



J.D. BIRLA INSTITUTE
Unit of Vidya Mandir Society
(Affiliated with Jadavpur University)

Departments of Science, Commerce & Management

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2016-2017



Prof. Deepali Singhee
Chairperson, IQAC

Dr. Shweta Tuteja Rakshit
Co-ordinator, IQAC

J.D. BIRLA INSTITUTE
 Departments of Science, Commerce & Management
THE ANNUAL QUALITY ASSURANCE REPORT (AQAR), 2016-2017

PART-A

Data of the Institution

1. Name of the Institution : J.D. BIRLA INSTITUTE
 - Name of the Head of the institution : Prof. (Dr.) Deepali Singhee
 - Designation : Principal
 - Does the institution function from own campus : YES
 - Phone no./Alternate phone no. : 03324863527 / 03324755070
 - Mobile no. : 9331040390
 - Registered e-mail : iqac@jdbikolkata.in
 - Alternate e-mail : principaljdbi@jdbikolkata.in
 - Address : 11, Lower Rawdon Street
 - City/Town : Kolkata
 - State/UT : West Bengal
 - Pin Code : 700020

2. Institutional status:
 - Affiliated / Constituent : Affiliated
 - Type of Institution : Co-education
 - Location : Urban
 - Financial Status : UGC 2f & 12(B) and Self financing
 - Name of the Affiliating University : Jadavpur University
 - Name of the IQAC Co-ordinator : Dr. Shweta Tuteja Rakshit
 - Phone no./ Alternate phone no. : 03324767340 / 03324755070
 - Mobile : 9748934245
 - IQAC E-mail address : iqac@jdbikolkata.in
 - Alternate Email address : principaljdbi@gmail.com

3. Website address: www.jdbikolkata.in
 Web-link of the AQAR: (Previous Academic Year):
 WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-07/AQAR%202014-2015.pdf>

4. Whether Academic Calendar prepared during the year?
 Yes. The Calendar is uploaded in the Institutional website
 WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/Academic%20Calendar%2C%202016-2017.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	NA	2004	from: 03/05/2004 to: 02/05/2009
2 nd	A	3.11	2010	from: 04/09/2010 to: 03/09/2015
3 rd	--	--	--	--
4 th	--	--	--	--
5 th	--	--	--	--

6. Date of Establishment of IQAC: DD/MM/YYYY: 01/01/2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC	Date	Duration in days	Number of participants/beneficiaries
Feedback from stakeholders (students) collected, analysed and used for improvements (Odd Semester) - Management	16/11/2016	01	411
Feedback from stakeholders (students) collected, analysed and used for improvements (Odd Semester) - Science & Commerce	21/11/2016	01	992
Feedback from stakeholders (students) collected, analysed and used for improvements (Even Semester) - Management	02/05/2017	01	346
Feedback from stakeholders (students) collected, analysed and used for improvements (Even Semester) - Science & Commerce	04/05/2017	01	788
Annual Appraisals of Faculty	01/08/2016	01	64
Orientation (1 st year) & Re-orientation (2 nd & 3 rd year) U.G. students	04/07/2016	01	1816
Orientation (1 st year) & Re-orientation (2 nd year) P.G. students	04/07/2016	01	56
<p>Note:</p> <p><i>Some Quality Assurance initiatives of the institution are:(Indicative list)</i></p> <ul style="list-style-type: none"> • <i>Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements</i> • <i>Academic Administrative Audit (AAA) conducted and its follow up action</i> • <i>Participation in NIRF</i> • <i>ISO Certification</i> • <i>NBA etc.</i> <p><i>Any other Quality Audit</i></p>			

8. Provide the list of funds by Central/ State Government

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes (as per Version 5 dated 12.01.2018)

*Upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 03

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

Yes/No: but a soft and a hard copy is maintained both with the Chairman & Coordinator of the IQAC

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

If yes, mention the amount: NA

Year: NA

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

- Financial Scholarships were awarded to the 5th semester students based on their exemplary academic performance in their first four semesters and good attendance.
- Research activities were promoted and five UGC sponsored research projects were sanctioned.
- In campus placement drive was initiated.
- Students were encouraged to participate in conferences & seminars.
- Inter college cultural fest was initiated to instill the spirit of culture amongst students.

13. 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

Problems	Achievements/Outcomes
Limited practical training of students.	Efforts were made to initiate value add-on courses for students at the campus. <ul style="list-style-type: none"> • Twenty-five (25) students successfully completed a short-term evening course on Advanced Data Analysis with MS Excel on 09/01/2017.
Limited exposure of students	External experts were invited to interact with students to introduce them to new theories and improve their knowledge base <ul style="list-style-type: none"> • Strategy Summit on Strategic Challenges to the Manufacturing and Services Sectors was organized by the Department of Management on 19/11/2016. • Panel Discussion on Impact of Demonetization on Indian Economy was organized by the Department of Commerce on 17/01/2017. • International Management Conference 2017, Strategic Issues in Management was organized by the Department of Management on 22/04/2017. • Shaping Young Minds Programme (SYMP) was jointly organized by the Department of Management and CMA in collaboration with AIMA at IIM-Calcutta on 07/02/2017. <p>Opportunities were provided to students to participate in</p>

	<p>seminar/workshop/training</p> <ul style="list-style-type: none"> • Commerce students participated in the seminar on Commerce Education and Beyond-The Professional Edge organized by Calcutta University on 27/08/2016. • ID students attended a Carpentry Exhibition organized by ABID (Architects Builders Interior Designers) at Milan Mela Prangan on 28/04/2017 to 03/05/2017. • M.Sc (Textiles & Clothing) students participated in a National Seminar-cum-Workshop on Natural Dyeing of Textiles in Batik and Shibori Styles organized by TEIQIP Cell and Department of Jute & Fibre Technology (IJT), Calcutta University on 16/09/2016 to 17/09/2016. Students put-up an exhibition on natural dyes. • FSNM students attended the National Nutrition Week Celebration 2016 organized by Saroj Gupta Cancer Centre & Research Institute (Thakurpukur, Kolkata) on 10/09/2016. • FSNM students attended a seminar on National Nutrition Week celebrations 2016 organized by Jadavpur University on 03/09/2016. • PGDDAN student participated in a Seminar on Scientific Continuing Nutrition Education organized by Indian Dietetics Association (Bengal Chapter) as part of Nutrition Week Celebration on 04/09/2016. • ID students attended a Seminar-cum-workshop on Vastu & Fengshui organized by IIT-Kharagpur in association with Ranbir & Chitra Gupta School of Infrastructure Design & Management on 16/04/2017. • PGDDAN students attended a Seminar on Oncology and Diabetes Mellitus organized by Belle Vue Clinic as part of Scientific Continuing Nutrition Education on 22/04/2017. • PGDDAN students attended a Seminar on Bariatric Nutrition organized by Belle Vue Clinic on 23/04/2017. • FSNM students along with two faculty members attended a workshop on Molecular Gastronomy at Bodega Cantina Y Bar on 29/04/2017. • PGDDAN students attended a seminar on International Growth Summit organized by Abbot Nutrition on 21/05/2017.
Students are less acquainted with the rules and regulation of the college	<ul style="list-style-type: none"> • 1st year students were oriented before the commencement of their course and existing 2nd and 3rd year students were re-orientated through a formal interactive session and PPT presentation by the Principal, Head of the Department, teachers and LRC staff.
Students are less informed of the new career prospects in their respective fields of study	<ul style="list-style-type: none"> • Seven Career Counselling Sessions were organized with experts from industry.
Less interaction with industry to foster linkages	<ul style="list-style-type: none"> • Management Development Programme (MDP) on Finance for Non-Finance Professionals was organized by the college for personnel from industry on 11/05/2017-13/05/2017.
Less impressive placement opportunities for students	<ul style="list-style-type: none"> • Nine (9) companies visited the campus and conducted in-campus placements for all departments. • Also thirty-one students were placed through off-campus placements.
Internship is not included in the B.Com curriculum and hence	<ul style="list-style-type: none"> • Through the efforts of the college eighteen 2nd year B. Com students were selected by HSBC for Summer

not offered to them by the college	Internship Program through an in-campus interview on 10/03/2017.
Entrepreneurship temperament needs boosting among students	<ul style="list-style-type: none"> • Five entrepreneurship awareness programs were conducted by experts from various organizations.
With heavy work load of the prescribed curriculum, students were unable to get themselves coached outside college hours for clearing competitive exams	<ul style="list-style-type: none"> • Inter-departmental coaching for UGC-NET Exams in Home Science was conducted by the college during college hours for current and former M. Sc (FN, TC & HD) students from 19/10/2016 to 30/11/2016.
Faculty growth and development was not satisfactory and poor level of research publications	<ul style="list-style-type: none"> • A National Level Seminar on Current Trends in Research Methodology and Statistical Analysis was organized by the college (Department of Science & Commerce) for all faculties on 27/01/2017 to 28/01/2017. • A session on Effective Teaching & Research Methodology under e was organized by the college (Department of Management) on 21/04/2017. • A session on Special Learning Disorder for all faculty members of Science & Commerce Departments was organized by the HD Department on 26/05/2017. • Five Minor Research Project submitted by faculty members were approved by UGC under the 12th Plan (2012-2017).
Less activities organized by the LRC	<ul style="list-style-type: none"> • The LRC organized a Book Exhibition-cum-Sale on 26/09/2016 to 27/09/2016. Eminent librarians from reputed colleges & institutions (ISI - Kolkata, American Centre Library, British Council Library, Indian Museum, Presidency University and many others) participated in Reading Habits in the Digital Era, a Study Circle and shared their opinions and gave suggestions. • Subject-wise bibliographies of reference books were uploaded on the College website on 15/11/2016 to 21/11/2016.
Increase in cyber crime	<ul style="list-style-type: none"> • Two Sessions on “Cyber Crime Awareness and Prevention” were organized by the Department of Management on 11/01/2017 & 07/03/2017 where Police officials from Cyber Crime department addressed the students on the importance of appropriate usage of social media as well as technology.
Issues related to gender related malpractices is on the rise	<ul style="list-style-type: none"> • Over 1300 students, faculty members and administrative staff members watched Pink at INOX Movies on 29/06/2016.
Disintegrating cultural values and Indian Ethos	<ul style="list-style-type: none"> • Swami Shuddhidananda from Advaita Ashram, Ramkrishna Mission, Kolkata addressed faculty members and staff of the Management department on the “Importance of Indian Culture & Ethos” on 07/04/2017.
Extension activities organized earlier lacked direction and were conducted without association with recognized bodies	<ul style="list-style-type: none"> • Workshop on Digital India was organized on 24/08/2016 by the NSS–wing of the college on behalf of National e-Governance Division (an independent division of Department of Electronic and Information Technology, Govt. of India) in association with National Service Scheme, Department of Youth Affairs. • 7-day NSS camp on 'Education & Recreation' was conducted by NSS in association with Sahay (NGO) from 24/03/2017 to 31/03/2017 • One voluntary Blood Donation Camp was organized by NSS (Management) in association with Lion’s Club on 11/04/ 2017 and another by NSS (Science & Commerce) in association with Saroj Gupta Cancer Centre & Research Institute (Thakurpukur) and Rotaract Club

	<p>(Jadavpur) on 03/05/2017.</p> <ul style="list-style-type: none"> The eye check-up camp was organized in association with GKB Lens Pvt. Ltd and a dental check-up camp in association with Aesthetica Dental Super Specialty Clinic by NSS (Science & Commerce) organized on 03/05/2017.
Less number of activities related to sports and outdoor games.	<ul style="list-style-type: none"> Intra-college cricket tournament (Birla Champions League 2017) was organized by the Management Department on 07/09/2016. The inter-semester volleyball tournament was conducted by the Management Department from 08/08/2016 to 10/08/2016. The intra-departmental Basketball tournament was organized from 14/09/2016 to 15/09/2016. Indoor games competitions (badminton, carom, chess & sodoku) were held on 9/01/2017 to 10/01/2017 for students, faculty, administrative and Group-D staff of the Science & Commerce departments. Annual Sports, 2017 was organized by the Science & Commerce departments on 19/01/2017. Annual Sports Meet 2017 was organized by the Management department on 28/01/2017. 5th edition of annual intra-college football tournament (Birla Premier League 2017) was organized by the Management Department 01/03/2017.
Restricted opportunities to invite peers from other college and less number of cultural activities	<ul style="list-style-type: none"> 1st edition of inter-college cultural fest, Verve 2017 was held on 25/02/2017 to 26/02/2017

14. Whether the AQAR was placed before statutory body? Yes /No:

Name of the statutory body: NA

Date of meeting(s): NA

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

Yes/No

Date: NA

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: Date of Submission:

2017 11/04/2017

17. Does the Institution have Management Information System?

Yes, partially

The institution is steadily moving from the traditional to automated Management Information Systems (MIS). The following systems are fully functional in the Institute from last few years.

1. Biometric Attendance System for Staff.
2. Fully Automated Library under KOHA software and RFID tagging.

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. *Explain in 500 words*

Prior to the commencement of the forthcoming session, a forum of Departmental Heads is called upon to finalize on the academic calendar. The academic calendar carries information on the teaching days, dates of internal examinations, end semester examinations, college activities, holidays and term breaks. The calendar is then circulated amongst the stakeholders and also printed in the prospectus, displayed on college notice boards and published on the college website

Departmental meetings are held before the subsequent session and allotment of subjects to the faculty members is finalized. The timetable for the classes is prepared as per the credits and hours allotted per subject keeping in mind the faculty work load. Based on the subject allotment, teachers prepare lesson plans with the required number of lectures as allotted for each topic in the syllabus. Once the main class timetables is prepared, individual teacher timetable and lab timetables are prepared and respectively shared with faculty and lab assistants; the lab timetables are displayed in the laboratory notice boards. A copy of the class wise timetable is made and sent to the Principal's office' with a copy to the IQAC.

The session commences with an orientation programme organized for newly admitted students to make them aware of the mechanism for curriculum delivery, examination and rules and regulation of the college. For students of the intermediate semesters (2nd and 3rd year), a re-orientation session is held. All departmental faculties conduct a session with the students orienting them towards the subject that would be taught during the course of the semester.

Teachers maintain a diary containing detailed information of the classes conducted. Head of departments regularly monitor and check the teacher's diaries and give a feedback to the Principal through the monthly departmental report.

All teachers are competent to use latest IT technology for teaching, and conduct classes using state-of-the-art ICT Infrastructure that is available in all classrooms. Under continuous internal evaluation (CIE), one class test is held after 8-10 and teachers also take assignments (report writing, quizzes, bulletin boards, MCQs, etc). Internal assessment is done in a transparent manner and the examined answer scripts / practical marks shown to students.

A number of papers that focus on self learning like term paper, seminar and projects are included in the curriculum. Bridge courses and remedial classes are held in order to make the curriculum delivery more holistic and effective. Field visits and excursions are organized by all the departments to ensure effective implementation of the prescribed curriculum. Special lectures on topics outside the curriculum, workshops on skill enhancement and other college co-curricular and extra-curricular activities help in the holistic growth of every student.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of Introduction	Duration in Days	Focus on Employability/ Entrepreneurship	Skill Development
30 hour Short Term evening course on Advanced Data Analysis with MS Excel	NIL	09/01/2017	20	Employability	ICT skills

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes Adopting CBCS	UG	PG	Date of Implementation of CBCS / Elective Course System	UG	P G
NIL	NIL	NIL	NIL	NIL	NIL
Already adopted (mention the year)					

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

No. of Students	Certificate	Diploma Courses
	25	00

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
30 hour Short Term evening course on Advanced Data Analysis with MS Excel	09/01/ 2017	25

1.3.2 Field Projects/ Internships under taken during the year

Project/Programme Title	No. of Students Enrolled for Field Projects / Internships
Internship (B.Sc. FSNM)	48
Internship (B.Sc. TCFS)	32
Internship (B.Sc. ID)	43
Internship (B.Sc. HD)	23
Internship (BBA)	134
Internship (M.Sc. FN)	11

Internship (M.Sc. HD)	11
Internship (M.Com.)	25
Internship (PGDDAN)	13

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	No	No

1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (Maximum 500 words)

Feed back is formally collected from all stakeholders – students, teachers, employers and occasionally from alumni and parents.

Semester-wise student's feedback on teachers is conducted for every odd and even semester by an external agency. The parameters on which students assess a teacher are holistic in approach and cover the following areas: whether the teacher is committed to the betterment of the students, has good knowledge level, generates interest for the subject, is punctual & makes optimum use of classroom time, uses technology/aids to make the lecture easy to understand and interesting, integrates course material with real life situations, summarizes and emphasizes major points at the end of the lecture & recap before the next class, gives the provision of sufficient timely feedback, makes an effort to point out mistakes in the answer scripts and/or submission and suggests remedial measures, fairly assesses work, encourages discussion/role reversal by students, is eager to counsel students and solve their problems. The feedback is collated, statistically analyzed and tabulated. It is then given to each teacher for her records by the Principal. The Principal conducts a meeting with individual faculty members clarifying any doubts, in case needed, for quality enhancement in teaching methodology during the Principal's appraisal. Students' Institutional Feedback is also conducted at the end of the programme of the study from the final year under-graduate and post-graduate students before leaving the college. The feedback is collected on various parameters like: college infrastructure, courses offered and teaching-learning process. Records are maintained with the Principal and IQAC. Students also give their feedback during faculty recruitment and attend demo lectures delivered by the prospective candidate. Their feedback is taken into consideration while making the final selection.

Feedback from teachers is collected in the form of self appraisal and PBAS forms under CAS at the end of each academic session. Annual appraisals are done for every teacher and non-teaching staff by the Principal in the presence of the HoD and administrative officer respectively.

Internship organizations submit assessment sheets for each student who has undertaken internship at their organization. Also faculty members visit the internship organizations and take direct feedback from the trainee-in charges.

Feedback from parents is occasionally collected during the parent teacher meeting held for outstation internship/educational excursions. Parents/guardians of students defaulting on class attendance are also called for meetings to the college and some feedback is collected from them informally through discussion.

Informally feedback from alumni is collected during alumni meet.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of Seats Available	Number of Applications Received	Students Enrolled
B.Sc (Hons.) in Food Science & Nutrition Management	40	34	48
B.Sc (Hons.) in Textile Science, Clothing & Fashion Studies	40	95	47
B.Sc (Hons.) in Interior Designing	40	72	47
B.Sc (Hons.) in Human Development	40	60	40
B.Com (Hons.)	250	1081	274
BBA	200	1455	203
M.Sc in Food & Nutrition	10	65	12
M.Sc in Textile & Clothing	10	17	12
M.Sc in Human Development	10	9	7
M.Com	30	42	25
PG-Diploma in Dietetics & Applied Nutrition	20	23	14

2.2 Catering to Student Diversity

2.2.1 Student-Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full-time teachers available in the institution teaching only UG courses	Number of full-time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-2017	1860	110	38	1	24

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of Teachers Using ICT (LMS, e-Resources)	ICT Tools and Resources Available	Number of ICT Enabled Classrooms	Number of Smart Classrooms	E-resources and Techniques Used
64	64	268	32	32	04
FSNM: 9 TCFS: 6 ID: 6 HD: 7 COM: 18 MANG: 15 COMMON:3 Total: 64		Hardware (Main Campus) • Desktop Computers: 178 • Laptop: 14			PPT, E-books and E-journals

		<ul style="list-style-type: none"> • UPS: 184 • LCD: 7 • Printers: 29 • Scanners: 04 • Photocopy Machines: 04 • Multi-copier: 01 • Webcam: 01 <p>Hardware (Management Campus)</p> <ul style="list-style-type: none"> • Desktop Computers: 90 • UPS: 90 • LCD: 10 • Printers: 9 • Scanners: 01 • Photocopy Machines: 02 • Webcam: 01 • Bar Code Scanner: 02 <p>Softwares (Main Campus)</p> <ul style="list-style-type: none"> • Corel Draw-Ver-13 (20 users) • Photoshop (06 user) • Optitex (05 users) • AutoCAD Ver-14 (free student version) • CAD/3D Max Ver-15 (free student version) • Tally ERP 9 (multiuser) • Kaspersky end point security (197 users) 			
--	--	--	--	--	--

		<ul style="list-style-type: none">• Ned Graphics (5 users)• Optitex, (5 users) <p>Softwares (Management Campus)</p> <ul style="list-style-type: none">• Kaspersky Anti-virus (multi-user)• Tally 9.0 (free educational version) <p>Operating Systems (Main Campus)</p> <ul style="list-style-type: none">• Microsoft Windows-7 (192 users)• Office 2007 (192 users)• Mozilla Firefox – free version• Google Chrome – Free ver. <p>Operating Systems (Management Campus)</p> <ul style="list-style-type: none">• Microsoft Windows-7 (90 users)• Office 2007 (90 users)• Acrobat Reader (free version)• Mozilla Firefox (free version)• Google Chrome (free			
--	--	--	--	--	--

		version)			
--	--	----------	--	--	--

2.3.2 Students mentoring system available in the institution? Give details. (Maximum 500 words)

Mentoring at the college is done informally by the faculty members. The student-teacher ratio in the Science departments is impressive (low), which gives opportunities to mentor students closely and thoroughly. Commerce being a large department, each section is assigned one faculty to coordinate, guide and monitor students' needs and learning outcomes. The Management Department has mentoring system all-year-round across all semesters. For all practical classes individual work area is allotted to each student and this gives ample scope to attend to the individual academic needs.

Students work on a variety of self-learning themes such as projects, seminars, term papers, and dissertations under the supervision of a faculty member. This helps to establish a personal connection with the pupils.

Besides the academic aspect, mentoring is also done during all co-curricular and extra-curricular activities. As a good practice, faculty members are completely engaged in each co-curricular and extra-curricular activity and work with students to make them successful. This fosters a strong bond between the faculty and students.

A student liaison officer is also employed who caters to the needs of the students and mentors them on a regular basis. A dedicated student counselor is available to help students tide over difficult times and personal issues. Spiritual sessions are conducted by inviting devout and motivational speakers. Students are also mentored for their career prospects by inviting resource persons from the industry.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1970	64	1:30.7

2.4 Teacher Profile and Quality

2.4.1 Number of full-time teachers appointed during the year

No. of Sanctioned Positions	No. of Filled Positions	Vacant Positions	Positions filled During the Current Year	No. of Faculty with Ph.D
52	31	18	03	10

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of Full Time Teachers Receiving Awards from State Level, National Level, International Level	Designation	Name of the Award, Fellowship, Received from Government or Recognized Bodies
2017	Dr. Deepali Singhee	Principal	Best Research Poster for the paper, 'Adaptation of the terracotta motifs on char bangla temple located at Baranagar in

			Murshidabad District of West Bengal to suit ornamentation of textiles through weaving and printing techniques' at the International Conference on Textile and Clothing-Present and Future Trends organized by Department of Jute and Fibre Technology, University of Calcutta from 03/01/2017 to 05/01/2017
2016-2017	Ms. Simpall Lata	Assistant Professor, Department of ID	Best Motivating Faculty Award certificate from ABID on 01/05/2017 at Netaji Indoor Stadium.

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/year-end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ Year	Last Date of the Last Semester-End/ Year- End Examination	Date of Declaration of Results of Semester-End/ Year- End Examination
B.Sc (Hons.) in Food Science & Nutrition Management	FSNM	1 st Year (Sem-I)	20/12/2016	17/02/2017
		2 nd Year (Sem-III)	23/12/2016	03/08/ 2017
		3 rd Year (Sem-V)	23/12/2016	17/02/2017
		1 st Year (Sem-II)	09/06 2017	13/07/ 2017
		2 nd Year (Sem-IV)	09/06 2017	17/02/2017
		3 rd Year (Sem-VI)	06/06 2017	13/07/ 2017
B.Sc (Hons.) in Textile Science, Clothing & Fashion Studies	TCFS	1 st Year (Sem-I)	23/12/2016	17/02/2017
		2 nd Year (Sem-III)	22/12/2016	03/08/ 2017
		3 rd Year (Sem-V)	21/11/2016	17/02/2017
		1 st Year (Sem-II)	09/06 2017	13/07/ 2017
		2 nd Year (Sem-IV)	09/06 2017	17/02/2017
		3 rd Year (Sem-VI)	06/06 2017	13/07/ 2017
B.Sc (Hons.) in Interior Designing	ID	1 st Year (Sem-I)	21/12/2016	17/02/2017
		2 nd Year (Sem-III)	22/12/2016	13/07/ 2017
		3 rd Year (Sem-V)	17/12/2016	17/02/2017
		1 st Year (Sem-II)	10/06 2017	13/07/ 2017
		2 nd Year (Sem-IV)	10/06 2017	17/02/2017
		3 rd Year (Sem-VI)	06/06 2017	13/07/ 2017
B.Sc (Hons.) in Human Development	HD	1 st Year (Sem-I)	23/12/2016	17/02/2017
		2 nd Year (Sem-III)	20/12/2016	03/08/ 2017
		3 rd Year (Sem-V)	15/11/2016	17/02/2017
		1 st Year (Sem-II)	06/06 2017	13/07/ 2017
		2 nd Year (Sem-IV)	09/06 2017	17/02/2017
		3 rd Year (Sem-VI)	02/06 2017	13/07/ 2017
B.Com. (Hons.)	COM	1 st Year (Sem-I)	23/12/2016	17/02/2017
		2 nd Year (Sem-III)	14/12/2016	25/07/ 2017
		3 rd Year (Sem-V)	14/12/2016	17/02/2017
		1 st Year (Sem-II)	06/06/2017	13/07/ 2017
		2 nd Year (Sem-IV)	08/06 2017	17/02/2017
		3 rd Year (Sem-VI)	29/06 2017	13/07/ 2017
BBA	MANG	1 st Year (Sem-I)	20/12/2016	17/02/2017
		2 nd Year (Sem-III)	22/12/2016	14/07/ 2017

		3 rd Year (Sem-V)	17/12/2016	17/02/2017
		1 st Year (Sem-II)	06/06 2017	13/07/ 2017
		2 nd Year (Sem-IV)	08/06 2017	14/03/2017
		3 rd Year (Sem-VI)	29/06 2017	13/07/ 2017
M.Sc in Food & Nutrition	MSC (FN)	1 st Year (Sem-I)	21/12/2016	17/02/2017
		1 st Year (Sem-II)	15/12/2016	03/08/ 2017
		2 nd Year (Sem-III)	14/06/2017	17/02/2017
		2 nd Year (Sem-IV)	12/06/2017	23/10/2017
M.Sc in Textile & Clothing	MSC (TC)	1 st Year (Sem-I)	21/12/2016	No Students in this Batch
		1 st Year (Sem-II)	NIL	
		2 nd Year (Sem-III)	14/06/2017	
		2 nd Year (Sem-IV)	NIL	
M.Sc in Human Development	MSC (HD)	1 st Year (Sem-I)	23/12/2016	17/02/2017
		1 st Year (Sem-II)	14/06/2017	03/08/ 2017
		2 nd Year (Sem-III)	21/12/2016	17/02/2017
		2 nd Year (Sem-IV)	09/06/2017	23/10/2017
M.Com	MCOM	1 st Year (Sem-I)	23/12/2016	14/02/2017
		1 st Year (Sem-II)	10/06/2017	25/07/ 2017
		2 nd Year (Sem-III)	19/06/2017	13/07/ 2017
		2 nd Year (Sem-IV)	09/06/2017	17/02/2017
Post Graduate Diploma in Dietetics and Applied Nutrition	PGDDAN	1 st Year (Sem-I)	23/12/2016	17/02/2017
		1 st Year (Sem-II)	4/06/2017	11/09/2017

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation (CIE) for various courses carries 40 percent weight age and is conducted systematically as per the guidelines prescribed by the affiliating Jadavpur university. CIE comprises of two sections; (a) written class test, dates for which is fixed in advance and mentioned in the Academic Calendar and (b) assignments and class performance throughout the session monitored and evaluated by the respective subject teachers. These multiple platforms gives student a fair chance to improve their grades through CIE. Student can also put their grievance related to evaluation with the Principal.

Process of evaluation of sessional papers like seminars, term papers, projects and dissertations have been streamlined and a marking scheme with break-up of marks was prescribed. Topics and subject area for these with the faculty supervisor/mentors are finalized in a transparent manner after taking students' interest into due consideration in the presence of all faculties and the students. A guideline for prepare manuscripts for these papers are also notified to the students.

2.5.3 Academic calendar prepared and adhered for conduct of examination and other related matters (250 words)

Academic calendar is prepared by the Institute under supervision of the Principal, Heads of departments and the IQAC coordinator. HOD Forum conducts a meeting to finalize the academic calendar before the forthcoming session. The Academic Calendar carries information on the teaching days, dates of internal examinations, dates of end semester examination college activities, holidays and term-breaks. This calendar is printed in the prospectus and is also published in the college website before commencement of the

forthcoming session. It is also displayed on various notice boards of the college to enable staff and students to plan accordingly. The calendar is published much in advance for the convenience of students and staff.

The list of holidays in lines with the affiliating University and the sponsoring trust of the college. The number of teaching days and those used for examination purpose adhere to the UGC guidelines.

The Academic Calendar is strictly adhered to and only in case of unavoidable circumstances it is altered, but with a prior notice informing all stakeholders about the change.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

WEBLINK: [https://www.jdbikolkata.in/sites/default/files/2021-08/B.SC.%20FSNM 1.pdf](https://www.jdbikolkata.in/sites/default/files/2021-08/B.SC.%20FSNM%201.pdf)

2.6.2 Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final semester/ year examination	Pass Percentage
FSNM	B.Sc (Hons.) in Food Science & Nutrition Management	48	45	93.75
TCFS	B.Sc (Hons.) in Textile Science, Clothing & Fashion Studies	31	30	96.77
ID	B.Sc (Hons.) in Interior Designing	42	38	90.47
HD	B.Sc (Hons.) in Human Development	24	21	87.50
COM	B. Com (Hons.)	250	240	96.00
MANG	BBA	179	177	98.88
MSC (FN)	M.Sc in Food & Nutrition	11	11	100.00
MSC (TC)	M.Sc in Textile & Clothing	NIL	NIL	NIL
MSC (HD)	M.Sc in Human Development	8	8	100.00
MCOM	M.Com	25	23	92.00
PGDDAN	PG-Diploma in Dietetics & Applied Nutrition	10	7	70.00

2.7 Student Satisfaction Survey

- 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/Student%20Satisfaction%20Survey%2C%202016-2017.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

- 3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	NIL	NIL	NIL
Minor Projects	730	UGC	979,730	704,730
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored Projects	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students Research Projects (other than compulsory by the College)	NIL	NIL	NIL	NIL
International Projects	NIL	NIL	NIL	NIL
Any other (Specify)	NIL	NIL	NIL	NIL
Total	--	--	979,730	704,730

3.2 Innovation Ecosystem

- 3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date
Intellectual Property Rights (IPR)		
National seminar on Current Trends in Research Methodology and Statistical Analysis	Science & Commerce (Faculty)	27/01/2017
Seminar on Effective Teaching & Research Methodology	Management (Faculty)	21/04/2017
Cyber Crime Awareness and Prevention	Management	11/01/2017
Industry-Academia Innovative Practices		
Management Development Programme (MDP) on Finance for Non-Finance Professionals	Management	11/05/2017
International Management Conference on Strategic Issues in Management	Management	22/04/2017
Strategy Summit on Strategic Challenges to the Manufacturing and Services Sectors	Management	19/11/2016

Seminar on Emerging Opportunities in Management Accounting in the Global & Indian Context	Management	27/09/2016
Panel Discussion on Impact of Demonetization on Indian Economy	Commerce	17/01/2017
42 nd National Competition for Young Managers (NCYM) 2016 (Eastern Region) with a theme, Breaking Through: Making India a Creative Superpower	Management	22/07/2016
The Department of Management was academic partner in Shaping Young Minds Programme (SYMP)	Management	07/02/2017

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	NIL	NIL	NIL	NIL

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

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL
Name of the Start-up	Nature of Start-up	Date of commencement
NIL	NIL	NIL

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
03	00	00

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

Name of the Department	No. of Ph. Ds Awarded
NIL	NIL

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

	Department	No. of Publication	Average Impact Factor, if any
National	Food Science & Nutrition Management	04	00
	Textile Science, Clothing & Fashion Studies	03	00
	Human Development	03	00
	Commerce	01	00
	Management	02	00
International	Food Science & Nutrition Management	01	00
	Textile Science, Clothing & Fashion Studies	04	00
	Commerce	05	00
	Management	01	00

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

Department	No. of Publication
Commerce	01
Management	01
Library	01

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	01	20	03	22
Presented papers	04	07	00	00
Resource Persons	01	02	12	00

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
7-day NSS Camp-I on Education & Recreation, 24/03/2017 to 31/03/2017	NSS (Department of Commerce) in collaboration with Sahay Children International (NGO)	01	65
Blood Donation Camp, 11/04/2017	NSS (Management) in association with Lion's Club	02	78
Blood Donation Camp, 03/05/2017	NSS (Departments of Science & Commerce) in association with Saroj Gupta Cancer Centre & Research	01	73

	Institute (Thakurpukur) and Rotaract Club (Jadavpur)		
Clean Environment Drive, 03/10/2016	NSS (Management) in association with Lion's Club	03	75
Eye Check-up Camp, 03/05/2017	NSS (Departments of Science & Commerce) in association with GKB Lens Pvt. Ltd	01	85
Dental Check-up Camp, 03/05/2017	NSS (Departments of Science & Commerce) in association with Aesthetica Dental Super Specialty Clinic	01	68
Outreach Programme on Development of Transgender Communities, 24/09/2016	NSS (Departments of Science) in collaboration with Amitie Trust, NGO working under the Government of West Bengal.	01	11
Workshop on Teaching Etiquettes To Young Children, 24/09/2016	NSS Unit (Departments of Science) in collaboration with Ramakrishna Mission Blind Boy's Academy.	01	24
Outreach Programme on BMI Check-up and Awareness on Importance of Milk, 05/03/2016. & 19/03/2016.	NSS (Departments of Science) in collaboration with Ektara Foundation (NGO)	02	48
Awareness on From Education to Employment, and Health & Hygiene, 12/11/2016	NSS (Departments of Science) in collaboration with Hamari Muskan (NGO)	01	29
Participation in a Workshop, Cook for a Cause, 10/03/2016.	FSNM students for Concern India Foundation organized by NSHM Knowledge Campus.	01	06

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL	NIL	NIL	NIL

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Digital India	NSS (Science &	Workshop on	02	83

	Commerce) in association with National e-Governance Division (an independent division of Department of Electronic and Information Technology, Govt. of India) and NSS Department of Youth Affairs	Digital India, 24/08/2016		
ICDS Project	NSS (Science) in association with Tallah Friend's Association (NGO) at Anganwadi (Ward no 2)	Awareness on Dengue, Malaria and Worm Infestations, 24/09/2016	01	29
Awareness on Drug Abuse	NSS (Science) in collaboration with Mukti Rehabilitation Centre (NGO)	Awareness on Drug Abuse 17/09/2016	01	11
Gender Sensitization	NSS (Science & Commerce)	Special screening of Pink, a contemporary youth-centric film based on the choices allowed to young women, 29/09/2016	02	1052
Gender Sensitization	NSS (Science & Commerce)	Silent Walk to Commemorate International Womens' Day, 08/03/2017	01	576
Outreach Activity	NSS (Science) in association with HelpAge	Counselling Sessions on Healthy Eating for Healthy Aging, 17/09/2016	01	11
Inclusive Activities	NSS (Science & Commerce) in association with Ektara, CINI, Save the Children and Hope Foundation (NGOs)	Promotion of Sports among the Less Privileged College, 19/01/2017	04	44
Fund Raising	NSS (Science & Commerce)	Fund Raising through Sale of TB Seals for Bengal Tuberculosis Association on 29/06/2017	02	60
Fund Raising	Food Science & Nutrition Management	Fund Raising through Canteen Sale, 09/01/2017	02	48
Fund Raising	NSS (Management)	Fund Raising	01	03

	in association with Make a Difference (NGO)	through Bake Sale, 17/08/2016		
--	---	-------------------------------	--	--

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	NIL

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
NIL	NIL	NIL	NIL	NIL

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL	NIL	NIL	NIL

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
97.21 lakhs	69.00 lakhs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	103966 sq. ft.	--
Class rooms	23 nos	--
Laboratories	18 nos	--
Seminar Halls	02 nos	--
Classrooms with LCD facilities	23 nos	--
Classrooms with Wi-Fi/ LAN	23 nos	--
Seminar halls with ICT facilities	02 nos	--
Video Centre	02 nos	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		31
Value of the equipment purchased during the year (Rs. in Lakhs)		16,52,795

Others		01 LRC software KOHA, 02 Digital notice boards 01 router
--------	--	--

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of Automation
Koha (Main Campus)	Fully	16.05.05	2016
Koha (Management Campus)	Fully	16.11.10	2016

4.2.2 Library Services

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29,021	7,021,429	739	365,478	29,760	7,386,907
Reference Books	5,358	1,770,659	499	1,105,167	5,857	2,875,826
e-Books	3,135,000	57,250	00	00	3,135,000	5,750
e-Journals	6,000	00	00	00	6,000	00
Journals	791	440,331	54	22,064	845	462,395
Digital Database	04	693,274	00	00	04	857,355.5
CD & Video	2,106	61,630	118	946	2,224	65,276
Library automation	01 (LIBSYS)	74,750	01	74,750	02 (KOHA)	149,500
Weeding (Hard & Soft)	746	00	00	00	746	00

4.2.3 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	NIL

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	268	130	03	12	02	41	75	22	01
Added	-	-	-	-	-	-	-	-	-
Total	268	130	03	12	02	41	75	22	01

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

22 Mbps

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
439.1 lakhs	417.43 lakhs	64.32 lakhs	54.95 lakhs

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

The Institute makes provisions for budget allocations for maintenance and upkeep of the infrastructure. Funds are allocated under various heads including – block & equipments; repairs & maintenance; IT related expenditure; books & journals (for library); examination related expenses; advertisement & PR; printing; stationery and sundry; research (seed money); faculty development activities; conferences, seminars & lectures; and college functions and activities.

Compulsory and dedicated stock registers for all laboratory equipment are maintained. Annual stock verification is done for all resources. Separate laboratory and department wise stock registers are maintained respectively by the laboratory assistants and Head of the respective departments.

A full time librarian is also appointed to look into the efficient management of the library. There are full time lab assistants for necessary help and proper upkeep of the laboratories. Full-time IT personnel provide assistance for IT related issues. Administrative officer cum maintenance supervisor looks after all AMC to ensure availability and maintenance of all work areas.

Regular monitoring and checking of electrical and plumbing related repairs are also carried out. Fire safety equipment of the Institute is periodical upgraded. Any complaints are duly noted in the Maintenance Complaint register and necessary actions are taken by the Maintenance Officer. There is also provision of proper waste segregation and disposal. Outsourcing of cleaning and maintenance of water purifiers and water coolers is done.

WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-12/Procedures%20and%20Policies%20for%20Maintaining%20and%20Utilizing%20Physical%20Academic%20and%20Support%20Facilities%202016-2017.pdf>

CRITERION-V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
	Merit cum means Freeship & Scholarship	10	345450
	Merit cum means Freeship (Sem-I/Sem-III/Sem-V)	03	75150
	Merit cum means Freeship (Sem-II/Sem-IV/Sem-VI)	04	102150
	Scholarship (Sem-V)	00	00
	Scholarship (Sem-VI)	06	168150
Financial support from other sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personality Development & Soft Skills	11/07/2017	417	ILEAD Foundation
Bridge Course in Mathematics	10/08/2016	104	J.D. Birla Institute
Bridge Course in Accountancy	10/08/2016	05	J.D. Birla Institute
Bridge Course in Physics	08/07/2016	78	J.D. Birla Institute
Bridge Course in Chemistry	08/07/2016	105	J.D. Birla Institute
Bridge Course in Physiology	08/07/2016	47	J.D. Birla Institute

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2016	Inter-departmental coaching for UGC-NET in Home Science	22	00	00	00
2016	The workshop on 'CAT for MBA' in association with Erudite was	00	490	00	00

	organized as a part of the Career Counselling initiatives				
2016	'Setting up an NGO that deals with women and children from marginalized areas' by representatives from Ektara	00	145	00	00
2016	'Safe and hygienic food manufacturing practices and the various job avenues in the food industry' by Head of Quality Control, Switz Foods Pvt. Ltd.	00	48	00	00
2016	'Various job avenues in the field of Interior Designing' by Ms. Rupande Shah - Director, Rupande Shah & Associates	00	42	00	04
2017	Presentation on Calcutta Business School (10/02/2017 and 14/02/ 2017).	00	250	00	00
2017	Careers as Chartered Accountants by EIRC (Eastern India Regional Council) of ICA (09/02/ 2017).	00	252	00	00
2017	PWC - Job Test and Interview by Genius Consultants, the hiring partner of PWC (27/04/2017)	00	252	00	10
2016	Entrepreneurship Development	00	185	00	00
2017	Teach for India conducted a recruitment drive on 05/01/2017	00	17	00	01

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
07	05	02

5.2 Student Progression

5.1.2 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Teach For India	09	01	Nestle India Ltd	09	02
HSBC Technology & Services, Bengaluru	17	07	Amazon Development Center (India) Pvt. Ltd., Hyderabad	10	03
Indigo Airlines	03	07	Amazon Development Center (India) Pvt. Ltd., Bangalore	08	02
Kairos Consulting	18	06	Indigo Airlines	01	01
Wipro Limited	26	02	Capital First Limited	25	01
eWards	28	03	Swiggy, Kolkata	25	02
J. Thomas & Company Ltd.	28	01	IMRB, Kolkata	10	02
			Kantar IMRB	02	01
			Cee Bee Design Studio	01	01
			Times Fibrefill Pvt. Ltd.	01	01
			Vizyon	01	01
			Medica Superspeciality Hospital	01	01
			Weaver's Studio	01	01
			Weaver's Studio	02	02
			Times Fibrefill Pvt. Ltd.	01	01
			Rupande Shah & Associates	01	01
			Phoenix Machines Pvt. Ltd.	01	01
			Sreepriya Exports	01	01
			J.J. Exports	01	01
			Maheshwari Associates	01	01
			Bunosilo.com	01	01
			Kaizen Webtech LLP 08/11/2016	01	01
			Bunosilo.com	01	01

	Columbia Asia (Whitefield), Bangalore	01	01
	Impact Décor Hub	02	02
	Maheshwari Associates	02	02
	Taj Bengal	01	01

5.2.2 Student progression to higher education in percentage during the year 2019-2020

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017	01	Bachelors of Science	Food Science & Nutrition Management	SNDT Women's University, Mumbai	M.Sc in Food Science & Nutrition
2017	01	Bachelors of Science	Food Science & Nutrition Management	Lovely Professional University, Punjab	M.Sc in Food Science & Nutrition
2017	01	Bachelors of Science	Food Science & Nutrition Management	Amity University, Noida	M.Sc in Food & Nutrition
2017	03	Bachelors of Science	Food Science & Nutrition Management	SVT College of Home Science, Mumbai	M.Sc in Specialized Dietetics
2017	05	Bachelors of Science	Food Science & Nutrition Management	Symbiosis International University, Pune	M.Sc in Nutrition & Dietetics
2017	04	Bachelors of Science	Food Science & Nutrition Management	Manipal Academy of Higher Education, Manipal	M.Sc in Dietetics & Applied Nutrition
2017	02	Bachelors of Science	Food Science & Nutrition Management	NSHM Knowledge campus, Kolkata	M.Sc in Dietetics & Nutrition
2017	02	Bachelors of Science	Food Science & Nutrition Management	Academy of Pastry & Culinary Arts, Bangalore	Advanced Diploma Programs in Pastry & Culinary
2017	06	Bachelors of Science	Food Science & Nutrition Management	Mount Carmel College, Bangalore	M.Sc in Food & Nutrition
2017	12	Bachelors of Science	Food Science & Nutrition Management	J.D. Birla Institute, Kolkata	M.Sc in Food & Nutrition
2017	01	Bachelors of Science	Textile Science, Clothing and Fashion Studies	MAKAUT	Ph.D.
2017	01	Bachelors of Science	Textile Science, Clothing and Fashion Studies	Arena animation	Graphic designing.
2017	01	Bachelors of Science	Textile Science, Clothing and Fashion Studies	NIFT Mumbai	Masters in Fashion Management
2017	01	Bachelors of Science	Textile Science, Clothing and Fashion Studies	Internet marketing school	PPDM in Digital marketing

2017	01	Bachelors of Science	Textile Science, Clothing and Fashion Studies	Pearl Academy	PG in Fashion Business (Marketing & Merchandising)
2017	01	Bachelors of Science	Textile Science, Clothing and Fashion Studies	Pearl Academy	PG in Fashion Design
2017	03	Bachelors of Science	Textile Science, Clothing and Fashion Studies	Fad Institute, Mumbai	Fashion Styling
2017	08	Bachelors of Science	Textile Science, Clothing and Fashion Studies	JD Birla Institute, Kolkata	M.Sc in Textiles and Clothing
2017	01	Bachelors of Science	Interior Designing	Nuova Accademia Di Belle Arti (NABA)	M. A. in Interior Design
2017	01	Bachelors of Science	Interior Designing	Florence Design Academy, Italy	Masters in Interior Design
2017	01	Bachelors of Science	Interior Designing	University of Leeds, England	Masters in Design
2017	01	Bachelors of Science	Interior Designing	Arena Animation	3D MAX (6 Months)
2017	01	Bachelors of Science	Interior Designing	EDUCAD	3D MAX (6 Months)
2017	01	Bachelors of Science	Human Development	Nirmala Niketan College of Home Science and Polytechnic	M.Sc. in Home Science with Specialization in Human Development
2017	01	Bachelors of Science	Human Development	Indian Montessori Center	Diploma in Montessori Teaching
2017	01	Bachelors of Science	Human Development	SNDT Women's University, Mumbai	M.Sc. in Human Development
2017	01	Bachelors of Science	Human Development	Tata Institute of Social Sciences, Mumbai	M.A.in Applied Psychology with specialization in Counselling
2017	01	Bachelors of Science	Human Development	ICFAI Business School (IBS)	PGPM in Marketing
2017	01	Bachelors of Science	Human Development	IGNOU	M.Sc. in Clinical Psychology
2017	01	Bachelors of Science	Human Development	ICFAI Business School, Pune	PGPM in Finance and Marketing
2017	06	Bachelors of Science	Human Development	J.D. Birla Institute, Kolkata	M.Sc. in Human Development
2017	11	Bachelors of Commerce	Commerce	J.D. Birla Institute, Kolkata	M.Com.
2017	02	Bachelors of Commerce	Commerce	IIM, Ranchi	MBA
2017	01	Bachelors of Commerce	Commerce	IIT, Dhanbad	MBA
2017	01	Bachelors of Business Administration	Management	CFA Institute, USA	CFA
2017	01	Bachelors of Business Administration	Management	IBS, Hyderabad	MBA
2017	01	Bachelors of Business	Management	ICFAI, Hyderabad	PGDBM

		Administration			
2017	01	Bachelors of Business Administration	Management	IFCAI Business School, Kolkata	PGDM
2017	01	Bachelors of Business Administration	Management	IIM, Ranchi	MBA
2017	01	Bachelors of Business Administration	Management	IIM, Shillong	MBA
2017	01	Bachelors of Business Administration	Management	IIT, Dhanbad	MBA
2017	01	Bachelors of Business Administration	Management	IMI, Delhi	PGDM
2017	01	Bachelors of Business Administration	Management	IMI, Kolkata	PGDM
2017	01	Bachelors of Business Administration	Management	IMT, Ghaziabad	MBA
2017	01	Bachelors of Business Administration	Management	IMT, Hyderabad	MBA
2017	01	Bachelors of Business Administration	Management	IMT, Nagpur	MBA
2017	01	Bachelors of Business Administration	Management	Institute and Faculty of Actuaries	Actuarial Science
2017	01	Bachelors of Business Administration	Management	City College of London	M.Sc in Management
2017	01	Bachelors of Business Administration	Management	NIFT, Kolkata	Masters in Fashion Management
2017	01	Bachelors of Business Administration	Management	NIRMA University, Ahmedabad	MBA in Family Business Entrepreneurship
2017	01	Bachelors of Business Administration	Management	NMIMS, Bangalore	MBA
2017	01	Bachelors of Business Administration	Management	NMIMS, Hyderabad	MBA
2017	01	Bachelors of Business Administration	Management	NMIMS, Mumbai	MBA
2017	01	Bachelors of Business Administration	Management	Nottingham University, UK	M.Sc Business & Mgmt,
2017	01	Bachelors of Business Administration	Management	Pearl Academy, Delhi	Masters in Fashion designing
2017	01	Bachelors of Business Administration	Management	S.P Jain School of Global Management	MBA
2017	01	Bachelors of Business Administration	Management	SIIB, Pune	MBA

2017	01	Bachelors of Business Administration	Management	St. Xavier's College, Kolkata	Diploma in Integrated Marketing
2017	01	Bachelors of Business Administration	Management	Stockholm University	M. Sc in HR
2017	01	Bachelors of Business Administration	Management	Trinity College, Dublin	Masters in Management
2017	01	Bachelors of Business Administration	Management	University of Westminster, London	Masters in Management
2017	01	Bachelors of Business Administration	Management	Warmick University	M. Sc in Entrepreneurship
2017	01	Bachelors of Business Administration	Management	XLRI, Jamshedpur	MBA in Entrepreneurship

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET	00	--
SET	00	--
SLET	00	--
GATE	00	--
GMAT	00	--
CAT	00	--
GRE	00	--
TOFEL	00	--
Civil Services	00	--
State Government Services	00	--
Any Other	00	--

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Annual Sports (Main Campus)	Inter-department	86
Annual Sports (Management Campus)	Intra-department	500
Indoor Games (Badminton, Carom, Chess & Sodoku) Competition (Main Campus)	Inter-department, Faculty and Staff	340
Basketball Tournament (Management)	Intra-department	64
5 th Edition of Football Tournament (Birla Premier League 2017)	Intra-college	120
3 rd Annual Business Convention (Commercio Conclave 2017) and 1 st edition of Cultural Fest(Verve 2017) (Main Campus)	Inter-college	820
Fest (Invictus 2017) (Management Campus)	Inter-college	200
Annual Show (Main Campus)	College	65

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2016	3 rd Position (Above 18 years category) in the Indian Golf Union West Bengal Ladies and Junior Girls Golf Championship 2016	National (She represented the State of West Bengal)	Sports	NIL	16PC102	Geetika Ahuja, 1 st year M.Com
2016	17 th Position (All ages categories) in the Indian Golf Union West Bengal Ladies and Junior Girls Golf Championship 2016	National (She represented the State of West Bengal)	Sports	NIL	16PC102	Geetika Ahuja, 1 st year M.Com
2016	Master Chef India, Season 5	National	NIL	Cultural	13FSNM1021	Kirti Bhautika, 3 rd year FSNM
2016	2 nd position in Kathak Dance at the 14 th Universal Rang Mahotsav 2016	National (She represented the State of West Bengal)	NIL	Cultural	16HD1019	Supriya Chaturvedi, 3 rd year HD
2017	62 nd National School Games in Taekwondo in the under 19 years Boys & Girls category held held at Delhi from 2 nd to 9 th January 2017.	National	Sports	NIL	46/1	Sakshi Agarwal, 1 st year B.Com student

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

Two elected bodies, Students' Administrative Body and Students' Council Body represent the students and maintain and a collaborative relationship with the faculty and management.

Members of the Students' Administrative Body (SAB) coordinate all college events and activities and ensure its smooth execution. The Students' Council Body on the other hand is the highest representative body of the students at the Institute and member have direct access to the Principal and reports to her straightaway. They convey the concerns and opinion of the students on any issue related to teaching-learning along with any other related areas. The

Principal in turn reaches out to the students through her interaction with this team. This interaction is helpful in understanding the pulse of the students. Thus the feedback from the SCB members is very advantageous.

The Students' Council at the Management Campus comprises of class representatives (CRS) and assistant class representative (ACRs). One student from each class/section is elected as CR and another is elected as ACR from among its ranks. The CRs and ACRs coordinate on behalf of the class with the faculty and the management. They also help towards organizing all activities associated with students.

Representation from the students is also present in several academic and administrative bodies. Students are also members of the Editorial Board for the College Magazine (Main Campus) and Newsletter (Management Campus). Representation from student is imperative for committees associated for celebration of college events like Independence Day, Republic Day and Saraswati Puja / Basant Panchami.

Students play a very crucial role in the inter-college fests, Commercio Conclave, Verve, Invictus organized by them. They form groups/ committees, organise and monitor the event in all aspects. These include funding, planning and organizing, corporate communication and operations. A group of faculty members are available to guide them. These administrative bodies are responsible for the success of all student driven activities through their contribution.

5.4 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The Alumni Association of the Institute has more than 1500 members and an elected 12-member committee. This committee is responsible for the functioning of the society. The Principal is an alumnus of the Institute and also the ex-officio President of the association. The Secretary of the Association is also a faculty at the institution. This enables the committee to take proper and timely decisions.

The Institute has received contributions towards the development from the alumni association in various ways. The members have helped in organizing events, sponsoring events and provide funds. Some alumni members are actively engaged with the affairs of the college. Occasionally special lectures for the existing students have also been conducted by them. Some of the alumni members are well placed and also recruit/or employ students as interns in their organizations.

5.3.2 No. of registered enrolled Alumni:

1521

5.3.3 Alumni contribution during the year (in Rupees):

484400

5.3.4 Meetings/activities organized by Alumni Association:

NIL

CRITERION-VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Best possible way that allows an organization to achieve the paramount results is democratic and participative decision making. JDBI practices a systematic and democratic decision making structure by all the stakeholders which enable for effective execution of all academic and non-academic activities and processes.

PRACTICE-I: Participative Decision Making

Various internal committees have been formed for various purposes *viz.*, HoD Forum (for overall academic related matters), Departmental Committee (for academic matters at the departmental level), Admission Committee (admission related matters), Library Advisory Committee (LRC related matters), Research Committee (coordinating and overseeing research related activities), etc. These committees comprises of heads of departments, senior faculty and other section officers as required and are often convened by senior faculty members. The decisions pertaining to academic matters are taken after consultation with students, departmental teachers and then the matters are placed with higher bodies for final decisions.

Student bodies look into student related activities and are also supervised by faculty members.

For matters pertaining to administration, regular meetings are held with all officers (Accounts, administrative, HR, Placement, Students Welfare, Security and Maintenance) along with the participation of other administrative staff members. Collective decision making at these forums helps to run the teaching learning process smoothly.

PRACTICE-2: Identification and allocation of well defined functional role across Institution

There are well-defined functional roles identified across the Institute so that there is adequate decentralization. The academic department have their respective HoDs, and other important areas like examination, placement, library, NSS wing have their respective in-charges. This facilitates diversification, executive development and quick decision making. These roles are so defined that there is no overlap of duties resulting in transparency and accountability.

6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial

Partial

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Curriculum Development

The curriculum for all the Undergraduates and Postgraduate courses are framed as per the syllabus which is approved by the affiliating University, Jadavpur University. The curriculum is designed as per the advice of members who are experts in their relevant fields. The syllabus is revised every 3-5 years. Based on the feedback taken from the students, alumni and industry, the revision is made to meet the industry demands. The curriculum is so framed that it is an amalgamation of being subject-centric problem or application-centric and learner-centric.

Teaching and Learning

The campus being fully wi-fi and availability of desktop/laptops for every teachers ensures effective ICT based learning approach. Other than the chalk and talk method, teachers conduct debates, quiz and group discussions to make the classroom experience interactive. The subject experts, academicians and industry representatives are called to expose the students to the practical aspect of the subjects. Students also can access the e-resources and the research section of the library. Feedback is collected from students on teacher's performance, analysed, shared with teachers for their necessary introspection and follow up action.

Examination and Evaluation

The Institute has defined internal protocol for all examinations related duties adhering to the norms given by the affiliating university. The examination officers are actively involved in all the examination-related matters under the Principal's supervision and guidance. Assignments and class tests are conducted as a part of the CIE (Continuous Internal Evaluation). All internal exams are conducted through a well organized strategy which also includes viva-voce and presentations. The evaluation process allows transparency as the corrected answer scripts are shown to the students for class tests. Provision of review of published results by the affiliating university is also there. Results are displayed on the notice board and the website as well.

Research and Development

All faculty members are encouraged by the Institute to engage in research and development. They are motivated to publish papers in peer reviewed journals with significant impact factor. The Institute also encourages active participation of faculty members in seminars and conferences and they are provided with registration fee, travel allowance and duty leave. To maintain the quality of research being undertaken in the Institute, the Research Committee actively oversees the research work carried out and gives suggestions for improvement. Awards are also given to faculty members for publication of minimum two papers in peer reviewed journals.

Library, ICT and Physical Infrastructure / Instrumentation

Twenty new computers and four printers were purchased for Computer Lab-II. Thirty-five old computers were upgraded. The process related to migration of library services from LIBSYS to KOHA was initiated. Unistretch 250 machine was installed at the Instrumentation centre. Design Studio; Chemistry and Bio-chemistry Lab; Montessori & Counseling Centre and Conference Room were spruced up with posters to provide a motivational learning experience to the students. Updated Evacuation Floor Plans were put-up on all floors for fire safety.

Human Resource Management

For promotion of academic growth of the teachers various orientation and enrichment programmes are conducted for the faculty members. Salary, pay-scale and increments are given to staff members as per Government norms. The management contributes an amount equal to the employee share for EPF. Biometric and CCTV facility have been installed for human resource management. Annual appraisals are done by the management and students' feedback on teachers is shared with them. All full time members receive allowances like LTA and ex gratia, from the management as an extra effort to motivate the teachers.

Industry Interaction / Collaboration

To promote a harmonious industry-academic alliance, the Institute makes an effort to collaborate with multiple organizations in various sectors. Internships for students are provided in reputed organizations. Senior industry executives regularly interact with the students through seminars, webinars and special lectures. Students are exposed to industry expertise through seminars, lectures, workshops and field visits. Career guidance and counselling, and campus interviews are regularly arranged by placement cell in association with industry professionals. Feedback from the organizations is also taken on the student's performance during the internship programme.

Admission of Students

Admission committee of the Institute look into the admission process every year adhering to the rules and regulations. The members of the Admission Committee are also orientated for the smooth admission proceedings. The admission process for the session 2016-2017 was held in both offline and online manner. All necessary information was uploaded in the college website for clarity. Regular contact with candidates was maintained through telephone and email and their problems were addressed.

6.2.2 Implementation of e-governance in areas of operations:**Planning and Development**

The Management and the Principal insist that yearly planning is properly displayed on the Institute's website. The Management keeps in touch with the institutional head and share their experiences and give suggestions through various visits to college. All stakeholders are engaged in the planning and development process of the college.

Administration

For faster disbursement of information, emails are sent by HoDs to all the departmental faculty members. Notices, circulars, results are posted in the college website and updated regularly. Faculty and other staff attendance are recorded biometrically. CCTV surveillance is used for monitoring and security purposes.

Finance and Accounts

Tally software is used by the accounts department for management of the accounts. Payment is mostly online and efforts are made to give / receive contactless payments to / from all stakeholders. To ensure availability of data and long term storage, the accounts department ensures digitization of its records.

Student Admission and Support

The college admission process is governed by the rules, regulations and guidelines of the Jadavpur University. A separate section on the college website is created mentioning all criteria, guidelines and deadlines. Students can easily access information regarding rules and regulation, faculties, students support services placement activities from the website. Extended support is provided to students during admission through emails.

Academic support is provided to weak students through remedial coaching. Freeship is provided to the financially challenged and economically weak students; and scholarship is given to the toppers in the final year. Career counselling and psychological support is provided to the students.

Examination

The college takes proactive measures to ensure timely dissemination of information to students. Notification prior to the examination such as submission of examination forms and examination schedule is timely displayed on the website and examination notice boards. Examination invigilation duties are intimated to all concerned faculty members.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Ms Basudha Mukhopadhyay (Assistant Professor, Commerce Department)	Presented a paper 'Maternal Health Programmes on Child Survival & Nutritional Status in India' at the National Seminar on Public Health in India: Issues of Women, Children & Adolescence organized by Dr. G.L. Gupta Institute of Public Health, Lucknow University on 15/10/2016 to 16/10/2016.	NIL	12934
2016	Prof. Deepali Singhee (Principal & Professor)	Presented a paper on 'Effect of application of selective UV-absorbers/anti-oxidants on jute fabric for reduction of its photo-degradation and photo-yellowing' at National Seminar on Recent Advances in Textile Finishing organized by CIRCOT and Indian Fibre Society, Mumbai on 17/12/2016	NIL	2000

2016	Dr. Atri Chakraborty (Assistant Professor, Commerce Department)	Attended a Faculty Development Programme on 'Green Marketing: Importance, Scope and Applications' organized by CBS on 22/08/2016 to 24/08/2016	NIL	2000
2016	Dr. Namrata Maheshwari (Assistant Professor, Commerce Department)	Attended a Faculty Development Programme on 'Green Marketing: Importance, Scope and Applications' organized by CBS on 22/08/2016 to 24/08/2016	NIL	2000
2016	Dr. Anindita Deb Pal (Assistant Professor, Food Science & Nutrition Department)	Attended a National Seminar on Patent Awareness at Ramkrishna Mission Vidya Mandir, Belur Math on 29/09/2016.	NIL	200
2016	Mr. Monojit Dutta (Assistant Professor, Commerce Department)	Attended a seminar on 'GST and Startup: India in the Making' organized by the Institute of Cost & Management Accountants in association with Indian Accounting Association on 22/10/ 2016	NIL	300
2016	Mrs Amita Dutta (Assistant Professor, Interior Designing Department)	Attended a seminar on Baluchari: Bengal & Beyond organized by Weavers Studio Research Centre on 19/11/2016.	NIL	2500
2016	Prof. Deepali Singhee (Principal & Professor)	Attended a conference entitled 'Industry Academia Innovation Platform Building - A Knowledge Society and Enabling Society and Enabling Make in India' organized by Confederation of Indian Industry (CII) at the Lalit Great Eastern on 22/08/2016.	NIL	1380
2016	Prof. Deepali Singhee (Principal & Professor)	Presented a paper on 'Natural Dyed Traditional Indian Textiles' at National Seminar-cum-Workshop on Natural Dyeing of Textiles in Batik and Shibori Styles organized by organized by TEIQIP Cell and Department of Jute & Fibre Technology	NIL	500

		(IJT), Calcutta University on 16/09/2016 & 17/09/2016		
2016	Mrs. Samita Gupta (Assistant Professor, Textile Science, Clothing & Fashion Studies Department)	National Seminar-cum-Workshop on Natural Dyeing of Textiles in Batik and Shibori Styles organized by organized by TEIQIP Cell and Department of Jute & Fibre Technology (IJT), Calcutta University on 16/09/2016 & 17/09/2016	NIL	500
2016	Ms Yamini Dhanania (Assistant Professor, Textile Science, Clothing & Fashion Studies Department)	National Seminar-cum-Workshop on Natural Dyeing of Textiles in Batik and Shibori Styles organized by organized by TEIQIP Cell and Department of Jute & Fibre Technology (IJT), Calcutta University on 16/09/2016 & 17/09/2016	NIL	500
2016	Ms V. Sujitha (Assistant Professor, Textile Science, Clothing & Fashion Studies Department)	National Seminar-cum-Workshop on Natural Dyeing of Textiles in Batik and Shibori Styles organized by organized by TEIQIP Cell and Department of Jute & Fibre Technology (IJT), Calcutta University on 16/09/2016 & 17/09/2016	NIL	500
2016	Mrs. Amita Dutta (Assistant Professor, Interior Designing Department)	National Seminar-cum-Workshop on Natural Dyeing of Textiles in Batik and Shibori Styles organized by organized by TEIQIP Cell and Department of Jute & Fibre Technology (IJT), Calcutta University on 16/09/2016 & 17/09/2016	NIL	500
2017	Ms Sweata Rani Rai (Assistant Professor, Food Science & Nutrition Department)	Presented a paper on 'A cross sectional study on food consumption pattern and its relation to nutritional status of old males (aged > 60 years) living in institutions and with families' at the International Conference on Contemporary Issues in Integrating Climate-The Emerging Areas of Agriculture,	NIL	4735

		Horticulture, Biodiversity, Forestry; Engineering Technology, Fundamental/Applied Science and Business Management for Sustainable Development organized by Himalayan Scientific Society for Fundamental and Applied Research in collaboration with: Kalimpong Science Centre, Kalimpong and Krishi Sanskriti, New Delhi on 11/05/2017 to 12/05/2017 2017.		
2017	Mr Swapnateet Saha (Assistant Professor, Commerce Department)	Attended a Faculty Development Program on 'Financial Literacy' organized by Calcutta Business School from 18/05/2017 to 20/05/2017.	NIL	1500
2017	Mr Debjyoti Dey (Assistant Professor, Commerce Department)	Attended a Faculty Development Program on 'Financial Literacy' organized by Calcutta Business School from 18/05/2017 to 20/05/2017.	NIL	1500
2017	Dr. Rishiparna Guha (Assistant Professor, Department of Commerce & Science)	Attended a Symposium on 'Disaster Management & Risk Analytics under Big Data Paradigm (Phase-II)' organized by Indian Statistical Institute on 22/03/2017 to 23/03/2017.	NIL	1500
2017	Ms Yamini Dhanania (Assistant Professor, Textile Science, Clothing & Fashion Studies Department)	Attended a national Seminar on 'Intervention of Frontier Technologies in Textile & Jute Sector' organized by The Institution of Engineers (India) on 03/03/2017 to 05/03/2017.	NIL	1000
2017	Ms Damanjeet Kaur (Assistant Professor, Food Science & Nutrition Department)	Attended the Nutri Carnival & Scientific Symposium organized by Nutrition & Diet Therapy Department of Kolilaben Dhirubhai Ambani Hospital & Research Centre, Mumbai on 04/03/2017.	NIL	10000
2017	Prof. Deepali Singhee (Principal & Professor)	International Conference on Textiles & Clothing-Present & Future Trends	NIL	2500

		organized by Department of Jute & Fiber Technology, University of Calcutta, Kolkata from 03/01/2017 to 05/01/2017		
2017	Ms Samita Gupta (Assistant Professor, Textile Science, Clothing & Fashion Studies Department)	International Conference on Textiles & Clothing-Present & Future Trends organized by Department of Jute & Fiber Technology, University of Calcutta, Kolkata from 03/01/2017 to 05/01/2017	NIL	2500
2017	Ms Yamini Dhanania (Assistant Professor, Textile Science, Clothing & Fashion Studies Department)	International Conference on Textiles & Clothing-Present & Future Trends organized by Department of Jute & Fiber Technology, University of Calcutta, Kolkata from 03/01/2017 to 05/01/2017	NIL	2500

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (From)	Dates (To)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017	Current Trends in Research Methodology and Statistical Analysis	NIL	27/01/2017	28/01/2017	22	NIL
2017	Effective Teaching & Research Methodology	Effective Teaching & Research Methodology	21/04/2017	21/04/2017	13	02
2016	Research: How to Improve Research Output and Publish Research Papers in Good Journals	NIL	11/04/2016	11/04/2016	14	02
2017	Interactive session on Special Learning Disorder under its peer teaching peer initiative	Interactive session on Special Learning Disorder under its peer teaching peer initiative	26/05/2017	26/05/2017	30	11

2017	Training Programme on EBSCO	Training Programme on EBSCO	03/03/2017	03/03/2017	13	02
2016	CMIE Economic Outlook, Industry Outlook and Prowess	CMIE Economic Outlook, Industry Outlook and Prowess	23/06/2016	23/06/2016	15	02
2017	Importance of Indian Culture & Ethos	Importance of Indian Culture & Ethos	07/04/2017	07/04/2017	13	11
2016	Human Values and Ethics	Human Values and Ethics	29/07/2016	29/07/2016	13	02

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From date	To date	Duration (in day)
Winter School on Value Addition in Jute & Allied Fibres through Product Diversification and Waste Utilization organized by ICAR – NIRJACFT	01	15/09/2016	05/10/2016	21
60 th Orientation Program organized by Jadavpur University	02	17/02/2016	15/03/2016	21
61 st Orientation Program organized by Jadavpur University	01	13/06/2016	11/07/2016	21

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
00	07	00	07

6.3.5 Welfare schemes for

Teaching	Provident fund with equal contribution on basic salary and DA by employer, group insurance, mediclaim insurance, accidental insurance (upto Rs. 10,000/-), ex-gratia, LTA, reimbursement for participation in course/seminar/conference, cash award for outstanding performance and publishing papers, free team building excursion and picnic, individual workstation and personal computers, tea and coffee (thrice a day).
Non teaching	Provident Fund with equal contribution on basic salary and DA by employer, group insurance, mediclaim insurance (Group-C and Group-D), accidental insurance (upto Rs. 10,000/-), LTA, education allowance for children (Group-C and Group-D), performance incentive (Group-B), festival advance (Group-C and Group-D), festival grant (Group-C and Group-D), ESI scheme (for staff with salary below Rs. 15,000/- pm), earned leave, maternity leave, cash award for outstanding performance (Group-D), free team building excursion and picnic (Group-B and Group-C), uniform, sweater, shoes and umbrella given every year (Group-D), a soap and washing allowance every month (Group-D).

Students	Accidental insurance (upto Rs. 10,000/-), merit-cum-means freeship, scholarship in the final year to the topper.
-----------------	--

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (within 100 words each)

The Institute has an effective mechanism for conducting internal and external audits of all financial transactions conducted in a financial year. The objective is to ensure financial compliance.

Internal audit is conducted half yearly by an internal financial committee. A report is submitted to the Principal who forwards it to the management.

There is the provision of an external statutory audit that is done every year by an external auditing firm. The firm does a quarterly checking of books and accounts, and also does bank statement reconciliation. At the end of the financial year, the external auditors finalize the accounts and prepare the balance sheet. The same is presented to the Governing Body by the Principal for its ratification.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion-III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Amritbreeder Farms Pvt.Ltd.	25000	Graduating Fashion Show
Shivshakti Agro (India) Ltd.	25000	Graduating Fashion Show
Saltee Infrastructure Ltd.	21000	Graduating Fashion Show
Tanvi Jewels Pvt.Ltd.	20000	Graduating Fashion Show
Shree Janakiram Traders	21000	Graduating Fashion Show
Ritesh Agarwal	10000	Graduating Fashion Show
Fackman	10000	Graduating Fashion Show
Khushi Textiles	10000	Graduating Fashion Show
Natasian Corporation Pvt.Ltd.	10000	Graduating Fashion Show
Darshan Singh Sabharwal	5000	Graduating Fashion Show
Magnolia Infrastructure Development Ltd.	15000	International Womens' Day
Parts Corporation of India	10000	International Womens' Day
Milan	10000	International Womens' Day
Harley & Company Pvt. Ltd.	5000	International Womens' Day
Rupande Shah Associates	5000	International Womens' Day
Shree Arihant Traders	20000	International Womens' Day
Lemon Chilli Caterer	15000	International Womens' Day
Amit Jaiswa & Arvind Jaiswal	10000	International Womens' Day
Mr.faiz owner Hit Wicket	30000	International Womens' Day
IFB Industries Ltd.	10000	International Womens' Day
Virali Mehta U/G Parul K Mehta	10000	International Womens' Day
Srei equipments	20000	International Womens' Day
Srei infrastructure Pvt.Ltd.	20000	International Womens' Day
Rupa & Co.	25000	Commercio Conclave
Magnet	15000	Commercio Conclave
Planet Power Tools Pvt.Ltd.	15000	Commercio Conclave
Suncrest Industries	10000	Commercio Conclave
Autolec International Pvt.Ltd.	10000	Commercio Conclave
Shree Arihant Traders	10000	Commercio Conclave
Shreeji Ventures	20000	Commercio Conclave
Eventagious	15000	Commercio Conclave

Singh Crane Service	5000	Commercio Conclave
Simplex Electrical Engineering Pvt.Ltd.	20000	Commercio Conclave
Bhoomi Highrise Pvt.Ltd.	5000	Commercio Conclave
Curles N Curves Beauty Services	25000	Commercio Conclave
Vektra Engineering Pvt. Ltd.	2000	Commercio Conclave
Madhu Suri Uginder Kumar Suri	2000	Commercio Conclave
Milan	25000	Commercio Conclave
Appearance	11000	Commercio Conclave
Salehbhoy Abbasbhoj & Co.	5000	Commercio Conclave
Udyog Mandir	21000	Commercio Conclave
Mudit Poddar	10000	Commercio Conclave
Vishrut Jhawar (Pixarum System)	15000	Commercio Conclave
Holo Image	5000	Commercio Conclave
R.K.Singh & Sons	5000	Commercio Conclave
The Hooghly Rubber	5000	Commercio Conclave
Aashiana Infracon Pvt.Ltd.	70000	Commercio Conclave
Adhunik Corporation Ltd.	10000	Commercio Conclave
Afra Tafri	25000	Commercio Conclave
Bhagwati Vyaapar & Sons Pvt.Ltd.	30000	Commercio Conclave
Churiwala & Associates	5000	Commercio Conclave
The Resident	10000	Commercio Conclave
The Resident (10000	Commercio Conclave
Mohit Educomp Pvt.Ltd.	10000	Commercio Conclave
Wakeeta Solutions Lp	10000	Commercio Conclave
Kiranshree Pro Kiranshree Realtors Pvt.Ltd.	5000	Commercio Conclave
Panghat Sarees Pvt.Ltd.	5000	Commercio Conclave
Khetan Saree	5000	Commercio Conclave
Pearamjit Singh	5000	Commercio Conclave
Churiwala & Associates	5000	Commercio Conclave
Santosh Kumar Murarka	5000	Commercio Conclave
Vardhman Vanijya Pvt.Ltd.	5000	Commercio Conclave
Muskan Highrise Pvt.Ltd.	11000	Commercio Conclave
Prepgoals Educational Solution Pvt.Ltd.	30000	Commercio Conclave
Manoj Sharma	5000	Commercio Conclave
Century Plyboards India Ltd.	15000	Commercio Conclave
Singhania Boutique	5000	Commercio Conclave
Birla Tyre Prop Kesoram Industries Ltd.	20000	Commercio Conclave
H F Bore Water	5000	Commercio Conclave
Shyam Steel Industries Ltd.	100000	Commercio Conclave
Palanquin	5000	Commercio Conclave
Mala Sarees	10000	Commercio Conclave
A- First	10000	Commercio Conclave
Team Wmw	10000	Commercio Conclave
Mahabir Danwar Jewellers Pvt.Ltd.	10000	Commercio Conclave
National Printing Works	25000	Commercio Conclave
Mangalam Cement Ltd.	10000	Commercio Conclave
Sengold	10000	Commercio Conclave
Mahek Sharma	10000	Invictus
Sadaf Khan	20000	Invictus
Palak Sultania	20000	Invictus
Onaya Fashions Pvt. Ltd.	5000	Invictus
G.P.Agarwal Consultants Pvt. Ltd.	5000	Invictus
Rumana Riaz	5000	Invictus
Subir Udyog Limited	20000	Invictus
Simply Invest	5000	Invictus

Suman Forwarding Agency Pvt. Ltd.	30000	Invictus
Lavanya	30000	Invictus
Rajda Sales (Cal) Pvt. Ltd.	10000	Invictus
Md. Hamid	5000	Invictus
Kanchana	5000	Invictus
Ook (India)	5000	Invictus
Srijan Realty Pvt. Ltd.	10000	Invictus
Shubham Jindal	5000	Invictus
Sumati Projects Ltd.	5000	Invictus
Vishal Kanodia	5000	Invictus
Superior Forex Pvt. Ltd.	10000	Invictus
Ratan Kumar Jasarasaria	10000	Invictus
Suruchi	10000	Invictus
Kookie Jar Foods Pvt. Ltd.	8000	Invictus
Art Collection	60000	Invictus
Siddharth Jewellers	8000	Invictus
Rupa & Company Ltd.	15000	Invictus
Chamundi Estates Pvt. Ltd.	19000	Invictus
S Cure Tutorials	10000	Invictus
Indarkala Memorial Charitable Trust	5000	Invictus
Aashiyana Conclave Pvt. Ltd.	5000	Invictus
Mars International	8000	Invictus
Harsimar Singh Patheja	20000	Invictus
Atom Bhawsinghka	10000	Invictus
Arihant Pincha	50000	Invictus
Global Reach Edu.	35000	Invictus
Mangalam Parivahan Pvt. Ltd.	2000	Invictus
Ganganpati Vyapaar Pvt. Ltd	15000	Invictus
Gupta Brothers Sweets & Snacks Pvt. Ltd.	15000	Invictus
Square Inch	10000	Invictus
Rashika Jain	15000	Invictus
Millennium Accolades Prosales Pvt. Ltd.	15000	Invictus
Sonia Khetri	25000	Invictus
Suranjan Gupta	1500	Invictus
Ashok Sharma	2500	Invictus
Bata India Limited	15000	Invictus
Batlivala & Karnani Securities India Pvt. Ltd.	10000	Invictus
International Professional Financial Careers Academy Pvt. Ltd.	15000	Invictus
Idp Education India Pvt. Ltd.	18000	Invictus
Emami Limited	15000	Invictus

Total corpus fund generated: 1771000

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	HoD Forum
Administrative	No	--	Yes	Principal

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

Parent-Teacher meetings held occasionally to discuss shortage of attendance and when students undertake internship outside the city. Parents also meet teachers when they come to drop and collect their wards at the station/airport at the time of education excursions. Parents also participate in the Orientation program held during the commencement of new academic session. If students have shortage of attendance parents are called for a parent teacher meeting in order to inform the same to them.

6.5.3 Development programmes for support staff (at least three)

1. Two-day team-building excursion for all teachers and support staff (Main Campus) to Sonar Bangla, Kolaghat on December 2016 to foster team spirit among all.
2. Motivated of the support staff to attend developmental workshops/Seminars/Conferences pertaining to their area of expertise.
3. Appraisals for all the support staff with a special appraisal meeting was held by the Principal individually with each support staff to share the feedback.

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

1. Activities of the Institute were streamlined.
2. Up gradation of the infrastructure and laboratories - one entire floor with additional classrooms, staffrooms, computer laboratory, food court and recreation zone was added at the main campus, and another wing comprising of a few classrooms and administrative office and staffroom was added at the Management campus.
3. Curriculum revision was done across all the departments.
4. Common and allied examination rules and regulations across all courses were framed.
5. ICT facility was enhanced and another computer lab was set-up.
6. LRC (library) at both the campuses were automated and partially digitalized.
7. Recruitment of additional non-teaching administrative staff for efficient administration - placement officer, student' welfare officer, administrative officer, security officer, executive assistant to the Principal, laboratory assistants and graphic designer.
8. Several green campus initiatives were taken and solar panels were installed

6.5.5

- a. Submission of Data for AISHE portal : (Yes /~~No~~)
- b. Participation in NIRF : (Yes /~~No~~)
- c. ISO Certification : (~~Yes~~ /No)
- d. NBA or any other quality audit : (~~Yes~~ /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration from	Duration to	Number of participants
2016	Feedback from stakeholders (students) collected, analysed and used for improvements (Odd Semester) - Management	16/11/2016	16/11/2016	16/11/2016	411
2016	Feedback from stakeholders (students) collected, analysed and	21/11/2016	21/11/2016	21/11/2016	992

	used for improvements (Odd Semester) - Science & Commerce				
2017	Feedback from stakeholders (students) collected, analysed and used for improvements (Even Semester) - Management	02/05/2017	02/05/2017	02/05/2017	346
2017	Feedback from stakeholders (students) collected, analysed and used for improvements (Even Semester) - Science & Commerce	04/05/2017	04/05/2017	04/05/2017	788
2016	Annual Appraisals of Faculty	01/08/2016	01/08/2016	08/08/2016	64
2016	Orientation (1 st year) & Re-orientation (2 nd & 3 rd year) U.G. students	04/07/2016	04/07/2016	05/07/2016	1816
2016	Orientation (1 st year) & Re-orientation (2 nd year) P.G. students	04/07/2016	04/07/2016	05/07/2016	56
2017	National Seminar on Current Trends in Research Methodology and Statistical Analysis	27/01/2017	27/01/2017	28/01/2017	22
2016	Strategy Summit on Strategic Challenges to the Manufacturing and Services Sectors	19/11/2016	19/11/2016	19/11/2016	387
2016	Workshop on Digital India	24/08/2016	24/08/2016	24/08/2016	85
2017	International Management Conference 2017 on Strategic Issues	22/04/2017	22/04/2017	22/04/2017	62
2017	Management Development Programme (MDP) on Finance for Non-Finance Professionals	11/05/2017	11/05/2017	13/05/2017	22
2017	Session on Cyber Crime Awareness and Prevention	11/01/2017	11/01/2017	11/01/2017	144
2017	Session on Cyber Crime Awareness and Prevention	07/03/2017	07/03/2017	07/03/2017	128
2017	Panel Discussion on Impact of Demonetization on Indian Economy	17/01/2017	17/01/2017	17/01/2017	469

CRITERION-VII: INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Participants	
			Female	Male
Silent walk commemorate International Women's Day on the theme, Be Bold for Change	08/03/2017	08/03/2017	437	00

Outreach programme on development of transgender communities organized by NSS (Science) in collaboration with Amitie Trust, under the Government of West Bengal.	24/09/2016	24/09/2016	11	00
Special screening of the movie, Pink a contemporary youth-centric film based on the choices allowed to young women, with an aim of Gender Sensitization and to empower girls	29/09/2016	29/09/2016	1052	00

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

Environmental Studies is a compulsory paper for all courses of the Institute. The campus is WiFi and all the classrooms are equipped for ICT projectors. Students and faculty are encouraged to use digital medium for all teaching-learning processes.

Both the campuses of the Institute have active and dedicated environmental societies/clubs, Nature Club at the Main Campus and Green Club at the Management Campus. These bodies create awareness on environmental issues among students and staff. Events are organised by the clubs in association with NSS to promote environmental consciousness and related responsibility. Some such activities undertaken include:

- 7-day NSS Camp-I on Education & Recreation aimed to create awareness on personal and environmental cleanliness amongst children living in slums at Ward No 28 at Narkeldanga North Road in collaboration with Sahay Children International (NGO) on 24/03/2017 to 31/03/2017.
- Awareness programme on dengue, malaria and worm infestations was conducted at Anganwadi (Ward no 2) in collaboration with Tallah Friend's Association under ICDS Project on 24/09/2016.
- Eco-friendly vertical landscaping and murals made from e-waste were made by students and displayed at the college premises.
- Clean environment drives in association with Lions Club of Kolkata.
- Lecture on Environmental Health & Safety (EHS) Legal Requirement by Dr. Susanta Podder (Head - EHS, PepsiCo India Holdings Pvt. Ltd.) on 18/04/2017.
- Lecture on Natural Dyes by Dr. Padma S. Vankar (Former, Principal Research Scientist, Facility of Ecological and Analytical Testing, IIT-Kanpur) on 28/04/2017.
- Lecture on Natural Dye Mark and Standardized Testing Procedures for Natural Dyes by Prof. A.K. Samanta (Professor, Department of Jute and Fibre Technology, University of Calcutta) on 28/04/2017.
- Exhibition on Khadi at Suruchi a well known fashion store on Park Street, Kolkata on 03/03/2017 and 04/03/2017

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	None
Provision for lift	Yes	None
Ramp/ Rails	Yes	None
Braille Software/facilities	No	None
Rest Rooms	No	None
Scribes for examination	No	None
Special skill development for differently abled students	No	None
Any other similar facility	No	None

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Name of the initiative	Issues addressed	Number of participating students and staff
2016	00	01	24/03/2017 to 31/03/2017 (7 days)	7-day NSS camp on Education & Recreation	Awareness created on personal and environmental cleanliness amongst children living in slums at Ward No 28 at Narkeldanga North Road.	66
2016	00	01	24/09/2016	Outreach programme on development of transgender communities	Elevating the transgender communities	12
2016	00	01	24/09/2016	ICDS Project on awareness on dengue, malaria and worm infestations	Protection and prevention of dengue, malaria and worm infestations	30
2016	00	01	17/09/2016	Ill Effects of Drug Abuse	Curbing the menace of drugs, awareness on its ill effects of drug addiction and different intervention programme available	12
2016	00	01	17/09/2016 (one day)	Counselling on eating healthy for healthy Aging	Awareness on importance of healthy diet among the inmates of the old age home	12
2016	00	01	12/11/2016 (one day)	From Education to Employment – Awareness on Health & Hygiene	Awareness on health & hygiene	30
2017	00	01	05/03/2017	Outreach	Awareness	50

			and 19/03/2017 (two days)	Programme on BMI check up and awareness on importance of milk	BMI check up and awareness on importance of milk	
2016	00	01	24/09/2016	Workshop on Etiquettes	Improving personality through good etiquettes	25

7.1.5 Human Values and Professional Ethics

Code of Conduct (Handbooks) for Various Stakeholders		
Title	Date of Publication	Follow-Up (Maximum 100 Words Each)
Prospectus (department wise)	18/05/2016	The college publishes a rule book with disciplinary rules and regulations for students, as well as examination rules and conventions that must be followed in the LRC and labs. Before the start of a new session, the parents of the incoming batch of new students are given a copy of the college rule book and a UGC-recommended pamphlet on the guidelines and policies pertaining to ragging. Parents and teachers are also given a briefing on the college's rules and regulations, as well as the opportunity to clarify any questions they may have. Orientation for new students was held on the first two days of the college, during which the Principal, using a PowerPoint presentation, explains all rules and regulations to students and clarifies any doubts. Notices, banners, and signs about the college's code of conduct are posted throughout the campus and prominently displayed in the LRC and all laboratories. The rule book is also accessible in soft copy on the college's website.
College Rules	27/04/2015	
Laboratory & LRC rules and regulations	27/04/2015	
Anti-ragging Guidelines	27/04/2015	
Service Rules	31/03/2015	

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration from	Duration to	Number of participants
Cyber Crime Awareness and Prevention was organized by the Department of Management	11/01/2017	11/01/2017	144
Cyber Crime Awareness and Prevention was organized by the Department of Management	07/03/2017	07/03/2017	128
Blood Donation Camp in association with Saroj Gupta Cancer Centre & Research Institute & Rotary Club (Jadavpur)	03/05/2017	03/05/2017	73
Blood Donation Camp in association with Lions Club	11/04/2017	11/04/2017	78
Commemoration of World Elderly Day by pledging to make their grandparents feel special	01/10/2016	01/10/2016	124
Lecture on Human Values and Ethics	29/07/2016	29/07/2016	200
Lecture on Importance of Indian Culture & Ethos	07/04/2017	07/04/2017	22

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

Some green initiatives taken up by the Institute are listed below:

1. Nature Club at the main campus put-up eco-friendly vertical landscaping and several murals made from e-waste at the college premises.
2. The greenery of the campus and the kitchen garden at the Main campus is looked after by the Nature Club.
3. Waste that can be recycled, eg, furniture and fixtures, is sold to a recognized scrap recycling vendor.
4. Teachers encourage students to reuse discarded products thoughtfully, effectively and aesthetically. Some murals are created using the e-waste. Further a garden next to the entrance of the college has been created by recycling discarded items. The students of Textile Science, Clothing and Fashion Studies department have recycled some of the discarded waste by using them aesthetically in their theme based garments created for their graduating fashion show. The NSS unit recycled newspaper to make paper bags.
5. Computer hardware is replaced on a buy-back scheme.
6. Garbage and remaining waste is accumulated at the rear end of the college and collected by the Kolkata Municipal Corporation.
7. A number of dustbins are placed at every required place at the college premises. These dustbins are cleared regularly.
8. The all women wash room for students and staff in the ground floor has a sanitary napkin incinerator.
9. Placards for energy conservation and cleanliness are displayed in classroom and laboratories.
10. Total expenditure on green initiatives and waste management excluding salary component during the last financial year (2016-2017) 96,916 (including gardening and general cleaning)

7.2 Best Practices

Describe at least two institutional best practices

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

Title of the Practice: Orientation of newly admitted students and their parents

Objective: To make the newly inducted students and their parents aware about the Institute along with its rules and regulations.

Context: The newly admitted students need to feel aware and comfortable in the institute so that the feeling of bonding and belonging comes with ease.

Practice: In order to ensure this several initiatives are taken:

1. The Principal holds a session each with the newly inducted students and their parents.
2. The Principal gives and insight to the infrastructure, support services and activities of the college through a PowerPoint presentation.
3. All the queries are answered be the Principal directly.
4. Phone numbers and email id is taken directly from the parents for future communications.
5. The departmental teachers are introduced.
6. The librarian makes them aware about the library and its rules and regulations.

7. Simple activities and team building sessions are arranged so that the students get to know each other.
8. Anti ragging booklet College ID card and LRC card is given to the parents so that the student can carry it the very first day she comes to college.

Parent-Orientation of all freshly admitted B.Com students was held on 30th June 2016 and that of B.Sc students on 1st July 2016. Parents were oriented regarding the rules and regulations, facilities available and the achievements of the college through a power point presentation given by the Principal. After the presentation, kits containing the College ID card, LRC card and anti-ragging booklet were distributed. Personal details of parents were also collected. Tea & biscuits was served at the Food Court.

Students' Induction Programme for main campus was held on the 4th & 5th July 2016 for newly admitted students of all courses. The programme included orientation by the Principal, departmental orientation by H.O.Ds, LRC orientation and orientation on Soft Skills & Personality Development. Simultaneously, several workshops and team building games were also organized for the 2nd and 3rd year students.

The 1st year BBA students had a formal program on 8th & 9th July 2016. The session highlighted the importance of maintaining discipline and decorum in the Institute. It also provided a broader outlook of BBA course curriculum and extracurricular activities.

Evidence of Success: The initiatives taken were fruitful and the students felt comfortable. This helped to reduce the dropout rate.

Problems Encountered and Resources Required: NIL

BEST PRACTICE-2:

Title of the Practice: Faculty Improvement Programme

Objective: To encourage the teachers to improve research output and publish research papers in good journals

Context: Faculty members were encouraged to participate in Institute organized and sponsored short Faculty Improvement Programmes. The programmes were specially designed to help members to brush up their research skills and paper writing aptitude.

Practice:

- A National Level Seminar on "Current Trends in Research Methodology and Statistical Analysis" under Faculty Development Programme was organized by the college (Department of Science & Commerce) on 27/01/2017 & 28/01/2017.
 - a) Lecture on Funding Agencies in Research by Dr. Jagadish Chander (Advisor, Ministry of Science & Technology, Government of India).
 - b) Lecture on Indian Patent System and its Development for Scientific Communities by Dr. Susil Kumar Mitra (DC, In-charge Design Office, Controller General of Patents, Designs & Trademarks, Government of India).
 - c) Lecture on Writing Scientific Articles by Dr. P.R. Padma (Professor, Department of Bio-technology & Bioinformatics, Avinashlingam Deemed University, Coimbatore).
 - d) Lecture on Ethics in Research by Dr. Barun Mukhopadhyay (Professor, Biological Anthropology Unit, Indian Statistical Institute)
 - e) Lecture on Use of E-Resource in Research Presentations by Dr. Rajendra Babu (Assistant Professor, Dept. of Studies in Library Information Studies, Tumkur University, Tumkur)
 - f) Lecture on Protection of Intellectual Property Rights by Mr. K. Singh (CEO,

- Gold Finn Technologies)
- g) Lecture on Writing of Research Proposal by Prof. Subhash Chandra Bhattacharyya (Former Dean, Faculty Council of Science and Currently Professor, Department of Chemistry, Jadavpur University)
 - h) Lecture on Statistical Tools for Research by Prof. Arup Ranjan Mukherjee (Professor, Indian Statistical Institute, Kolkata).
 - i) Lecture on Design of Research Tool by Dr. Jadab Kumar Das (Professor, Department of Commerce, University of Calcutta)
 - j) Lecture on Data Entry, Analysis and Interpretation by Dr. Panchanan Das (Professor, Department of Economics, University of Calcutta)
 - k) Lecture on Funding Agencies in Research & Proposal Writing by Prof. Dilip Kumar Maiti (Professor, Dept. of Chemistry, Calcutta University).
- The Management Department conducted Faculty Development Programme on Effective Teaching & Research Methodology on 21/04/2017.

Evidence of Success: A number of teachers submitted projects for Minor Research work, of which, five Minor Research Projects were approved by UGC. Twenty-three papers were published and eleven faculty members presented papers. 54 teachers attended seminars and conferences.

Problems Encountered and Resources Required: NIL

WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/Best%20Practice%2C2016-2017.pdf>

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

Educational excursions and Team building excursions for educating students in a practical and interesting manner without compromising on the fun factor.

J D Birla Institute always focuses on imparting the teaching- learning experience in a manner that is practical, interesting and full of fun. With this in mind the Institute organizes Educational Excursions, Team Building trips, annual picnics, field visits etc. for its various stakeholder groups – the students, teaching staff and non teaching staff.

The final year Science students (from Textiles, Clothing & Fashion Studies, Food Science & Nutrition Management, Human Development and the Interior Designing departments) went for an educational Excursion to Jaipur – Ahmedabad from 13/10/2016 to 21/10/2016. They were accompanied by two teachers from each of the four departments. The students from each department were thereafter taken to visit firms, manufacturing centres etc. relevant to their discipline. The whole college group went for a sightseeing tour also for a day. The first year BBA students went on a Team building excursion to Chalsa, North Bengal.

The excursion was organized by a professional person and the feedback obtained showed that the students benefitted and enjoyed the trip. Moreover, they gelled as a team and it was an occasion for them to meet other first year class mates, know them and become friends.

350 Science students and 425 Commerce students along with faculty members went on their annual picnic on 20/01/2017 to 21/01/2017 respectively to Green Valley, Kolkata.

These endeavours had an objective to instil a sense of camaraderie and friendship among the students and staff. The same may not be attained within the four walls of the class rooms.

WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/Best%20Practice%2C2016-2017.pdf>

8 Future Plans of action for next academic year (500 words)

Curriculum and syllabus management: The college plans to take periodic assessment of syllabus completion for both the undergraduate and post graduate courses. The feedback is to be taken from both the faculty and the students. The same will be taken by the respective heads of the departments. Focus will also be given on setting of questions from the full syllabus rather than concentrating on certain so called important units only.



Plans to encourage faculty to improve their research output: Teachers will be actively encouraged to put in more effort and time into research and publish articles, papers and reviews. They may partner among themselves or with external experts while doing so. There will be a credit / award system for credible research output. Cash rewards and certificates are given to prolific researchers during Teachers' day programme.

Alumni registration and involvement: J D Birla Institute has a huge alumni base spanning over a few decades. We also have an alumni association. However, the need of the hour is to involve more and more alumni to enrol themselves with the association and take active interest in the development of their alma mater. Also, the Institute plans to organize at least one alumni association event every year.

Students' progression: The Institute is aware that former students are doing well professionally and academically in their chosen fields. The Institute plans to keep a tab on students' progression over the years and create a database for the same.

Management Information System: The Institute plans to systematize the MIS with the help of an external collaborator. The focus will be on documenting students' attendance, academic / examination performance, LRC information and financial data.

Corporate Social responsibility: The Institute plans to help people from the less privileged section of the population. This will be done directly and also through other NGOs working for the destitute.

	
Dr. Shweta Tuteja Rakshit	Prof. Deepali Singhee
<i>Signature of the Coordinator, IQAC</i>	<i>Signature of the Chairperson, IQAC</i>



Main Campus

11, Lower Rawdon Street, Kolkata-700 020

Satellite Campus

1, Moira Street, Kolkata-700 017

Phone : (033) 2457 5070 / 2476 7340

E-mail : jdbiadmin@jdbikolkata.in

