboratory Management:

Classroom is the most important work space for any academic



institution and it is managed by us with proper system and procedures as recommended by the college authority, UGC, State Government and the University keeping in mind the modern teaching-learning environment. Some of the classrooms are well-equipped with the ICT tools and technologies. Regular maintenance and proper reporting system about repair and replacements are the primary attributes of college authority which also include proper asset management.

#### Library:

For smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements.

1. Acquisition/ Processing Section

2. Circulation Section

3. Serial Section

4. Reference Section

5. Electronic Resource Centre

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://sdbiclibrary.in/">http://sdbiclibrary.in/</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**

1997

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	No File Uploaded

### 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

### 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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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**

D. Any 1 of the above

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

## 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

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

2

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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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 )

#### 1.Observation of Rabindra Jayanti

#### 2.SEMINAR on Urdu poet Kaiser Shamim

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

**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**

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

**There is no Alumni Association registered that contributes to the development of the institution through financial and/ or support service.**

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

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

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: Founded in 1948 and guided by the motto "Charaiveti" (March Forward), the college aims at empowering our students to fulfil their academic and professional passions.**

**Mission:** The primary purpose of the college is to provide a learning environment in which faculty, staff and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of this and future generations and improve the quality of life for all.

To fulfil its mission, the university must:

Ø Offer broad and balanced academic programs that are mutually reinforcing and emphasize high quality and creative instruction.

Ø Generate new knowledge through a broad array of scholarly, research and creative endeavours.

A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college.

- The Ways in which Heads of Departments participate in the Management Process:
- The Head of the Department oversees the Teaching Plans of his/her departmental members.
- He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.
- He/she enjoys the privilege of convening departmental meetings.
- He/she often takes the lead in planning 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 Governing Body (GB) or the top management is the highest decision-making body of the institution. All major policies and plans for the development and management of the institutions are resolved at the GB meetings. The main purpose of the Governing Body is to decide the overall strategic direction and educational character of the College and ensure its overall well-being and financial solvency. The Principal is the head of the institution and hence the first responsible person of the college. As the

academic leader, he/she has to oversee that the institution runs properly in accordance with its vision and mission. As the Head of the institution, he ensures the implementation of the decisions/plans resolved at the GB and is responsible for the total management of all sectors (Academic, Administrative, Infrastructure and Finance) of the institution. The Principal has two consulting bodies, primarily, the IQAC and the Teachers Council; besides, several sub-committees constituted by the GB to aid the Principal in planning and execution of proposals for the growth and development of the institution towards providing quality education with maximum utilization of available resources. The proposals are initiated at the meetings of the respective sub-committees. The major decisions requiring policy undertaking are then placed and approved by the GB and thereafter executed by the Principal with the support of the relevant sub-committee.

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

The college academic wings is composed of the Principal, Vice Principal and senior faculty members ranging from Professor to Assistant Professors of all the departments of the college. Academic wings is the highest decision making authority of the college regarding all academic activities, administrative matters, and student matters specially student welfare relating to the college.

A formally stated perspective plan has been prepared for deployment from this session to address following issues:

- o Recent trends in the changing education scenario
- o The seven criterion of evaluation and assessment proposed by NAAC
- o Renovation, repair and extension of campus buildings
- o Reconstruction of some parts of the college building for vertical expansion to accommodate more classrooms and laboratories



for new courses

- o Modernization of infrastructure facilities and lab equipments
- o Towards complete computerization
- o Introduction of ICT enabled teaching-learning
- o Up gradation of library resources and laboratories
- o Academia-industry interaction
- o Welfare benefits of the students
- o Training programmes for skill development of faculty, staff and students
- o Creation of a culture of research and innovation
- o An environment conducive to hosting workshops, seminars and conferences
- o The institution is based on the principles of democratic and participatory governance.

The organizational structure and decision-making processes are such that it involves the collective efforts of the majority members of the faculty, staff and student representatives.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sdbic.ac.in/admin/naacitems/65111.1.1%20Teaching%20Reports%20during%20Lockdown%20Period.pdf">https://sdbic.ac.in/admin/naacitems/65111.1.1%20Teaching%20Reports%20during%20Lockdown%20Period.pdf</a>
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 Governing Body (GB) or the top management is the highest decision-making body of the institution.

The Principal is the head of the institution and hence the first responsible person of the college. As the academic leader, he/she has to oversee that the institution runs properly in accordance with its vision and mission.

The Principal has two consulting bodies, primarily, the IQAC and the Teachers Council; besides, several sub-committees constituted by the GB to aid the Principal in planning and execution of proposals for the growth and development of the institution.

The college academic wings is composed of the Principal, Vice Principal and senior faculty members ranging from Professor to Assistant Professors of all the departments of the college and make decisions regarding all academic activities, administrative matters, and student matters specially student welfare relating to the college.

Each department functions under the supervision of a Departmental Head, who finally reports to the Principal and is conventionally responsible for the academic management of the department.

The general administrative wing is supervised by the Head Clerk under the direct monitoring of the Principal.

The accounts and cash sections are controlled by the Principal aided by the Bursar.

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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

Our Institution provides various welfare measures both for the teaching and non-teaching staff as follows:

1. All substantive staff have the benefit of general provident fund in our college.
2. Co-operative credit society facility available in our college for all the substantive staff.
3. Group Insurance Policy available for all staff and faculty members in our college.
4. Loan Facility available from the Provident Fund for the substantive staff in our college.
5. Mediclaim Policy for Non-teaching staff

File Description	Documents
Paste link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104825/6.3.1_1668653875_445_2.pdf">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104825/6.3.1_1668653875_445_2.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>

### 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

4

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

Our Institution provides various welfare measures both for the teaching and non-teaching staff as follows: 1. All substantive staff have the benefit of general provident fund in our college. 2. Co-operative credit society facility available in our college for all the substantive staff. 3. Group Insurance Policy available for all staff and faculty members in our college. 4. Loan Facility available from the Provident Fund for the substantive staff in our college. 5. Mediclaim Policy for Non-teaching staff

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

## 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

Institution conducts internal and external financial audits regularly. Enumerate the various internal and external financial audits carried out during the last five years with the mechanism of settling audit objections:

- The college has a mechanism for internal and external audit. The internal audit is carried out by qualified auditor appointed by the Governing Body of the College.

- The external audit is carried out by a Government auditor as per the provisions of the West Bengal Government Rules & Calcutta University Act every year. The Governing Body contacts the authorised Chartered Accountant of the Government who along with his team conducts external audit regularly.
- The audit for the financial year 2020-21 is yet to be completed.

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

College Administration along with senior faculty members continuously pursues political leaders as well as philanthropists of the city for fund -raising. But, so far our efforts have not taken shape in reality.

- The institution has a very limited scope of mobilisation of funds from the non-governmental external agency or source. In spite of its limited scope, the institution has been trying to mop up funds by letting out a portion of the building to Indian Overseas Bank at a current monthly rent of INR 11,500/- amounting to INR 1, 38,000 p.a.

- Besides, the institution has been running a self financing course of the Post Graduate Section in Commerce since 2009 and not with standing the fact that this PG section was opened not in pursuit of earning a profit as a non-profit seeking entity, but it has been generating a respectable surplus for the past years.

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

## 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

Ours is an institution of tradition. The faculty members devote their best effort for the betterment of their respective departments.

Our department arranged faculty exchange program. Respected faculties of other subjects delivered lecture for our students. This program was inspiring for the honors students. The prime motive of our college is to develop the skill of our students. In this way, all the departments can enhance their students' skill. Our institution has a traditional practice to arrange a quiz program with the students. We prefer maximum participation of students in this program. This gesture is a success in all manners.

Our department prepared questionnaire and organized the program in all enjoyable manner. We arranged some incentives for the students also.

This institution runs a parent-teacher meeting every year as a departmental task. Our department (philosophy) organizes this meeting in every year with new comer students. The parents are informed of the progress of their wards. The faculties avail the opportunities of interaction with the parents. This is a part of the students' feedback.

File Description	Documents
Paste link for additional information	<a href="https://sdbic.ac.in/admin/naacitems/62613.2.2_Seminar%20&amp;%20Workshop%20Documents.pdf">https://sdbic.ac.in/admin/naacitems/62613.2.2_Seminar%20&amp;%20Workshop%20Documents.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

- Preparation of Annual Plan for teaching Module: Our department, as a tradition takes a plan of module for teaching the students. The faculty members are allotted their schedule parts of the syllabus to teach the students of every semester. The honors and general courses are equally divided by the teachers so that they can complete teaching their syllabus within allotted classes. The teachers have their duties to complete their module and give the students assignments.
- 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 incremental improvement in various activities.
- For first cycle- Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives- Describe any two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC.
- The IQAC decided on its meeting held on 12/05/16 that a teaching-learning procedure should be introduced shortly. The house also discussed some plans of introducing special classes for the enhancement of language skill and to install language laboratory for the students. An IQAC meeting held on 29/11/2016 dedicated to introduce some remedial classes for the improvement of university examination results of the students.

File Description	Documents
Paste link for additional information	<a href="https://sdbic.ac.in/admin/naacitems/62613.2.2_Seminar%20&amp;%20Workshop%20Documents.pdf">https://sdbic.ac.in/admin/naacitems/62613.2.2_Seminar%20&amp;%20Workshop%20Documents.pdf</a>
Upload any additional information	<a href="#">View File</a>



**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)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

The college has instituted the Internal Complaints Committee (ICC).

All students, teaching and non-teaching staff fall within the purview of this committee. Functions: Regular Orientation/Sensitization Programmes .

Maintaining active helpline through security personnel and email.

Regular tracking of reported incidents of sexual harassment.

Frequent meetings among ICC members, on policy execution and reporting.

The Anti-Ragging Committee and the Student Council members ensure that there are no instances of ragging anywhere on campus. Anti-ragging posters with a helpline number are displayed at prominent places within the campus.

Installation of sanitary napkin vending machine is one of the great step by the institution.

Counselling is an integral part of the College. It has the facility of a separate counselling room dedicated solely to counselling students regularly as well as when necessary. Personal counselling is also offered through a structured system of teacher-student mentoring specifically in the dept. of commerce.

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	Nil

**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-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

The college systematically executes various eco-friendly measures within the campus that may go a long way in inculcating environment consciousness in students who would take individual responsibility to improve the condition of their surroundings in the years to come.

- **Solid Waste Management:**

The college stores biodegradable organic wastes and non-biodegradable solid waste separately which are collected by Howrah Municipal Corporation regularly.

- **Liquid Waste Management:**

Though separate labs are there, particularly in the physics and chemistry departments, minimum use of chemicals for other purposes such as cleaning and washing is permitted on campus.

- **Waste Recycling System:**

Organic liquid wastes are collected in Chemistry Laboratory and distilled to purify for reuse.

- **E-waste Management:**

The college is very meticulous about managing electronic waste material. Repairing and recycling of laptops, computer hardware, projectors, and usage across departments are encouraged and executed frequently. Departments particularly IT and Computer Science use various overhauled computer peripherals and laptops as a part of this process. Disposal of unusable hardware is achieved through buy-back policies and the money is utilized to get new and upgraded equipment.

There is also a disposal box for E-waste collection in the College.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://sdbic.ac.in/admin/naacitems/43547.1.2_Management%20of%20E-Waste.jpg">https://sdbic.ac.in/admin/naacitems/43547.1.2_Management%20of%20E-Waste.jpg</a>
Any other relevant information	<a href="#">View File</a>

**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** **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **D. Any 1 of the above**

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

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**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the** **D. Any 1 of the above**

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

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

**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, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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 college embracing a vast hinterland of urban and semi urban areas of Howrah district. The college has consolidated its position as one of the leading institutions of the district imparting undergraduate learning in diverse areas of Humanities, Social Sciences, Bio and Pure Sciences and Commerce.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Shibpur Dinobundhoo Institution (College) was established in the wake of India's gaining independence and was founded on strong ideals of providing quality education to a mixed population, much of it backward, to an area's young minds who were nevertheless insulated from the mainstream wave of higher education in Kolkata. Shibpur, in Southern Howrah, could be accessed via the Old Howrah Bridge from Kolkata, the Second Hooghly bridge still decades away. Nevertheless, the college was aided by the government and it took on the task of building conscious and aware citizens from among a mass who were mostly first-generation learners. To this date, many among the student population are first-generation learners. Despite the challenges of economic constraints, insularity till a certain date, and a mixed crowd of students from diverse backgrounds, many of whom join the workforce even as they are studying, the college takes pride in building citizens of eminence who have gone on to achieve a great deal and contribute to society themselves.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts** C. Any 2 of the above

**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.**

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	<a href="#">View File</a>

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

The Department of Botany celebrated World Forest Day and World Tea Day and the Department of Zoology celebrated International Sparrow Conservation Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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 the College is predominantly occupied by a minority community.

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

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: This does not involve a significant amount of expenditure.

Best Practice 2 Title of the practice: Ensuring Ragging-free, Sexual Harassment and Gender discrimination-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 for ragging on 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.

One sanitary napkin vending machine gets implemented.

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

Girls benefited and become aware of the menstrual hygiene management.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



### 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

#### 7.3.1

Shibpur Dinobundhoo Institution (College), as an institution has some clear visionary principles which have been stated in the Prospectus of the College. Equity excellence and expansion in the field of Higher Education are the vision of the College. By default, the college is predominantly focused to provide education to the learners of economically and socially backward communities and to dispel the distresses of the learners of the remote villages of outreaching areas in receiving a college education. Events explaining the institutional distinctiveness Events like the "Teachers Day" 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 Sarmiloni" (marking the end of the festive Durga pujas) with sweets. Other events like the "Rakhi Bandhan Utsab" and "Basanto Utsab", the Bengali counterpart of the national festival Holi, as conceived of by Tagore are celebrated with equal vigor and enjoyment. The College is even sensitive to and abides by all Holidays declared by the Government (State or Central) in respect of festivities of other minority religious communities. Students' organization arranges for Iftar Party where teachers and students all are invited.

## 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

- Blended mode of teaching-learning (i.e., Off-line Classes along with On-line classes) were held on a regular basis. The blended style is still followed to a limited extent.
- An exhaustive and binding Class Routine was followed in the offline mode in the latter half of the session.
- All departments adhere to a Lesson Plan to enable smooth completion and fair distribution of the syllabus load
- Besides offline classes, supplementary notes, useful links and material were provided in the online mode over platforms such as Googleclassroom, Whatsapp, Gmail, etc.
- The library runs a well-designed and organized library website ([www.sdbiclibrary.in](http://www.sdbiclibrary.in)). Through its website library provides different links of electronic resources and other important links as well. The library implemented a Digital Archive platform ([www.archive.sdbiclibrary.in](http://www.archive.sdbiclibrary.in)) to organize and managed different official as well as academic documents in digital format. The library is also implemented an organized Learning Management System ([www.moodle.sdbiclibrary.in](http://www.moodle.sdbiclibrary.in)) runs according to the UGC four quadrant MOOCs approach.
- Below are some sample links to YouTube channels and videos uploaded by teachers especially for delivering lectures:
  1. <https://youtu.be/RlHSayC4SrI>
  2. <https://youtu.be/EdY510Y-RjE>
  3. <https://youtu.be/6odrPmPe48A>
  4. <https://youtu.be/dwqyjSDiymE>
  5. <https://youtube.com/channel/UCHXStItS7LQIVtZreMjoI5A>
  6. <https://www.youtube.com/channel/UCYMHzzaVnt-FS8uFmRhRusw>

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sdbic.ac.in/admin/naacitems/51111.1.2_Lesson%20Plans_AQAR_2021-2022.pdf">https://sdbic.ac.in/admin/naacitems/51111.1.2_Lesson%20Plans_AQAR_2021-2022.pdf</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 follows a Credit based evaluation system (CBCS). Continuous assessment in theory subjects as per CU norms includes 10 marks for an Internal Assessment, 15 marks for Tutorial Assignments 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.

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

**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	No File Uploaded

## 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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

Nil

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

- Since the introduction of CBCS, there are especially designed Skill Enhancement Courses that impart skills that enhance employability of students and foster diversity of interests, including archaeology, tourism, translation and mass communication, among others.
- Several courses in the Social Sciences including Language, Literature and Commerce inculcate sensitivity and concern towards social environment, awareness of rights and discouragement of discriminatory practices, while at the same time nurturing human values and ethics.
- Courses in the Basic Sciences and Bio Sciences typically encourage climate and environmental conservation, reduction of waste and shift towards green practices.

Attached are files enumerating the relevant courses and portions of syllabi that deal with these issues and concerns.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

6

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	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
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****1350**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>

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)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sdbic.ac.in/admin/naacitems/2709DVV-%201.4.1_Students%20Feedback%20Analysis%20Report%20&amp;%20Action%20Taken%20Report.PDF">https://sdbic.ac.in/admin/naacitems/2709DVV-%201.4.1_Students%20Feedback%20Analysis%20Report%20&amp;%20Action%20Taken%20Report.PDF</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**

**1758**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
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**

198

File Description	Documents
Any additional information	No File Uploaded
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

The institution caters to a large number of students who may be identified demographically as first generation learners. Once the students are admitted, they are given attention according to their needs as learners. The following steps are usually taken:

- Teachers create a congenial atmosphere in the classroom where students with a lesser learning base could come up with their individual problems. Students are continuously encouraged to take part in discussion sessions, respond to questions and get involved in interactions.
- Quiz programs are held to enhance the information deficit in students. To make learning more engaging a quizzing session sometimes helps more than a regular lecture.
- Students who require a higher degree of academic support are also encouraged to meet the teachers outside the classroom. They are always given a chance to talk to individual faculty members regarding a doubt or a query.
- Students are particularly instructed to get their assignments checked by the respective teachers so that knowledge gaps could be addressed well before the examination.
- For advanced learners the benchmark for attaining higher goals is set at a different level. Their scripts and assignments are evaluated with an emphasis on overall improvement of subject knowledge rather than basic skills.



File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3104	52

File Description	Documents
Any additional information	No File Uploaded

### 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

The Skill Enhancement Course (SEC B 1) includes Spoken English and students from the General stream opt for it either in Semester 4 or 6. The components of this course have been designed both to enhance domain knowledge of English language communication as well as to improve communicative skills in English. The course is taught through experiential and participatory sessions where students are encouraged to develop soft skills alongside the core knowledge of English. The institution understands the importance of the development of spoken English skills and aims to empower students with these. The United Nations Conference on Trade and Development (UNCTAD) distinguishes between soft skills such as 'persistence, networking and self-confidence' and enabling skills (hard skills) including 'basic start-up knowledge, business planning, financial literacy and managerial skills' (<https://unctad.org>).

For both Honours and General students the college arranges field trips where students get to experience what they learn in their texts. Students' seminars are also held to involve learners in their learning processes.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104825/2.3.1_1667977772_4452.pdf">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104825/2.3.1_1667977772_4452.pdf</a>

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

Teachers, in keeping with the emerging trend in ICT aided teaching, are now more and more inclined to use ICT aided techniques in their lectures. While the predominant modus of instruction is still the "lecture" method, the faculty members do use IT enabled methods in their teaching process. The college is equipped with 4 ICT enabled classrooms where presentations can be made using an overhead projector and computer. There is also the scope of using a smart board in room number 60.

After the start of the new academic session in August, Google Meet was extensively used by the college as a relatively cheap and convenient teaching platform. Its main advantage over the Google classroom was that it was interactive. Students could intervene during a class and clarify their doubt. As many as 80 Google Meet platforms were run successfully till November 2021. Even after the pandemic restrictions were lifted and students started attending the campus, the Google classrooms were retained to avoid crowding in the classrooms. One of the benefits of using the online platform was that the classes could be held in flexible hours.

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	Nil

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**

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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**

52

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**

29

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

1636

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.

The college follows the internal assessment procedure as laid out in the instructions of its affiliating university. The Calcutta University now uses a CBCS system of examination which includes a component of internal assessment before every end-semester examination. Generally 20 out of 100 marks are allocated in each paper for internal assessment and class attendance. Questions are set internally and the thrust is specifically given on classroom discussions and lectures. Students who regularly attend and participate in classroom discussions find internal questions more familiar than those develop a tendency to skip classes. This is also one way of ensuring a healthy attendance among all learners.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college has a simple and effective mechanism to address these complains.

Students are instructed to send an email at a dedicated address. The same is then directed to the examination subcommittee convener or the concerned head of the department.

The matter is then taken up by the concerned teacher/department who verifies the veracity of the complaint. If found justified and an error is located, it is tracked down to the stage when the problem might have occurred. If there is an upload error the screenshot of the mail showing the delivery of the script (PDF) is taken from the student and he/she is asked to resend the document. Sometimes the problem occurs due to the wrong data being provided by the candidate. A mistyped Roll number, year or University registration number may lead to an "absent" mark in the award list. To prevent this the Roll numbers whose corresponding scripts are missing are notified to the students as "candidates with Roll numbers whose scripts have not been found". Only then the candidates who have submitted their scripts but given wrong data can be identified. Once that is identified the mistyped detail is rectified and the marks uploaded.

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

## 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 Programme Outcomes (POs) and Course Outcomes (COs), as enumerated in the college website are clearly explained in the Orientation session every year at the beginning of every first semester class. Students in their respective classes are briefed about what they can expect from their programme and courses. The departmental teachers highlight major courses in the programme and their expected outcomes. Sometimes students enroll in programmes with unrealistic expectations that proves detrimental in their pursuit of knowledge in that particular field.

For courses that are aimed at skill enhancement, students are made aware of the importance of developing skills alongside knowledge in their respective core courses. Students are encouraged to participate in seminars (see link below) that are specifically hosted for them. These platforms give them the opportunity to see how far they have achieved their outcomes both in terms of knowledge acquisition and skill enhancement.

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

Programme outcomes are assessed through a careful study of the results for every semester. If a particular course shows an alarming number of failures, it is flagged and more emphasis is put to increase the success rate.

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

### 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

522

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	<a href="#">View File</a>
Paste link for the annual report	Nil

### 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)

[https://sdbic.ac.in/admin/naacitems/3815DVV\\_1.4.1\\_Sample%20Responses%202021-22.pdf](https://sdbic.ac.in/admin/naacitems/3815DVV_1.4.1_Sample%20Responses%202021-22.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 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)

2,70,000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

##### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://dstbt.bangla.gov.in/">https://dstbt.bangla.gov.in/</a>

#### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

10

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**

32

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**

5

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

The college NCC unit (41/1 Bengal Battalion) has worked regularly in the post-covid period in different social awareness activities. The college sometimes also organizes social awareness programs.

File Description	Documents
Paste link for additional information	<a href="https://sdbic.ac.in/admin/naacitems/37993.3.1-%20Extension%20activities_Celebration%20of%20International%20Yoga%20Day%20on%2021st%20June%202021.pdf">https://sdbic.ac.in/admin/naacitems/37993.3.1-%20Extension%20activities_Celebration%20of%20International%20Yoga%20Day%20on%2021st%20June%202021.pdf</a>
Upload any additional information	No File Uploaded

**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**

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
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

20

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

3

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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**

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.

Presently, the college has a student strength of 2553 in its 21 UG and 1 PG programmes.

The institution has suitable facilities like UG-24, PG-2 classrooms, 12 laboratories, computer labs, departmental libraries and a big organized Central Library for successful running of these courses. 26 classrooms are allotted to 22 UG/PG departments and 1 is used as large smart classroom and also shared by the departments as well as used for various cultural activities of the college. The Ph.D scholars are given access to the infrastructure available, the laboratories or the library as required. Of the 7 departmental classrooms, 5 have ICT learning facilities, in which 3 classrooms are equipped with smart boards. The college has three Seminar/Conference halls generally used for seminars, guest lectures, conferences and meetings. Each science department has adequate number of classrooms and laboratories for running their theoretical and practical classes. The English department has one Language Lab with adequate ICT facilities. Most of the departments have computers with internet browsing facility including good Local Area Network and Wi-Fi facilities with departmental computer labs in Mathematics, Physics and Geography. Students are given access to the Central Computer facility such as Network Research Lab of Computer Science Department. Apart from this,

it has 1 computer center where students can take customized computer training according to their requirements.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sdbic.ac.in/">https://sdbic.ac.in/</a>

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

The Institute, with its essential Main Courses and the continuous evaluation system, assimilates sports, games and extra-curricular activities as essential mechanisms. This is done for assessment of students not only for participation. It has adequate facilities for games, sports and cultural activities. The total area of sports and games grounds is 2400 square fits. The college organizes annual sport in a big to the nearby sport ground. The college has playgrounds with provision for numerous games, such Hockey, Volleyball, Basketball, badminton. It has indoor games like carom, chess in the boys and girls common rooms. The college has a well-equipped gymnasium having all major instruments with a permanent trainer.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sdbic.ac.in/">https://sdbic.ac.in/</a>

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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

#### 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)

Nil

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

#### 4.2 - Library as a Learning Resource

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

The Central library is located at the first floor of the newly constructed Annexe Building. The Library provides different facilities to the users and a spacious Reading Room to accommodate more than 65 students at a time. A separate reading room is there for teachers' where more than 20 teachers can sit at a time. The Library has a collection of more than 41831 volumes of books and more than 32,00,000 volumes of E-books (subscribes through INFLIBNET N-LIST project). It subscribes periodicals including more than 6000 E-journals (subscribes through INFLIBNET N-LIST project). In addition, it subscribes daily newspaper. The functions and services of the library are partially computerized. Both manual and computer versions of catalogue (WEBOPAC) are in operation and is available through

college website. The library uses KOHA integrated library management system along with LIBSYS software. There is a Separate PG Library for M.Com. The library has set up an electronic library through which lots of electronic as well as digital content will be available to the users. The library has become the member of the INFLIBNET N-LIST project through which plenty of electronic resources are available to the users.

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

**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**

D. Any 1 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)**

0.0059

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

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

55

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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

A. ? 50MBPS

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

**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)**

20.36

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

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 well-defined system and police for the maintenance and utilization of all of its physical and academic



facilities.

#### Classroom and Laboratory Management:

Classroom is the most important work space for any academic institution and it is managed by us with proper system and procedures as recommended by the college authority, UGC, State Government and the University keeping in mind the modern teaching-learning environment. Some of the classrooms are well-equipped with the ICT tools and technologies. Regular maintenance and proper reporting system about repair and replacements are the primary attributes of college authority which also include proper asset management.

#### Library:

For smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements.

1. Acquisition/ Processing Section
2. Circulation Section
3. Serial Section
4. Reference Section
5. Electronic Resource Centre

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://sdbiclibrary.in/">http://sdbiclibrary.in/</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****1997**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	No File Uploaded

**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

**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**

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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**

D. Any 1 of the above

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

## 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

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

2

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	
1	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	
<b>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</b>	
<b>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.</b>	
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 )	
1.Observation of Rabindra Jayanti	
2.SEMINAR on Urdu poet Kaiser Shamim	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

**There is no Alumni Association registered that contributes to the development of the institution through financial and/ or support service.**

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:** Founded in 1948 and guided by the motto "Charaiveti" (March Forward), the college aims at empowering our students to fulfil their academic and professional passions.

**Mission:** The primary purpose of the college is to provide a learning environment in which faculty, staff and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of this and future generations and improve the quality of life for all.

To fulfil its mission, the university must:

Ø Offer broad and balanced academic programs that are mutually reinforcing and emphasize high quality and creative instruction.

Ø Generate new knowledge through a broad array of scholarly, research and creative endeavours.

A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college.

- The Ways in which Heads of Departments participate in the Management Process:
- The Head of the Department oversees the Teaching Plans of his/her departmental members.
- He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.
- He/she enjoys the privilege of convening departmental meetings.
- He/she often takes the lead in planning 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 Governing Body (GB) or the top management is the highest decision-making body of the institution. All major policies and plans for the development and management of the institutions are resolved at the GB meetings. The main purpose of the Governing Body is to decide the overall strategic direction and educational character of the College and ensure its overall well-being and financial solvency. The Principal is the head of the institution and hence the first responsible person of the college. As the academic leader, he/she has to oversee that the institution runs properly in accordance with its vision and mission. As the Head of the institution, he ensures the implementation of the decisions/plans resolved at the GB and is responsible for the total management of all sectors (Academic, Administrative, Infrastructure and Finance) of the institution. The Principal has two consulting bodies, primarily, the IQAC and the Teachers Council; besides, several sub-committees constituted by the GB to aid the Principal in planning and execution of proposals for the growth and development of the institution towards providing quality education with maximum utilization of available resources. The proposals are initiated at the meetings of the respective Sub committees. The major decisions requiring policy undertaking are then placed and approved by the GB and thereafter executed by the Principal with the support of the relevant sub-committee.

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

The college academic wings is composed of the Principal, Vice Principal and senior faculty members ranging from Professor to Assistant Professors of all the departments of the college. Academic wings is the highest decision making authority of the college regarding all academic activities, administrative matters, and student matters specially student welfare relating to the college.



A formally stated perspective plan has been prepared for deployment from this session to address following issues:

- o Recent trends in the changing education scenario
- o The seven criterion of evaluation and assessment proposed by NAAC
- o Renovation, repair and extension of campus buildings
- o Reconstruction of some parts of the college building for vertical expansion to accommodate more classrooms and laboratories for new courses
- o Modernization of infrastructure facilities and lab equipments
- o Towards complete computerization
- o Introduction of ICT enabled teaching-learning
- o Up gradation of library resources and laboratories
- o Academia-industry interaction
- o Welfare benefits of the students
- o Training programmes for skill development of faculty, staff and students
- o Creation of a culture of research and innovation
- o An environment conducive to hosting workshops, seminars and conferences
- o The institution is based on the principles of democratic and participatory governance.

The organizational structure and decision-making processes are such that it involves the collective efforts of the majority members of the faculty, staff and student representatives.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sdbic.ac.in/admin/naacitems/65111.1.1%20Teaching%20Reports%20during%20Lockdown%20Period.pdf">https://sdbic.ac.in/admin/naacitems/65111.1.1%20Teaching%20Reports%20during%20Lockdown%20Period.pdf</a>
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 Governing Body (GB) or the top management is the highest decision-making body of the institution.

The Principal is the head of the institution and hence the first responsible person of the college. As the academic leader, he/she has to oversee that the institution runs properly in accordance with its vision and mission.

The Principal has two consulting bodies, primarily, the IQAC and the Teachers Council; besides, several sub-committees constituted by the GB to aid the Principal in planning and execution of proposals for the growth and development of the institution.

The college academic wings is composed of the Principal, Vice Principal and senior faculty members ranging from Professor to Assistant Professors of all the departments of the college and make decisions regarding all academic activities, administrative matters, and student matters specially student welfare relating to the college.

Each department functions under the supervision of a Departmental Head, who finally reports to the Principal and is conventionally responsible for the academic management of the department.

The general administrative wing is supervised by the Head Clerk under the direct monitoring of the Principal.

The accounts and cash sections are controlled by the Principal aided by the Bursar.

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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

Our Institution provides various welfare measures both for the teaching and non-teaching staff as follows:

1. All substantive staff have the benefit of general provident fund in our college.
2. Co-operative credit society facility available in our college for all the substantive staff.
3. Group Insurance Policy available for all staff and faculty members in our college.
4. Loan Facility available from the Provident Fund for the substantive staff in our college.
5. Mediclaim Policy for Non-teaching staff

File Description	Documents
Paste link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104825/6.3.1_1668653875_4452.pdf">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104825/6.3.1_1668653875_4452.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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

4

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

Our Institution provides various welfare measures both for the teaching and non-teaching staff as follows: 1. All substantive staff have the benefit of general provident fund in our

college. 2. Co-operative credit society facility available in our college for all the substantive staff. 3. Group Insurance Policy available for all staff and faculty members in our college. 4. Loan Facility available from the Provident Fund for the substantive staff in our college. 5. Mediclaim Policy for Non-teaching staff

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

#### 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

Institution conducts internal and external financial audits regularly. Enumerate the various internal and external financial audits carried out during the last five years with the mechanism of settling audit objections:

- The college has a mechanism for internal and external audit. The internal audit is carried out by qualified auditor appointed by the Governing Body of the College.
- The external audit is carried out by a Government auditor as per the provisions of the West Bengal Government Rules & Calcutta University Act every year. The Governing Body contacts the authorised Chartered Accountant of the Government who along with his team conducts external audit regularly.
- The audit for the financial year 2020-21 is yet to be completed.

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**

College Administration along with senior faculty members continuously pursues political leaders as well as philanthropists of the city for fund -raising. But, so far our efforts have not taken shape in reality.

- The institution has a very limited scope of mobilisation of funds from the non-governmental external agency or source. In spite of its limited scope, the institution has been trying to mop up funds by letting out a portion of the building to Indian Overseas Bank at a current monthly rent of INR 11,500/- amounting to INR 1, 38,000 p.a.
- Besides, the institution has been running a self financing course of the Post Graduate Section in Commerce since 2009 and not with standing the fact that this PG section was opened not in pursuit of earning a profit as a non-profit seeking entity, but it has been generating a respectable surplus for the past years.

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

**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

Ours is an institution of tradition. The faculty members devote their best effort for the betterment of their respective departments.

Our department arranged faculty exchange program. Respected faculties of other subjects delivered lecture for our students. This program was inspiring for the honors students. The prime motive of our college is to develop the skill of our students. In this way, all the departments can enhance their students' skill. Our institution has a traditional practice to arrange a quiz program with the students. We prefer maximum participation of students in this program. This gesture is a success in all manners.

Our department prepared questionnaire and organized the program in all enjoyable manner. We arranged some incentives for the students also.

This institution runs a parent-teacher meeting every year as a departmental task. Our department (philosophy) organizes this meeting in every year with new comer students. The parents are informed of the progress of their wards. The faculties avail the opportunities of interaction with the parents. This is a part of the students' feedback.

File Description	Documents
Paste link for additional information	<a href="https://sdbic.ac.in/admin/naacitems/62613.2.2_Seminar%20&amp;%20Workshop%20Documents.pdf">https://sdbic.ac.in/admin/naacitems/62613.2.2_Seminar%20&amp;%20Workshop%20Documents.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

- **Preparation of Annual Plan for teaching Module:** Our department, as a tradition takes a plan of module for teaching the students. The faculty members are allotted their schedule parts of the syllabus to teach the students of every semester. The honors and general courses are



equally divided by the teachers so that they can complete teaching their syllabus within allotted classes. The teachers have their duties to complete their module and give the students assignments.

- 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 incremental improvement in various activities.
- For first cycle- Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives- Describe any two examples of institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC.
- The IQAC decided on its meeting held on 12/05/16 that a teaching-learning procedure should be introduced shortly. The house also discussed some plans of introducing special classes for the enhancement of language skill and to install language laboratory for the students. An IQAC meeting held on 29/11/2016 dedicated to introduce some remedial classes for the improvement of university examination results of the students.

File Description	Documents
Paste link for additional information	<a href="https://sdbic.ac.in/admin/naacitems/62613.2.2_Seminar%20&amp;%20Workshop%20Documents.pdf">https://sdbic.ac.in/admin/naacitems/62613.2.2_Seminar%20&amp;%20Workshop%20Documents.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

The college has instituted the Internal Complaints Committee (ICC).

All students, teaching and non-teaching staff fall within the purview of this committee. Functions: Regular Orientation/Sensitization Programmes .

Maintaining active helpline through security personnel and email.

Regular tracking of reported incidents of sexual harassment.

Frequent meetings among ICC members, on policy execution and reporting.

The Anti-Ragging Committee and the Student Council members ensure that there are no instances of ragging anywhere on campus. Anti-ragging posters with a helpline number are displayed at prominent places within the campus.

Installation of sanitary napkin vending machine is one of the great steps by the institution.

Counselling is an integral part of the College. It has the facility of a separate counselling room dedicated solely to counselling students regularly as well as when necessary. Personal counselling is also offered through a structured

system of teacher-student mentoring specifically in the dept. of commerce.

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	Nil

**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-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The college systematically executes various eco-friendly measures within the campus that may go a long way in inculcating environment consciousness in students who would take individual responsibility to improve the condition of their surroundings in the years to come.

- **Solid Waste Management:**

The college stores biodegradable organic wastes and non-biodegradable solid waste separately which are collected by Howrah Municipal Corporation regularly.

- **Liquid Waste Management:**

Though separate labs are there, particularly in the physics and chemistry departments, minimum use of chemicals for other purposes such as cleaning and washing is permitted on campus.

- **Waste Recycling System:**

Organic liquid wastes are collected in Chemistry Laboratory and distilled to purify for reuse.

- **E-waste Management:**

The college is very meticulous about managing electronic waste material. Repairing and recycling of laptops, computer hardware, projectors, and usage across departments are encouraged and executed frequently. Departments particularly IT and Computer Science use various overhauled computer peripherals and laptops as a part of this process. Disposal of unusable hardware is achieved through buy-back policies and the money is utilized to get new and upgraded equipment.

There is also a disposal box for E-waste collection in the College.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://sdbic.ac.in/admin/naacitems/43547.1.2%20Management%20of%20E-Waste.jpg">https://sdbic.ac.in/admin/naacitems/43547.1.2 Management%20of%20E-Waste.jpg</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste**

**E. None of the above**

<b>water recycling Maintenance of water bodies and distribution system in the campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
<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> <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol>	D. Any 1 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<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>	D. Any 1 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

**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, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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 college 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)	<a href="#">View File</a>
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

Shibpur Dinobundhoo Institution (College) was established in the wake of India's gaining independence and was founded on strong ideals of providing quality education to a mixed population, much of it backward, to an area' young minds who were nevertheless insulated from the mainstream wave of higher education in Kolkata. Shibpur, in Southern Howrah, could be accessed via the Old Howrah Bridge from Kolkata, the Second Hooghly bridge still decades away. Nevertheless, the college was aided by the government and it took on the task of building conscious and aware citizens from among a mass who were mostly first-generation learners. To this date, many among the student population are first-generation learners. Despite the challenges of economic constraints, insularity till a certain date, and a mixed crowd of students from diverse backgrounds, many of whom join the workforce even as they are studying, the college takes pride in building citizens of eminence who have gone on to achieve a great deal and contribute to society themselves.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this**

**C. Any 2 of the above**

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

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	<a href="#">View File</a>

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

The Department of Botany celebrated World Forest Day and World Tea Day and the Department of Zoology celebrated International Sparrow Conservation Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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 the College is predominantly occupied by a minority community.

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

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: This does not involve a significant amount of expenditure.

Best Practice 2 Title of the practice: Ensuring Ragging-free, Sexual Harassment and Gender discrimination-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 for ragging on 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.

One sanitary napkin vending machine gets implemented.

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

Girls benefited and become aware of the menstrual hygiene management.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

#### 7.3.1

Shibpur Dinobundhoo Institution (College), as an institution has some clear visionary principles which have been stated in the Prospectus of the College. Equity excellence and expansion in the field of Higher Education are the vision of the College. By default, the college is predominantly focused to provide education to the learners of economically and socially backward communities and to dispel the distresses of the learners of the remote villages of outreaching areas in receiving a college education. Events explaining the institutional distinctiveness Events like the "Teachers Day" 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 Basanto Utsab", the Bengali counterpart of the national festival Holi, as conceived of by Tagore are celebrated with equal vigor and enjoyment. The College is even sensitive to and abides by all Holidays declared by the Government (State or Central) in respect of festivities of other minority religious communities. Students' organization arranges for Iftar Party where teachers and students all are invited.

20

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Facility of moresmart classrooms for students.
2. Use of Microphone facilities by teachers so that every student can follow the class lectures.
3. Provision for both online and offline education facilities for students
4. Provision of remedial classes for students