



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Departments of Science, Commerce & Management



ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2018-2019

**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), 2018-2019

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 : YES
own campus
 - Phone no./Alternate phone no. : 033 24863527 / 033 24755070
 - 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. : 033 24767340
 - Alternate phone no. : 033 24755070
 - 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):

WEB LINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/AQAR%2C2017-2018.pdf>

4. Whether Academic Calendar prepared during the year?
Yes. The Calendar is uploaded in the Institutional website
WEB LINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/Academic%20Calendar%2C%202018-2019.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
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1 st	B	NA	2004	from: 03/05/2004 to: 02/05/2009
2 nd	A	3.01	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

7.1 Quality initiatives by IQAC during the year for promoting quality culture			
Item/ Title of the quality during the year for promoting quality culture	Date	Duration (in days)	Number of participants/ beneficiaries
Setting up of IQAC office furnished with computer and internet connections.	10/07/2018	07	01
Internal IQAC meetings	14/07/2018	01	14
Internal IQAC meetings	13/04/2019	01	14
Internal IQAC meetings	10/11/2019	01	14
Collection of students' feedback on teachers and institution, self appraisal and PBAS from faculty	22/11/2018	01	884
	17/05/2019	01	810
	14/11/2018	01	248
	03/04/2019	01	262
Annual appraisals of all staff members	22/08/2018	07	31
Submission of data AISHE and NIRF	AISHE: 30/02/2019	14	1956
	NIRF: 30/11/2018	07	
Green Audit	27/12/2018 to 19/03/2019	90	1244
Internal Audit of the Chemistry / Bio-chemistry / Microbiology Lab and Instrumentation Centre	09/08/2018	02	04
	Note: <i>Some Quality Assurance initiatives of the institution are:(Indicative list)</i> <ul style="list-style-type: none"> • 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 • Academic Administrative Audit (AAA) conducted and its follow up action • Participation in NIRF • ISO Certification • NBA etc. • Any other Quality Audit 		

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
Department of	Celebration of	MSME	2018	Rs. 1,00,000/-

Textile Science, Clothing and Fashion Studies	National Khadi Day in collaboration with Khadi and Village Industries Commission (KVIC), Kolkata and Weaver's Service Centre	(Ministry of Micro, Small and Medium Enterprise)		
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9. Whether composition of IQAC as per latest NAAC guidelines (as per Version 5 dated 12.01.2018):
Yes/No: Yes
*upload latest notification of formation of IQAC
10. No. of IQAC meetings held during the year: 03
The MoM (minutes of the meeting) of the IQAC (internal members) and compliance to the decisions have been uploaded on the institutional website.
Soft and hard copies of the MoM are also maintained both with the Chairman and IQAC-Coordinator.
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?
Yes/No: No
12. 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
13. Significant contributions made by IQAC during the current year (maximum five bullets)
 - Mobilization of a special Faculty Development Fund to finance participation by faculty members to participate in seminars/ conferences.
 - Release of updated format of CAS (for the years 2016 and 2018).
 - Automation of LRC through RFID tagging.
 - Formalization of different students clubs and streamlining of regular activities for active participation of students.
 - Organizing an Alumni Meet and felicitating of some alumni members.
14. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To implement CBCS curriculum.	CBCS was implemented in all under-graduate courses except B.Sc (Hons) in Human Development
To organizing Alumni Meet.	Alumni Meet was organized on 23/02/2019 which was attended by 102 numbers of alumni and 15 numbers of retired teachers & distinguished alumni were felicitated.
To provide NET	Coaching for UGC-NET in Home Science for current

coaching for M.Sc students.	and former M.Sc (Food & Nutrition, Textiles & Clothing and Human Development) students was undertaken from 25/10/2018 to 03/12/2018.
To provide students with opportunities to reinforce their classroom learning through practical exposure.	<ul style="list-style-type: none"> • Sixty-five field visits to factories, industries, organizations, etc were undertaken by the students accompanied by faculty members • Educational Excursion was undertaken by all final year B.Sc students accompanied by faculty members to Bengaluru-Mysore from 23/10/2018 to 31/10/2018 and students visited several industries, factories, organizations and craftsmen in the said city.
To connect with the industry.	<p>Two-day Management Development Programme (MDP) were organized</p> <ul style="list-style-type: none"> • Finance for Non-Finance Professionals on 10/10/2018 to 11/10/2018. • Digital Marketing on 10/05/2019 to 11/05/2019.
Several MoUs with renowned institutes/organizations were signed.	<ul style="list-style-type: none"> • MoU with Avinashlingam Institute of Home Science and Higher Education for Women, Coimbatore. • A MoU with National Stock Exchange Academy Ltd.. • MoU was signed with Confederation of Indian Industry (CII), Young Indians (CII-Yi). • MoU with Vital Waste.
To enrich curriculum through short-term certificate courses.	<ul style="list-style-type: none"> • 30 hours certificate course on Stock Market Analysis under MoU with National Stock Exchange Academy Ltd. • Students were motivated to register for Massive Open Online Courses (MOOC) under SWAYAM and initiative of the MHRD, Government of India. 1343 students registered for various courses. • Faculty member were encouraged and one completed a certificate course on Introduction to Operations Management under Swayam an initiative of the MHRD, Govt. of India. • Three-day workshop on Fundamental analysis and current theory of working in the stock market was conducted by Dr. Samar Abbas from National Stock Exchange (NSE). • 30-hour add-on certificate course on Stock Market Analysis conducted in association with National Stock Exchange. 19 students completed the course. • Certificate course on Advanced Data Analysis with MS Excel was conducted by internal college faculty.
To provide enhanced learning on new age topics	<ul style="list-style-type: none"> • Eight-six lectures by well known experts and resource persons were organized
To motivate faculty members to publish research papers in UGC-approved and peer reviewed journals	<ul style="list-style-type: none"> • Thirty-four papers were published by faculty members
To conduct FDP aiming	<ul style="list-style-type: none"> • Workshop on Research Methodology was

to augment academic and intellectual environment and enhance research and pedagogical skills of faculty.	<p>organized on 26/12/2018 and 27/12/2018.</p> <ul style="list-style-type: none"> • Workshop on Case Writing & Case Analysis was organized on 28/12/2018 and 29/12/2018. • A session on Stress & Anger Management was conducted for all faculties by the Art of Living. • Team-building excursions were undertaken by all faculty and staff to Chalsa, North Bengal from 04/12/2018 to 07/12/2018 (Main Campus) and to Raicahk from 18/12/2018 to 19/12/2018 (Management Campus).
To provide more opportunities of career counselling to students.	<ul style="list-style-type: none"> • Session on Career Options in the Food Industry was conducted by Mr. Kunal Pabrai, Founder, Pabrai's Fresh & Naturelle on 31/08/2018 for 3rd year FSNM students. • Session on the Role of a Social Worker Today was conducted by Ms. Chaitali Das, Managing Trustee, Rakshak Foundation on 28/09/2018 for 3rd year HD students. • Session on International Marketing was conducted Prof. Saibal Chatterjee, Chairman & Managing Director M/s Lokenath Chatterjee & Sons Pvt. Ltd on 17/04/2019 for the 2nd year BBA students. • Session on Career Options in the Field of Interior Designing by Ms. Deepa Agarwal (Architect and Director, Deepa Agarwal Architects) on 13/03/2019 for final year ID students. • Session on Opportunities for Joining CBS by Prof. Sanjana Mondal, Assistant Professor (Marketing) along with Mr. Debjyoti Saha, Assistant General Manager from Calcutta Business School on 28/02/2019 for final year B.Com students. • Session on Preparation for CAT and Other Entrance Exams for MBA by Mr. Sajal Mitra, Mentor, Verbal Ability and Mr. Abhishek Singhania, Mentor, Quantitative Ability & Logic, Erudite on 01/04/2019 for 1st & 2nd year B.Com students. • Session on Career options for a Chartered Accountant by Mr. Sanjib Sanghi, Chartered Accountant, EIRC (Eastern India Regional Council) of ICAI (Institute of Chartered Accountants of India) and Ms Sushmita Sen, Assistant Secretary, Board of Studies, ICAI on 01/04/2019 for 1st & 2nd year B.Com students.
To promote leadership and managerial skill and provide opportunities for interaction with peers from other colleges.	<ul style="list-style-type: none"> • 5th inter-college business convention, Commercio Conclave, 2018 on the theme Glocalization: The Game-Changer of Modern Business was organized by students of the Commerce department from 22/09/2018. • 3rd inter-college cultural fest, Verve 2019 on the theme, Chronicle-Every Story Matters was organized by the students from the Science and Commerce departments from 14/03/2019 to 16/03/2018 • 5th inter-college management fest, Invictus 2019 was organized by students of the Management

	department from February 15 ^h - 17 th 2019.
To create social awareness and needs of the local community and raise consciousness on environmental issues.	<ul style="list-style-type: none"> • 2-day Workshop on Innovative ways to reduce plastic menace' was organized. • No to plastic activity in front of Victoria Memorial was conducted by distributing reusable jute bags sponsored by Gloster Ltd. on 20/08/2019. • Newspapers and e-waste collection drive under Behtar India Campaign was conducted. • Plantation of spinach, chillies and coriander at the kitchen garden was undertaken and the main campus was beautified with marigold, chandramallika and peomsitia flowering plants. At the Management campus students put plants in the corridors. • The vertical garden made from recycled plastic bottles was reinforced with concrete and cement and 238 foliage planted; the one outside the campus was fenced. • A bird house was put-up to arrest the menace of nest-making inside the strong room and allow propagation of the endangered species. • Twelve green bins and five blue bins to segregate dry and wet garbage were placed at the college (Main Campus). At the Management campus, two bins sponsored by students for dry and wet garbage were put-up. • A green audit report was prepared as a first step to green auditing.
To promote problem solving and innovative thinking among the students.	<p>Debates on the following topics were organized by the Open Debate Forum (Main Campus)</p> <ol style="list-style-type: none"> a) Organic foods are better than conventional foods on 06/10/2018. b) Start-ups in India take a long time to flourish on 28/01/2019. c) Climate change affects the economy on 18/02/2019. d) There should be less pressure of education on 28/02/2018. e) Budget expectations are important on 12/03/2019. f) The future will be a gender-balanced world on 08/03/2019 (Inter-departmental). g) Individual freedom is a myth on 19/02/2019 (Inter-college).
To improve the quality of life, concentrating on physical, mental and spiritual enhancement of students.	<ul style="list-style-type: none"> • Workshop on Inner Values by Mr. Nirav Shah, CEO, Chinmaya Transformation Circle was organized on 26/02/2019. • Lecture on Stress & Anger Management in association with Dharma Ganga Vipasanaa Meditation Centre, Sodepur was organized on 28/01/2019. • Lecture on Substance & Drug Abuse by Indian Red Cross Society was organized on 02/03/2019. • Lecture on Happiness was conducted by representatives from the Chinmaya Transformation Circle on 24/04/2019. • Lecture on Humanity was conducted

	<p>representatives from Brahma Kumaris Rajyoga Meditation Centre on 27/03/2019.</p> <ul style="list-style-type: none"> • Session on Stress & Anger Management by The Art of Living Foundation on 18/09/2018. • Awareness on anti-tobacco was organized by students through street plays and posters on 4/03/2019, 06/03/2019 and 07/03/2019. • Talk on Building Leadership Skills was conducted by Ananta Das from ISKCON on 19/02/2019.
To create sensitization towards gender equality	<ul style="list-style-type: none"> • Seminar on Gender Equality: Issues and Challenges was organized on 23/04/2019. • Silent walk on the UN theme, Balance for Better was undertaken by 348 students and staff on the occasion of International Women's Day (08/03/2019)
To enhance and promote creativity among students and provide opportunity for showcasing creative skills	<ul style="list-style-type: none"> • Lecture on Photography: A visual language was conducted by Mr. Sudipto Das, photo journalist with Times of India & Member with Photographic Association of Bengal on 30/01/2019. • Lecture on Creativity through photography was conducted by Mr. Sabyasachi Banerjee, Faculty at Kolkata Film & Television Institute on 22/02/2019. • Exhibition of photographs clicked by the students during the college picnic and annual sports put-up. • Members of the Photography Club attended the 2nd International Polyphony Photo Festival 2019 organized by the Department of Photography, Ramkrishna Mission Vidyamandira, Belur Math at Vivekananda Sabhagriha Complex on 16/01/2019.
To promote social welfare initiatives among all stakeholder	<ul style="list-style-type: none"> • 7-Day Camp to train the rural women on making jewellery and bags from fabric waste in association with LabourNet India Pvt. Ltd. from 22/01/2019 to 30/01/2019. • Virtual volunteering for underprivileged children of Disha Foundation and Tamas Society (11/03/2019 to 06/05/2019). • Daan Utsav under which gifts were distributed to children of eight NGOs on 12/10/2018. • Beautification of slum through painting of graffiti on the slum-walls on 13/10/2018, 14/11/2018 and 15/11/2018. • Blood Donation Camps in association with People's Blood Bank (11/09/2018); jointly with Indian Red Cross Society, West Bengal State Branch and Central Blood Bank People's Blood Bank (on 17/04/2019); with Lions Club (20/11/2019). • Health Camp was organized where Physician, Dr. Satyajeet Dutta provided free consultation for general ailments and prescribed medicines to the local people of Shahnagar slum at Tollygunge on 06/12/2018. • Health Awareness through discussion on woman's' health in association with representatives from Bhagirathi Neotia Women & Child Care Centre on 29/04/2019.

	<ul style="list-style-type: none"> • Observation of international day for the elderly on 01/10/2018. • Entertaining old people at Little Sisters of the Poor on 06/04/2019 and distribution of soaps and toothpaste. • Distribution of biscuits & cakes to the underprivileged near the Kalighat temple and Baba Bhoothnath Temple on 07/04/2019, 14.04.2019 and 21/04/2019. • Collection and donation of Rs. 2,00,791/- by 1300 students and staff for donation towards Kerala flood relief through Ramakrishna Mission Seva Pratisthan on 07/09/2018. • Collection and donation of old clothes for the poor through Goonj on 21/08/2018.
To streamline and promote participation of students in inter-college and other events.	<p>The Students welfare officer was entrusted to oversee the participation and students participated in several inter-college events:</p> <ul style="list-style-type: none"> • Inter College Rowing Championship 2019 hosted by Bengal Rowing Club • In-college fests - Managedia by iLead, Umang by Bhawanipur Education Society College, Xavotsav by St. Xavier's College, Srijan by Shri Shikshayatan College. • Fifty BBA students attended Shaping Young Minds organized by Calcutta Management Association in collaboration with AIMA at IIM-Calcutta on 15/03/2019. • Fifty-one BBA students attended a seminar on Artificial Intelligence & Machine Learning organized by Calcutta Management Association on 26/02/2019. • BBA students attended a seminar on The Business and Social Impact of Malpractices in Cyber universe organized by CMA on 25/03/2019.

15. Whether the AQAR was placed before statutory body?
Yes /No: No
Name of the statutory body: NA
Date of meeting(s): NA
16. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: No
Date: NA
17. Whether institutional data submitted to AISHE: Yes/~~No~~: Yes
Year: Date of Submission:
2016 27/01/2016
2017 4/11/2017
2018 27/02/2018
2019 13/02/2019

18. Does the Institution have Management Information System?

Yes

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

- a) Biometric Attendance System for Staff
- b) Fully Automated Library under KOHA and RFID

PART-B

CRITERION-I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation.

Explain in 500 words

At the commencement of each academic year, an almanac (academic calendar) is prepared which carries information on teaching days, dates of internal and external examinations, term-breaks, college activities and public holidays.

Every faculty member makes lesson plans for all subjects that are allocated before the beginning of the semester and also provide reading lists for each course to students. These lesson plans are strictly adhered to and preserved each year as a part of documentation. Head of departments supervise this every fortnight and ensures that lesson are completed within the planned timeframe as mentioned in the plan.

The Timetable Committee prepares the class routines keeping in mind the number of credit points as mentioned in the prescribed syllabus of each course. The draft time table is shared to ensure no clash exists between courses with respect to allotment of classrooms. Slot assigned to teachers teaching common subjects across courses are also shared to iron out clashes, if any. Individual teacher timetable and laboratory timetables are also prepared and accordingly shared with faculty and lab assistants; the lab timetables are displayed in the labs for the convenience. A copy of the class wise timetable is submitted to the Principal's office.

Besides traditional chalk and board method, ICT-based infrastructure is made use of by faculty members for delivery of lectures in the form of power point presentations. This enables delivery of the curriculum in an interesting manner. In some departments, bridge courses are offered to those who have not studied relevant subject at school level and remedial coaching is offered to the slow learners. This makes curriculum delivery more holistic and effective. Internal assessment is done transparently and the examined answer scripts with break-up of marks shown to students. Field visits and excursions are well planned and organized by all the departments to provide variety and practical exposure. Special lectures on specific and interesting topics outside the curriculum, workshops on skill enhancement and other college co and extra-curricular activities are planned and organized for the all-round and holistic growth of every student.

Orientation session is planned in the beginning of the new session each year for the newly admitted students to make them aware of all the rules and regulations of the college. For students of the intermediate semesters (2nd and 3rd year), an induction session is planned.

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	Focus on Employability / Entrepreneurship	Skill Development
Advanced Data Analysis with MS Excel Programme	--	21/08/2018 Duration: 30 hours	02	Employability	Understanding, Manipulating & Presenting Data
CMIE PRAXIS	--	02/08/2018 Duration: 05 months	150	Employability	Financial Ratio Analysis
Gulaal Making	--	04/03/2019 to 09/03/2019 Duration: 6 days	06	Entrepreneurship	Hands on experience of commercial production of Herbal Gulaal

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

1.2.1 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
	86	Nil

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
NIL	NL	NIL

1.3.2 Field Projects/ Internships under taken during the year

Project/Programme Title	No. of Students Enrolled for Field Projects / Internships
Vocational Training - B.Sc FSNM	46
Vocational Training - B.Sc TCFS	36
Vocational Training - B.Sc ID	44
Vocational Training - B.Sc HD	35
Vocational Training - BBA	179
Vocational Training - M.Sc FN	11
Vocational Training - M.Sc TC	8
Vocational Training - M.Sc HD	6
Vocational Training - M.Com	15
Vocational Training - PGDDAN	6

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)

Semester-wise student's feedback on teacher performance is conducted separately for every odd and even semester by an external agency.

The parameters on which students assess a teacher are the following:

- Committed to the betterment of the students,
- Good knowledge level,
- Generates interest for the subject,
- Punctual & makes optimum use of classroom time,
- Uses technology/aids to make the lecture easy to understand and interesting,
- Integrate course material with real life situations, aid
- Summarizes and emphasizes major points at the end of the lecture & recap before the next class,
- 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,
- Eager to counsel students and solve their problems.

The feedback collected from students are shared with the concerned teacher after being collated and statistically analyzed for quality enhancement in teaching methodology during the Principal's/Director's appraisal. Observations on general performance are also made.

Similarly, Students' Institutional feedback is also conducted in the final year of student *for both under-graduate and post-graduate students) before they leave college. The feedback is collected on various parameters like: college infrastructure, courses offered and teaching learning process.

Feedback on various activities conducted throughout the academic session is taken immediately after the activity from the students for future reference.

Teaching staff also undertake self-appraisal and submit to the Principal. The Principal conducts appraisals in the presence of the HoD and possible areas for improvement are identified for every teacher/non-teaching staff. The Principal motivates all staff to excel and improve in the areas identified during appraisals.

On the occasion of teacher's day celebrations, teachers are recognized for their exceptional performance each year. Monetary awards along with a trophy and certificate by the management is given to the concerned faculty. Outstanding performance of Group-D staff is also recognized and the best-staff is awarded on the Annual Day celebrated by the college. Their feedback is conducted by the Maintenance supervisor.

Internship organizations to submit an assessment sheet for each student undertaking at their organization. Also, good relations of the placement officer with recruiting agencies allow the college to get direct feedback from the employers.

Informally feedback from alumni is collected through their reactions on several WhatsApp groups formed regarding the progress of the college and activities conducted. Some parent teachers meetings are held (for outstation internships) and feedback is collected from parents.

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 and Nutrition Management	40	165	49
B.Sc (Hons.) in Textile Science, Clothing and Fashion Studies	40	62	38
B.Sc (Hons.) in Interior Designing	40	65	36
B.Sc (Hons.) in Human Development	40	53	14
B.Com (Hons.)	250	872	257
BBA	200	263	187
M.Sc in Food & Nutrition	10	30	12
M.Sc in Textiles & Clothing	10	8	3
M.Sc in Human Development	10	7	6
M.Com	30	38	33
PG Diploma in Dietetics & Applied Nutrition	20	7	7

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	Number of full time teachers available in the institution	Number of full time teachers available in the institution	Number of teachers teaching both UG and PG

		(PG)	teaching only UG courses	teaching only PG courses	courses
2018	1847	102	33	01	26

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
60	60	314	32	32	04

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

<p>Though a system of formal mentoring system is yet to be implemented in all departments of the college, all faculty members maintain a close rapport with the students and assist them in various aspects pertaining to their education, careers and personal issues. The teacher (mentor) – student (mentee) relationship in the college is influenced by the following:</p> <ul style="list-style-type: none"> • Almost all teachers at the Institute are whole-time faculty and are available to students each day during college hours. Many teachers also counsel students and mentor them beyond college hours. The Principal of the college is accessible to all. • All students of a particular class are members of a Whatsapp group. The group also includes the Principal and HoD. This provides a platform for quick communication between students and the college, and helps in addressing student's queries and concerns, thus bypassing red tape and bumbledom. • Educational excursions undertaken by students and faculty for a few days outside the city offers good opportunity for the students and the faculty members to interact and develop good personal bonds. • Several local field visits also provides opportunity to both the teachers and their pupils to interact beyond classroom and in a friendlier manner. • All college activities are organized by students under supervisions of faculty. The close bonding between the teachers and students is thus further fostered during planning and execution of all co-curricular and extracurricular activities of the college. • Students are allocated personal mentors/guides for their dissertation, projects, term papers and seminars. This strengthens bonds between students their supervisors. In this way, the faculty members get to know about their personal traits and also the opportunity to perform the role as their informal mentors. • The college has appointed a dedicated counselor who counsels students and helps them to understand themselves, introspect and resolve personal issues. • The full-time Placement-cum-students' liaison officer also looks into the requirements of the students and maintain personal rapport with them. 		
No. of students enrolled in this institution	Number of full-time teachers	Mentor: Menee ratio
1949	60	1:32.5

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
62	58	04	08	16

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
2019	National	Assistant Professor, Interior Designing Department	Best Faculty Award from ABID (Association of Builders, & Interior Designers) on 22/01/2019.
2019	National	Principal	Education Ratna Award 2019 for India's Outstanding Academician Award by RULA Awards accredited by the World Research Council on 26/02/2019.
2019	National	Principal	Top Achievers in the Field of Education by Jain International Trade Organization (JITO), Kolkata Chapter on 01/05/2019.

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 and Nutrition Management	FSNM	1 st year (Sem-I)	15/12/2018	20/02/2019
		2 nd year (Sem-III)	14/12/2018	20/02/2019
		3 rd year (Sem-V)	22/12/2018	20/02/2019
		1 st year (Sem-II)	14/06/2019	09/08/2019
		2 nd year (Sem-IV)	12/06/2019	09/09/2019
		3 rd year (Sem-VI)	12/06/2019	05/08/2019
B.Sc (Hons) in Textile	TCFS	1 st year (Sem-I)	20/12/2018	20/02/2019
		2 nd year (Sem-III)	18/12/2018	20/02/2019

Science, Clothing and Fashion Studies		3 rd year (Sem-V)	21/12/2018	20/02/2019
		1 st year (Sem-II)	13/06/2019	09/08/2019
		2 nd year (Sem-IV)	11/06/2019	09/09/2019
		3 rd year (Sem-VI)	10/06/2019	05/08/2019
B.Sc (Hons) in Interior Designing	ID	1 st year (Sem-I)	17/12/2018	05/03/2019
		2 nd year (Sem-III)	18/12/2018	20/02/2019
		3 rd year (Sem-V)	14/12/2018	20/02/2019
		1 st year (Sem-II)	12/06/2019	09/08/2019
		2 nd year (Sem-IV)	13/06/2019	09/09/2019
		3 rd year (Sem-VI)	14/06/2019	05/08/2019
B.Sc (Hons) in Human Development	HD	1 st year (Sem-I)	19/12/2018	20/02/2019
		2 nd year (Sem-III)	14/12/2018	20/02/2019
		3 rd year (Sem-V)	18/12/2018	20/02/2019
		1 st year (Sem-II)	11/06/2019	09/08/2019
		2 nd year (Sem-IV)	13/06/2019	09/09/2019
		3 rd year (Sem-VI)	12/06/2019	05/08/2019
B.Com (Hons)	COM	1 st year (Sem-I)	20/12/2018	20/02/2019
		2 nd year (Sem-III)	14/01/2019	20/02/2019
		3 rd year (Sem-V)	16/01/2019	20/02/2019
		1 st year (Sem-II)	04/06/2019	08/08/2019
		2 nd year (Sem-IV)	07/06/2019	08/08/2019
		3 rd year (Sem-VI)	14/06/2019	01/08/2019
BBA	MANG	1 st year (Sem-I)	18/01/2019	12/02/2019
		2 nd year (Sem-III)	17/01/2019	20/02/2019
		3 rd year (Sem-V)	17/01/2019	20/02/2019
		1 st year (Sem-II)	10/06/2019	23/10/2019
		2 nd year (Sem-IV)	10/06/2019	08/18/2019
		3 rd year (Sem-VI)	04/06/2019	29/07/2019
M.Sc in Food and Nutrition	MSC (FN)	1 st year (Sem-I)	11/01/2019	20/02/2019
		2 nd year (Sem-III)	07/1/2019	08/03/2019
		1 st year (Sem-II)	14/06/2019	06/08/2019
		2 nd year (Sem-IV)	27/08/2019	02/09/2019
M.Sc in Textile and Clothing	MSC (TC)	1 st year (Sem-I)	09/01/2019	20/02/2019
		2 nd year (Sem-III)	07/01/2019	08/03/2019
		1 st year (Sem-II)	07/06/2019	06/08/2019
		2 nd year (Sem-IV)	27/08/2019	02/09/2019
M.Sc in Human Development	MSC (HD)	1 st year (Sem-I)	09/01/2019	20/02/2019
		2 nd year (Sem-III)	09/01/2019	08/03/2019
		1 st year (Sem-II)	10/06/2019	06/08/2019
		2 nd year (Sem-IV)	27/08/2019	02/09/2019
M.Com	MCOM	1 st year (Sem-I)	07/01/2019	20/02/2019
		2 nd year (Sem-III)	11/01/2019	20/02/2019
		1 st year (Sem-II)	10/06/2019	06/08/2019
		2 nd year (Sem-IV)	19/08/2019	26/08/2019
Post Graduate Diploma in Dietetics and Applied Nutrition	PGDDAN	1 st year (Sem-I)	28/11/2018	05/03/2019
		1 st year (Sem-II)	18/05/2019	26/08/2019

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

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Continuous evaluation is carried out throughout the year in the form of a class test as mentioned in the academic calendar. Along with this, teachers also have the liberty to give assignments in the form of a class assignment, project, presentation, MCQs, quizzes etc of their choice as a part of internal evaluation. Remedial classes are organized for slow learners and students with back papers. Corrected answer scripts are shown to the students and teachers provide explanation on the scoring by students so that they improve and be better prepared in forthcoming examinations. The University also enables students to apply for re-evaluation of University answer scripts of the end-semester university examination. Scheme for evaluation of sessional papers like seminars, term papers, projects and dissertations have also been finalized with a detailed marking design.

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

Academic calendar is prepared and printed before the commencement of the academic year. It is placed in the HoD Forum for finalization and approval. It contains a list of all the interactive and innovative programmes to be conducted by the college during an academic session. Teaching days, date of class test and end- semester university examinations, college events, public holidays and term break dates are clearly mentioned so that students can plan and prepare themselves accordingly. The academic calendar is printed prospectus, posted on the website, and is displayed on various notice boards at the campus.

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

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 and Nutrition Management	45	39	86.7
TCFS	B.Sc (Hons) in Textile Science, Clothing and Fashion Studies	36	31	86.1
ID	B.Sc (Hons) in Interior Designing	43	42	97.6

HD	B.Sc (Hons) in Human Development	35	32	91.4
COM	B.Com (Hons)	248	215	86.6
MANG	BBA	199	193	96.9
MSC (FN)	M.Sc in Food and Nutrition	11	11	100
MSC(TC)	M.Sc in Textile and Clothing	8	8	100
MSC (HD)	M.Sc in Human Development	6	6	100
MCOM	M.Com	15	13	86.7
PGDDAN	Post Graduate Diploma in Dietetics and Applied Nutrition	6	5	83.3

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%202018-2019.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	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored Projects	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students Research Projects (other than compulsory by the College)	--	--	--	--
International Projects	--	--	--	--
Any other	--	--	--	--

(Specify)				
Total	--	--	--	--

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(s)
INDUSTRY- ACADEMIA INNOVATIVE PRACTICES		
Strategic Entrepreneurship Summit on Practical approach to entrepreneurship	Management	29/03/2019
Management Development Programme (MDP) on Finance for non-finance professionals	Management	10/08/2018 & 11/08/2018
Management Development Programme (MDP) on Digital Marketing	Management	10/05/2019 & 11/05/2019
Seminar on Update on GST and E-Way bill: Implications and applications in association with the Calcutta Management Association (CMA)	Management	07/08/2018
Three-day workshop on Fundamental analysis and current theory of working in the stock market	Management	29/01/2019, 20/02/2019 & 12/04/2019
Workshop on Business plan	Management	16/03/2019
Career Counselling on Career options in the food industry	Food Science & Nutrition Management	31/08/2018
Session on the Role of a social worker today	Human Development	28/09/ 2018
Career Counselling on Career options in the textile & fashion industry	Textile Science, Clothing & Fashion Studies	12/04/2019
Career Counselling on Career options in the field of interior designing	Interior Designing s	13/03/2019
Career Counselling on Preparation for CAT and other entrance exams for MBA	Commerce	01/04/2019
Career Counselling on Career options for a chartered accountant	Commerce	01/04/2019
Career Counselling on International Marketing	Management	17/04/2019

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

Title of the	Name of the	Awarding	Date of	Category
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innovation	Awardee	Agency	Award	
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
The College management awards each full-time confirmed teacher, who publishes two or more papers in UGC recognised journal with a cash prize of Rs. 5,000, a trophy & certificate on the occasion of teacher's day		

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 and Nutrition Management	5	5.525 (Cosmos)
			5.525 (Cosmos)
			6.946 (SJIF)
			--
			5.52
	Textile Science, Clothing and Fashion Studies	4	5.164 (SJIF)
			0.78 (RG)
			2.74 (NAAS)
			6.946 (SJIF)
	Human Development	2	5.75
			5.650
	Commerce	1	--
			5.164
	Management	3	--
			7.2013
			--
	Common Faculties	2	--
			5.7631
	Library	3	--
			0.13 (RG)
			--
International	Food Science and Nutrition Management	8	3.56
			3.56
			3.53 (NAAS)

			3.56
			3.56
			3.56
			5.51 (NAAS)
			1.013

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
Food Science and Nutrition Management	02
Human Development	01
Commerce	02
Common Faculties	02
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
--	--	--	--	--	--	--

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
Studies on Dyeing Process Variable for application of tesu (Butea monosperm a) as Natural Dye on Silk Fabric	Prof. Deepali Singhee (Principal & Professor)	Journal of Natural Fibres, Taylor and Francis Online, 16(8), 1098-1112 (ISSN: 2395-5775) Impact factor: 4.326	2019	6	1	J.D. Birla Institute, Kolkata
Influence of Stitch Density and Sewing Thread Count on the Seam	Dr. Shweta Tuteja Rakshit (Assistant Professor, TCFS Department)	Journal of the Textile Association , 78 (6), p 442-448, (ISSN No. 0368-4636,	March-April 2019	2	0	J.D. Birla Institute, Kolkata

Performance of Denim Fabric						
Measuring the Efficiency of Indian Cement Companies Utilizing Data Envelopment Analysis during the Pre and Post Recession Period.	Dr. Arindam Banerjee (Assistant Professor, Management Department)	Serbian Journal of Management, 13(2), 201-213 (ISSN: 2217-7159)	July-December, 2018	5	3	J.D. Birla Institute, Kolkata

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	--	26
Presented papers	03	03	01	03
Resource Persons	--	01	--	06

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 Training Camp (22 nd to 30 th January 2019)	NSS Unit (Science) in association with LabourNet India Pvt. Ltd., an NGO at their Rishra Centre	01	08
30-hour Workshop on making gulaal powder from flowers (4 th March to 9 th March 2019)	NSS Unit (Science)	03	60
Training on preparation of nutritious and easy-to cook low cost recipes using fruit and vegetable waste (17 th November 2018)	NSS Unit (Science) in association with Ektara	01	26
Blood Donation	NSS Unit (Science)	01	10

Camp (11 th September 2018)	in association with People's Blood Bank		
Blood Donation Camp (17 th April 2019)	NSS Unit (Commerce) association with Indian Red Cross Society, West Bengal State Branch jointly with Central Blood Bank People's Blood Bank	01	17
Awareness activity on counteracting depression among children with mother living in slums (28 th November 2018)	NSS Unit (Science)	01	12
Awareness activity on growing menace of tobacco among young girls (4 th - 7 th March 2019)	NSS Unit (Science)	01	50
Awareness activity on woman's' health (29 th April 2019)	NSS Unit (Commerce) in association with Bhagirathi Neotia Women & Child Care Centre	01	14
Teaching and assisting underprivileged children of KG to class 6 to complete their homework (11.03.2019 to 06/05/2019)	NSS Unit (Commerce) in association with Disha Foundation and Tamas Society, NGO's	01	05
Celebration of National Khadi Day (1 st October 2018)	NSS Unit (Science) in collaboration with Department of Textile Science, Clothing & Fashion Studies	01	103
Celebration of International Day for the Elderly (1 st October 2018)	NSS Unit (Science) in collaboration with Department of Human Development & Seba Old Age Home, an NGO	6	87

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	--	--	--

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
Swachh Bharat Abhiyan (Clean India Mission)	NSS Unit (Science)	Slums were beautified with paintings at Tollygunge (Ward 89) near RSV Hospitalon (13/10/2018, 14/11/2019 and 15/11/2019)	01	16
Awareness on Substance Abuse	NSS Unit (Science)	Awareness on substance abuse through street plays (04/03/2019 to 07/03/2019)	04	10
Awareness on Substance & Drug Abuse	NSS Unit (Commerce) in collaboration with Indian Red Cross Society	Awareness on substance & drug abuse (02/03/2019)	01	08
Sensitization towards Gender Equality	NSS Units (Science, Commerce & Management) in collaboration with Department of Human Development	Silent Walk on the UN Theme, Balance for Better (08/03/2019)	01	500
Sensitization towards Gender Equality	NSS Units (Science, Commerce & Management) in collaboration with Department of Human Development	Seminar on Gender Equality: Issues and Challenges (23/04/2019)	01	348
Awareness and dissemination of information on various social issues	NSS Unit (Science) in collaboration with Department of Human Development	Awareness through display of bulletin boards on the following topics: <ul style="list-style-type: none"> World Day against 	02	55

		<p>Trafficking</p> <ul style="list-style-type: none"> • Addressing Social Diversity • Celebrating Human Rights of Senior Champions • Surrogacy: A Short-Lived Intimacy. • Women Empowerment – Balance for Better 		
Green Initiatives	NSS Units (Science & Commerce) in collaboration with Nature Club of the Institute	Workshop on innovative ways to reduce plastic menace (09/11/2018 to 10/11/2018)	02	88
		Plantation of plants in the kitchen garden & beautification of campus with flower-pots.	01	01
		Vertical garden made from recycled plastic bottles	01	87
		Conducting the graduating Fashion Show on an environment friendly theme, 'Sustainable Fashion' (15/02/2019)	01	36
		Inclusion of less privileged children from several NGO's (Parichay Ek Pehchan, Child Help Foundation, Help Us Help Them, Ek-Tara, Future Hope & Jungle Crows) in college sports (09/02/2019)	04	24
Donations	NSS Units (Science, Commerce &	Donation for relief activities to Ramakrishna	05	1300

	Management)	Mission Seva Pratisthan in relation to Kerala flood disaster		
	NSS Units (Science & Commerce)	Daan Utsav or gifting to less privileged children from several NGOs (DayaDaan, Development Inspiration Socio-Cultural Helpful Association, The Children of Topsia, Umeed, Calcutta Social Project, CREW, Calcutta Muslim Orphanage and A Little Contribution Welfare Society)	02	22
	NSS Unit (Commerce)	Distribution of biscuits to the underprivileged		
		• Kalighat Temple	01	09
		• Baba Bhoothnath Temple	01	06
		• Dhakineshwar Temple	01	10

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

Avinashilingam Institute for Home Science and Higher Education for Women	20/06/2018	Intensive Training on Fabric Production	07
Confederation of Indian Industry (CII), Young Indians (CII-Yi)	19/06/2019	Mentoring students to participate in activities and initiatives of Yi at their chapter and national level.	291
NSE Academy Limited	19/03/2019	To strengthen and create more value for the students to become aware, knowledgeable and empowered in the financial domain and also to be able to develop the skills to enable them to become self-sustained entrepreneurs,	19
Vital Waste	14/06/2019	Waste Management and recycling for conservation of resources by providing recycling and allied waste management services. The recycle points earned by through the recyclables sold was monetarily redeemed.	--

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
147.28 lakhs	60.25akhs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	✓	--
Class rooms	✓	--
Laboratories	✓	--
Seminar Halls	✓	--

Classrooms with LCD facilities	✓	--
Classrooms with Wi-Fi/ LAN	✓	--
Seminar halls with ICT facilities	✓	--
Video Centre	✓	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	✓
Value of the equipment purchased during the year (Rs. in Lakhs)	--	✓

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	30340	7795609	307	162639	30647	7958248
Reference Books	6058	4097687	161	17108	6219	4114795
e-Books	3135000	--	9478	104399	3144478	104399
e-Journals	6000	--	50613	--	56613	--
Digital Database	01	648294	02	--	03	648294
Journals	897	497148	52	20931	949	518079
CD & Video	2244	62775	08	1367	2252	64142
Library automation		133750		38940		172690
Weeding (Hard & Soft)	746	--	--	--	746	--
Others (RFID)	--	337200	--	--	--	337200

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	91	02	12	02	34	43	8 Mbps (Main Campus) 6 Mbps (Management Campus)	--
Added	06	04	--	--	--	--	02	--	--

Total	274	95	02	12	02	34	45	--	--
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4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

Main Campus: 08 mbps (TATA)

Management Campus: 06 mbps (TATA)

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

4.3.4 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	--	--	--

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
307.31 lakhs	284.20 lakhs	65.34 lakhs	52.46akhs

4.4.2 Pocedures 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)

Maintenance and utilization of physical, academic and support facilities at the Institute is done on the basis of a budget that is drawn up before the beginning of a financial year. Inputs regarding proposed budgetary allocation are collated from the heads of the departments, section heads and in-charges of different functions. An integrated budgetary proposal thus created, is presented to the sponsoring Trust which finalizes the budget after thorough discussion with the Principal.

Expenditure is governed by budgetary provisions and is supervised by the Principal. The budget is liable for revision as required during a financial year depending on changing financial prospects and challenges.

Some important account heads to which budgetary provisions are allocated include: salaries & remunerations; teacher training; faculty development; examination expenses; special lectures & eminent personalities; books & periodicals; software & website AMC; repairs & maintenance; advertisements & promotional expenses; and the like.

The Administrative Officer, Maintenance Supervisor, and the officers –in-charge of various academic and support facilities are in charge of maintenance and proper utilization of the same. Maintenance contracts with vendors and AMC providers are entered into to provide for timely and effective maintenance of infrastructure and services. All our officers are governed by explicit code of conduct and procedures.

At present there are 26 functional AMCs covering infrastructure in the areas of computer hardware and software; website; library management system; fire fighting system;

photocopiers; Air Conditioners; certain instrumentation laboratory instruments; etc.
 Certain regular maintenance jobs like garbage disposal and gardening is done by the Group D staff of the Institute.
 Laboratory Assistants and Librarians are responsible for the maintenance of all assets under their disposal. Proper verification / audit of stocks are done regularly.
 The Principal oversees all the maintenance and utilization activities.

WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/Procedures%20%26%20Policies%20for%20Maintaining%20Infrastructure.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	19	6,53,100
Financial support from other sources			
a) National	Bihar State Education Fin. Corp. Ltd.	03	1,09,300
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
Bridge Course in Physics	12/08/2018	60	J.D. Birla Institute
Bridge Course in Chemistry	12/08/2018	73	J.D. Birla Institute
Bridge Course in Physiology	31/07/2018	38	J.D. Birla Institute
Bridge Course Accountancy	12/08/2018	16	J.D. Birla Institute
Bridge Course Mathematics	12/08/2018	143	J.D. Birla Institute
Remedial Coaching (Textile Science, Clothing & Fashion Studies Department)	21/05/2019	05	J.D. Birla Institute,
NET Coaching (Home Science)	25/10/2018 to 03/12/2018	22	J.D. Birla Institute
Inner Values	26/02/2019	76	Chinmaya Transformation Circle
Stress and Anger Management	28/01/2019	82	Dharma Ganga Vipasanaa Meditation Centre
Happiness	26/02/2019	63	Chinmaya

			Transformation Circle
Humanity	27/03/2019	56	Brahma Kumaris Rajyoga Meditation Centre
Yoga/Meditation/ Pranayam	25/09/2018 to 28/09/2018	23	Art of Living Foundation
Personal Counselling (Main Campus)	6/07/2018 to 18/04/2019	15	J.D. Birla Institute
Personal Counselling (Management Campus)	05/07/2018	05	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
2018-2019	Career counselling on NMAT Exam, Career Design & Entrepreneurship	-	270	--	--
2018-2019	Career counselling on Career options in the Food Industry	--	46	--	--
2018-2019	Career counselling on Role of a Social Worker today	--	35	--	--
2018-2019	Career counselling in Career options on the field of Interior Designing	--	44	--	--
2018-2019	Career counselling on Preparing for CAT and other entrance exams for MBA	--	531	--	--
2018-2019	Career counselling on Career options for a Chartered Accountant	--	531	--	--
2018-2019	Career counselling on Opportunities for Joining CBS	--	232	--	--
2018-	Career	--	36	--	--

2019	counselling in Career options on the Textile and Fashion Industry				
2018-2019	Career counselling on International Marketing	--	45 th year BBA 17 th April 2019	--	--

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
01	01	184

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
Times Internet Ltd.	42	03	Linc Pen & Plastics Ltd.	02	01
Autogram	31	01	Price Waterhouse Coopers (Service Delivery Centre)	17	07
Fleapo Corporation	08	03	Godrej & Boyce Manufacturing Co. Ltd.	06	01
Wipro Ltd.	45	03	Pabrai's (K. N. & Co.)	02	01
Future Generali Life Insurance Co. Ltd.	27	11	Sanmarg	06	04
Kairos Consulting Pvt. Ltd.	29	04	Times Internet Ltd.	10	03
Absas Solutions Pvt. Ltd.	12	06	Park Hospital (BNWCCC)	01	01
Genpact India Pvt. Ltd.	11	09	Selfcare Clinic	01	01
Om Besco	28	07	Unicraft Creative	01	01
Innovative Homes – Nolte India	07	02	M/s. Paromita Banerjee	01	01
Tresvista Financial Services	01	01	Ritika Pvt. Ltd.	01	01
Godrej and Boyce Mfg. Ltd	02	02	Texport Overseas Pvt. Ltd.	02	02

ITC Hotel	01	01	Trensutra Client Services Pvt. Ltd. (Pepperfry.com)	02	01
Wipro	04	04	Innovative Homes – Nolte India	05	2
			Design Studio	03	03
			Finesse	01	01
			Cee Bee Design Studio	02	01
			Decorage & Associates	02	01
			Omnifin Solutions	02	02

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-2019	11	Bachelors of Science (Hons.)	Food Science & Nutrition Management	J.D. Birla Institute, Kolkata	M.Sc in Food and Nutrition
2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	J.D. Birla Institute, Kolkata	PG-Diploma in Dietetics and Applied Nutrition
2018-2019	02	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Academy of Pastry Arts, Bangalore	Advanced Diploma in Pastry Arts
2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Amity University	PG-Diploma in Clinical Nutrition
2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Banasthali University, Rajasthan	M.Sc in Food & Nutrition
2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	GITAM University	M.Sc in Food Science & Technology
2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	IBS, Kolkata	MBA
2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	ILead	Masters in Media Science
2018-2019	02	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Manipal University	M.Sc in Clinical Nutrition & Dietetics
2018-2019	02	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Mount Carmel, Bangalore	M.Sc in Food and Nutrition

2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	NMIMS, Mumbai	M.Sc in Clinical Nutrition
2018-2019	02	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Periyar University, Salem	M.Sc in Clinical Nutrition & Dietetics
2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	SNDT University, Mumbai	M.Sc. in Clinical Nutrition and Dietetics
2018-2019	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	VLCC	Diploma in Dietetics, Health and Nutrition along with certificate course in weight management
2018-2019	05	Bachelors of Science (Hons.)	Textile Science, Clothing & Fashion Studies	J.D. Birla Institute, Kolkata	M.Sc in Textile & Clothing
2018-2019	01	Bachelors of Science (Hons.)	Textile Science, Clothing & Fashion Studies	FAD International, Mumbai	PG-Diploma in Luxury & Fashion
2018-2019	01	Bachelors of Science (Hons.)	Textile Science, Clothing & Fashion Studies	TGC Animation & Multimedia Institute, New Delhi	Diploma in Graphic Designing
2018-2019	01	Bachelors of Science (Hons.)	Interior Designing	Sristi Institute, Bangalore	Bridge Course in Designing
2018-2019	01	Bachelors of Science (Hons.)	Interior Designing	Hi-Tech Institute, Kolkata	B.Sc in Animation & VFX
2018-2019	13	Bachelors of Science (Hons.)	Human Development	J.D. Birla Institute, Kolkata	M.Sc in Human Development
2018-2019	01	Bachelors of Science (Hons.)	Human Development	-	Crash Course in Fashion
2018-2019	02	Bachelors of Science (Hons.)	Human Development	Christ University, Bangalore	M.Sc in Clinical Psychology
2018-2019	01	Bachelors of Science (Hons.)	Human Development	IBS, Hyderabad	MBA
2018-2019	01	Bachelors of Science (Hons.)	Human Development	Innocent Smiles	TTC
2018-2019	01	Bachelors of Science (Hons.)	Human Development	Mody University, Jaipur	M.Sc in Clinical Psychology
2018-	01	Bachelors of	Human	NSHM	M.Sc in Clinical

2019		Science (Hons.)	Development	Knowledge Campus	Psychology
2018-2019	01	Bachelors of Science (Hons.)	Human Development	SNDT Women's University, Mumbai	M.Sc in Human Development
2018-2019	01	Bachelors of Science (Hons.)	Human Development	SP Jain School of Global Management	MBA
2018-2019	01	Bachelors of Science (Hons.)	Human Development	University of Portsmouth, UK	M.Sc in Social Work
2018-2019	01	Bachelors of Science (Hons.)	Human Development	VLCC	Diploma in cosmetology
2018-2019	01	Bachelors of Science (Hons.)	Human Development	Xavier University of Management and Entrepreneurship, Bangalore	PGDM
2018-2019	20	Bachelors of Commerce (Hons.)	Commerce	J.D. Birla Institute, Kolkata	M.Com
2018-2019	03	Bachelors of Commerce (Hons.)	Commerce	Christ University, Bangalore	Actuarial Science
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	MAAC Animation Institute, Kolkata	Course in Photoshop
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	NMIMS University, Mumbai	Certificate Course in Financial Risk Management
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Pearl Academy, Bangalore	Course in Graphic Designing
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Auro University, Surat	MBA
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	BSE Institute	Global Financial Markets Professional program
2018-2019	02	Bachelors of Commerce (Hons.)	Commerce	CA	Articleship for CA
2018-2019	02	Bachelors of Commerce (Hons.)	Commerce	ICAI	Articleship for CA Final
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Calcutta Media Institute under IISWBM.	PGDMM Specialization in Integrated Marketing Communications & Management
2018-2019	06	Bachelors of Commerce	Commerce	IBS Hyderabad	MBA

		(Hons.)			
2018-2019	30	Bachelors of Commerce (Hons.)	Commerce	ICAI	CA
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	ICAI & ICFAI	CA & CFA
2018-2019	03	Bachelors of Commerce (Hons.)	Commerce	ICFAI	CFA
2018-2019	09	Bachelors of Commerce (Hons.)	Commerce	ICSI	CS
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	ICFAI & FRM	CFA
2018-2019	02	Bachelors of Commerce (Hons.)	Commerce	ICMAI	CMA
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	ILS Law College, Pune	Law
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Image Consulting Business Institute	Course in Image Consulting
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	IMI, Kolkata	MBA
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	INIFD	Advance Program in Fashion Designing
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Innovation, Creation and Entrepreneurship, Newcastle University	M.Sc
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Institute of Hotel Management, Catering Technology & Applied Nutrition, Kolkata	Diploma in Food Production
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	International Institute of Culinary Arts, New Delhi	Diploma in Bakery & Patisserie
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	International Management Institute, Kolkata	PGDM
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	ISBM, Pune	MBA
2018-2019	01	Bachelors of Commerce	Commerce	JD Institute of Fashion	Diploma in Interior

		(Hons.)		Technology, Bangalore	Designing
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	Jindal Global Law School, O.P Jindal University, Sonipat	LLB
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	KIIT School of Management, Bhubaneswar	MBA
2018- 2019	03	Bachelors of Commerce (Hons.)	Commerce	Lavonne Academy, Bangalore	Diploma in Baking
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	MIT-World Peace University, Pune	M.Com
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	National Academy of Event Management and Development, Noida	Masters in Event Management Development and PR
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	NIFT, Kolkata	Fashion Designing
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	NIHT	Digital Marketing
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	NIHT	Course in Digital Marketing
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	NIHT	Digital Marketing and Graphic Designing
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	NMIMS	PGDM
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	Pearl Academy	Post Graduation in Fashion Business, Marketing and Merchandising
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	Pearl Academy	PG in Communication Design
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	Pearl Academy, Bangalore	Post Graduation in Fashion Designing
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	Shri Balaji Society, Pune	PGDM in Finance
2018- 2019	01	Bachelors of Commerce (Hons.)	Commerce	SIADT, Bangalore	Masters in Visual Communication
2018- 2019	01	Bachelors of Commerce	Commerce	St. Xavier's College	Pursuing a course in

		(Hons.)			Multimedia & Management
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	St. Xavier's College, Kolkata	PG Diploma in HRM
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	St. Xavier's University	M.Com
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Subhash Bose Institute of Hotel Management	Bachelors in Culinary Science
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Symbiosis Centre for Management & HRD, Pune	MBA
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	The Delhi School Of Communication, New Delhi.	PG-Diploma in Communication from
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Whitecaps International School of Pastry & Arts, Bangalore	Diploma Excellence course in Baking
2018-2019	01	Bachelors of Commerce (Hons.)	Commerce	Xavier's Institute of Communication, Mumbai	PG-Diploma in Journalism & Mass Communication
TOTAL	81				

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	03	WB1004517019; WB1004517082; WB1004517019
SET	01	WBSET 2018
SLET	--	--
GATE	--	--
GMAT	--	--
CAT	--	--
GRE	--	--
TOFEL	--	--
Civil Services	--	--
State Government Services	--	--
Any Other	--	--

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

Activity	Level	Participants
All India Inter University Taekwondo Championship under	National	01

the banner Jadavpur University At MD University, Rohtak, Haryana		
Annual Sports (Main Campus)	Inter-department	77
Annual Sports (Management Campus)	Intra-department	300
Indoor Games (Badminton, Dart and Carom)	Inter-department	12
J.D. Birla Champions League (Cricket)	Intra-department	120
J.D. Birla Premier League (Football)	Intra-department	140
Volleyball tournament	Intra-department	60
Throw Ball tournament	Intra-department	66
Basketball tournament	Intra-department	80
Table Tennis tournament	Intra-department	30
Rowing Championship organized by Bengal Rowing Club	Inter-college	08
Basketball Tournament organized by Jadavpur University	Inter-university	08
Intercity-run organized by the Sports Authority of India	Inter-college	01
Annual Show organized by the J.D. Birla Institute (Main Campus)	Inter-department	538
Invictus organized by J.D. Birla Institute (Management Campus)	Inter- college	565
3 rd Annual Cultural Fest, Verve 2019 organized by J.D. Birla Institute (Main Campus)	Inter- college	96
Talent Show, Prestazione organized by Renaissance, the Cultural Club of J.D. Birla Institute (Management Campus)	Inter- college	15
Xavier's Management Convention organized by St. Xavier's College, Kolkata	Inter-college	04
Annual Fest, Elan 2018 - Art & Beyond, organized by St. Xavier's College, Kolkata	Intra- college	19
Xavotsav organized by St. Xavier's College, Kolkata	Intra- college	98
Srijan organized by Shri Shikshayatan College	Intra- college	24
Tug of War at Adrenaline, 2018 organized by Ilead	Inter-college	49
Managedia organized by iLead	Intra- college	29
Cultural Fest Quest, 2018 organized by Goenka College of Commerce and Business Administration	Intra-department	54
Literary Fest, Communique 2018, organized by Bhawanipur Gujarati Education Society College	Intra- college	11
Umang organized by the Bhawanipore Education Society College	Intra- college	129

Music Fest, Euphonious'18 organized by Bhawanipur Gujarati Education Society College	Intra- college	09
Skit Competition at Kokilaben Dhirubhai Ambani Hospital, Mumbai	Inter- college	02
Fashion Show organized by FBB. Kolkata	Inter-college	01
Youth Film Festival and Photography Competition, iLead-O-Scope 2019 organized by iLead	Inter-college	02

5.3 Student Participation and Activities

5.3.4 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
2018-2019	1 st Position in Biz Laurete	National	--	Cultural	16CA1011	Ms. Jagriti Sethi
2018-2019	2 nd position in Strategem	National	--	Cultural	17CA1017 & 17CA1020	Ms. Rashi & Ria Raj
2018-2019	2 nd position in Courtroom Survivor	National	--	Cultural	16CD1190 & 16CC1147	MS Sonalika Jain & Ms. Kavya Mahata
2018-2019	Student Recognition Award	National	--	--	16ID1006 & 16ID1040	Ms. Maliha Haider & Ms. Shabnoor Siraj
2018-2019	Skit Competition	National	--	Cultural	16FN1007 & 16FN1027	Ms. Dimple Dalal & Ms. Vandana Rajiv

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

- The Institute has ensured that students' opinion and expectations are heard and addressed appropriately in order to enable an effective teaching – learning environment. With this in mind, in the Main Campus for the Science and Commerce departments, we have two students' bodies which are annually formed on the basis of election. The process is fully apolitical.
- One entity is the Students' Administrative Body (SAB) comprising of Class Event Coordinators (CECs). Each CEC represents a class / year of a department and helps plan, organize and carry out activities by and for the students. The other representative body is the Students' Council Body (SCB) which is the highest students' body. A SCB member represents a particular class / year of either the Science or the Commerce departments. The SCB is the platform through which students' opinions, grievances (if any) etc. are expressed. They report directly to the Principal.
- In the Management department each class elects a Class Representative (CR) and an

Assistant Class Representative (ACR). All the CRs and ACRs of the Management Department form the Students' Council of the department at the satellite campus. They play the dual role of organizing students' driven activities and also voicing students' concerns.

- The students are also appropriately represented in different groups and action committees, which organize various activities, events, fests etc. They find a prime presence in the editorial committees of the college magazine and the e-Newsletter.

5.4 Alumni Engagement

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

The alumni association of the Institute is registered (from 2004) under the name "Smt. J D Birla Institute" with the Office of the Registrar of Firms, Societies & Non-trading corporations, West Bengal. The name of the Institute has thereafter been changed to "J D Birla Institute", and thus, we are planning to convert the Society into a Trust body. At present there are 2404 members in the alumni association. In 2017, an elected executive committee was formed comprising of 12 members. The committee is headed by the Principal in her ex-officio capacity. The alumni play a very constructive role for the Institute. They help us by providing internships and placements in their concerns; support alumni activities financially or otherwise. Some have come back to share their entrepreneurial and business experiences with the current students.

5.4.2 No. of registered enrolled Alumni:

2354

5.4.3 Alumni contribution during the year (in Rupees):

Rs.7,98,000/-

5.4.4 Meetings/activities organized by Alumni Association:

Alumni Meeting: 23/11/2018
Alumni Meet on 23/02/2019

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)

J.D. Birla Institute has a decentralized and participatory decision making structure. Two practices which highlight the same are given as under.

Practice 1: A number of academic and administrative bodies for participative decision making.

The Institute has a number of committees for decision making and execution of policies, both for academic and administrative purposes - HoD Forum, Departmental committees, Examination Committee, Admission Committee, Accounts Committee, Library Advisory Committee, Research Committee etc. They comprise of the heads of the departments, senior faculty and other section in-charges as the case may be. Decisions are taken on proper deliberation and discussion. A policy identified or a decision once taken is then followed and implemented by all concerned. For certain student related decisions, opinion of students are also sought. For example, for students driven activities like fest, the students form their own committees and are guided and supervised by the faculty members.

Practice 2: Segregation and identification of well-defined functional roles across the Institute

The Institute has well-defined functional roles identified so that work can be decentralized. The academic department have their respective heads, and other functional areas like examinations, placements, library, NSS wing etc. have their officers / in-charges. There is no overlap in duties resulting in decentralization, transparency and accountability.

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

Yes/No/Partial: Partial

At present, the Institute has a partial MIS in place. Certain functions like students' attendance, examination marks, and accounts information are stored in databases and are available through LAN connections. However, the Institute has entered into a contract with a vendor for installation of an integrated ERP system. This has been done to take expert help in facilitating a MIS / ERP system that is easily accessible to all stakeholders including our students. The plan encompasses having multiple modules on areas / functions like teaching, lectures and general academic administration, examinations, accounts, HRM, placement & internship, student's portal, etc. The MIS is expected to be functional by the end of 2020-2021.

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:

J.D. Birla Institute is affiliated to Jadavpur University, Kolkata. The Institute follows the curriculum and syllabus approved by the University for all its courses. The Institute revise their syllabus every 3-5 years. Feedback is collected from students, alumni, external experts from industry and revision is made to meet the industry demands. Curricula of value-added courses and bridge courses conducted by various departments are developed by college teachers in consultation with experts from the field.

Teaching and Learning:

The Institute provides computer and internet access to all faculty and administrative staff.

<p>Teacher's conduct group discussions, debates, quiz to make classroom experience for students interesting; students undertake field and industrial visits and surveys for practical knowledge. Teachers refer to case studies and latest researches undertaken to supplement their teaching. Lectures by subject experts from varied fields are conducted in addition to bridge courses, short term and value-added courses. Students are guided on the effective use of e-resources available in the reference and research section of the LRC (library). Career counselling is provided.</p>
<p>Examination and Evaluation: Examination is conducted by the affiliating university and is as per the time frame mentioned in the academic calendar. Internal exams are held by the college and a well-organized strategy for evaluating students is followed for continuous evaluation through class tests, assignments, viva-voce and presentations. Transparency is maintained in evaluation and students are shown the corrected answer scripts (for class tests). Also there is a provision for review of published results by the affiliating university. Results are published on the website.</p>
<p>Research and Development: Faculty and students have access to well-equipped computer and research laboratories for research work. The Research Committee explores avenues of research with reputed institutes; as a result of this initiative, MoU with Avinashilingam Institute for Home Science and Higher Education for Women was signed to promote research among students. Other initiatives taken to promote research:</p> <ul style="list-style-type: none"> • Research related workshops and lectures are organised. • Faculty members are encouraged to publish their research in reputed journals and/or present them in seminars/conferences; awards have been constituted for this. • Faculty members are also motivated to attend research-oriented seminars/workshops/conferences, etc., and are provided registration fee, travel allowance and special leave. • Faculty members are encouraged to undertake Ph.D programmes; for this NoC is given to them.
<p>Library, ICT and Physical Infrastructure / Instrumentation: The LRC (library) has a good collection of research-oriented books, journals & e-journals for easy reference. To encourage reading of books, book exhibitions are organized for teachers and students by the LRC. The Institute has Wifi enabled internet facilities for the fast access to online resources. All whole-time confirmed faculties are provided with personal computer. Cleanliness and maintenance of well-equipped physical infrastructure through regular sessions is done in the library.</p>
<p>Human Resource Management: To promote academic growth of the teachers the college organizes various orientation and enrichment programmes for teaching 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. Institute grants medical, casual, on duty and earned leave to its staff members. Maternity leave is also provided according to norms to its female members. 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.</p>
<p>Industry Interaction / Collaboration: Efforts are made to build and maintain excellent rapport with various organizations and</p>

industries and forge collaborative industry-academia alliances. This provides a unique and rare opportunity to students to learn the theoretical concepts practically. Institute has initiated Memoranda of Understanding (MoU) with institutes, where the component of learning that focuses on the application of theory in an authentic industrial context. Internships are provided in reputed organizations. Students are exposed to industry expertise through lectures, workshops, field visits etc. Career guidance and counselling, and campus interviews are regularly arranged by placement cell in association with industries.

Admission of Students:

The procedure, rules and regulations of admissions policy (including online admission) and enrolment prescribed by the University and Government from time to time are followed. All necessary information are uploaded on the college website.

6.2.2 Implementation of e-governance in areas of operations:

Planning and Development:

A diverse set of stakeholders including students, members of teaching and non-teaching staff, alumni, employers and industry representatives are engaged through various electronic channels in the planning and development process of the College.

Administration:

The College operates in a very well-planned direction. Heads of the department (HoD) disburse the information by conducting the faculty meetings and sharing the decision taken through email with all stakeholders (teachers, students and their parents) as and when required. Notice and circulars are posted on the institute's website that is updated regularly. Biometric attendance is used record attendance of staff and students' attendance is recorded through the MIS (Management campus) and manually (Main campus). CCTV surveillance is used to monitor and security purpose.

Finance and Accounts:

Tally ERP 9 software is used in the by account department for marinating books and accounts. Records are kept in digital form for the easy retrieval and storage.

Student Admission and Support:

The admission process in the College is governed by the extant rules, regulations and guidelines of Jadavpur University. To augment the online admission process, the College took various initiatives to improve the timeliness and dissemination of information. A separate section on the website was created on guidelines and all relevant information on admission for the applicants. A separate email account was created for online queries. Academic support and remedial coaching is provided to weak students. Freeship is provided to the financially/economically weak and scholarship to the toppers in the final year. Psychological counselling and career counselling as provided to all students.

Examination:

While the examination schedule is administered by the University, the College takes proactive measures to ensure relevant and timely information dissemination amongst students. Notifications prior to examination such as submission of examination form and examination schedule are timely displayed on college website. Information pertaining to collection of internal assessment report cards, admit cards, grade cards, degree certificates,

and other examination related formalities are also communicated to students through electronic channels. Similarly, examination duties are intimated to all faculty members. Further, internal assessment records viz. attendance record, internal assessment records and assignment records are displayed on college website.

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
2018	Ms. Jincy Abraham (Assistant Professor, Food Science and Nutrition Management)	Attended 2-Day National Conference, Food Sure 2018 organized by Loyola College at Chennai on World Food Day on the theme, One Future Zero Hunger	--	Rs.5106/-
2018	Ms. Damanjeet Kaur (Assistant Professor, Food Science and Nutrition Management)	Presented a poster, To Assess the Nutritional Knowledge, Attitude and Practice Level of Meal Providers in Schools and Orphanages through Pre and Post Intervention Design at the 50 th Annual International Conference on 'India's Transition from Food Security to Nutrition Security' organized by the Nutrition Society of India at National Institute of Nutrition (NIN), Hyderabad	--	Rs.11386/-
2018	Ms. Mayuri Das Bisws (Chief Librarian)	Presented a paper, Tagorean Concept of Library and Open Distance Learning:	--	Rs.4050/-

		Relevance in Present Era in the IASLIC 28 th National Seminar 2018 on LIS Education in India: Present Scenario & Future Strategies organized by Visva Bharati Library Network in collaboration with Raja Rammohun Roy Library Foundation (RRRLF), Kolkata		
2018	Prof. Deepali Singhee (Principal), Ms. Damanjeet Kaur (Assistant Professor & HOD, FSNM Department) and Mr. Debjyoti Dey (Assistant Professor, Commerce Department)	Attended 4 th edition of CII School Excellence Conclave: Evolve to Solve: Reforming Schools for Tomorrow organized by Confederation of India Industry (CII) at Radisson Hotel, Kolkata	--	Rs.2700/-
2019	Mr. Monojit Dutta (Assistant Professors, Department of Commerce)	Attended the Fourteenth International Conference in Accounting and Finance 2019 organized by Indian Accounting Association Research Foundation jointly with Deloitte India and EIILM Kolkata held at the Science City Auditorium	--	Rs.2500/-
2019	Dr. Anindita Deb Pal (Assistant Professor, Food Science and Nutrition Management)	Presented a paper, Food safety of organic rice sold in the markets of Kolkata at the National Conference on Advances in Science, Agriculture, Environmental & Biotechnology	--	Rs.6000/-

		organized by the Institute of Research & Journals at Hotel Lindsay, Kolkata		
2019	Dr. Manika Das (Assistant Professor, Food Science and Nutrition Management)	Presented a paper, Antifungal and antibacterial property of Guava (psidium guajava) leaf extract: Role of phytochemicals at the International Conference on Recent Advances on Informatics, Communication, Management, Health and Applied Sciences (RAICMHAS 2019) organized by Brainware University, Barasat	--	Rs.2500/-
2019	Mrs. Ishita Biswas (Assistant Professor, Department of ID)	Presented a Research Poster, Perception of unmarried girls towards aspects of marriage at a National Seminar on Population Dynamics in India & its implications on Health & Environment organized by International Institute for Population Sciences in collaboration with National Institute of Rural Development and Panchayat Raj, Hyderabad	--	Rs.7386/-
2019	Dr. Oindrila Chakraborty	Digital Marketing Conference organized by IMAI (Internet & Mobile Association of India)	--	Rs.1770/-
2018	Mr. Bhargav Majumdar	10 th ICC Banking Summit organized by Indian Chamber	--	Rs.1200/-

		of Commerce		
2018	Dr. Ranjan Bhardwaj	Guruspeak organized by IIM, Calcutta in association with Telegraph powered by Exide	--	Rs.6500/-
2018	Prof.(Dr.) J.N. Mukhopadhyaya & Dr. Arindam Banerjee	8 th India Finance Conference organized by IIM, Calcutta	--	Rs.6000/-
2019	Dr. Manjishtha Sur Roy Chowdhury	CMA Conference on Labour Law organized by Calcutta Management Association	--	Rs.3540/-
2019	Dr. Oindrila Chakraborty	MDP on Managing Sales Excellence organized by MDI, Murshidabad	--	Rs.9000/-

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)
2018	FDP on Research Methodology	--	26/12/2018	27/12/2018	42	--
2018	FDP on Case writing and Case analysis	--	28/12/2018	29/12/2018	45	--
2019	Management Development Programme on Managing Sales Excellence	--	07/06/2019	07/06/2019	01	--
2019	Session on Career Advancement Scheme (CAS)	--	18/01/2019	18/01/2019	41	--
2018	Session on Stress and Anger Management by Art of Living	--	18/09/2018	18/09/2018	23	--
2019	FDP on	--	31/07/2019	31/07/2019	14	--

	Teaching through Case Study method		8	8		
2018	Session on Etiquette at the Work Place	--	28/07/2018	28/07/2018	--	5
2018	Faculty and Administrative Staff Team Building Excursion to Chalsa, North Bengal (Main Campus)	--	04/12/2018	07/12/2018	27	08
2018	Faculty and Administrative Staff Team Building Excursion to Fort, Raichak (Management Campus)	--	18/12/2018	19/12/2018	13	11

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	Date from	Date to	Duration
72 nd Orientation Programme organized by UGC-HRDC, Jadavpur University	01	06/02/2019	06/03/2019	30
92 nd Orientation Programme organized by Ranchi University	01	05/09/2018	02/10/2018	27
123 rd Orientation Programme organized by UGC-HRDC, Calcutta University	01	04/09/2018	03/10/2018	30
Orientation Programme organized by the UGC- Human Resource Development Centre of Pt. Ravishankar Shukla University, Raipur, Chattisgarh	01	15/01/2019	11/02/2019	26
Faculty Development Programme on Empirical Research on Finance organized by Calcutta Business School	02	27/07/2018	28/07/2018	02
Session on Stress and Anger Management organized by Art of Living	23	18/09/2018	18/09/2018	01
Workshop on Research Methodology organized by J.D. Birla Institute	42	26/12/2018	27/12/2018	02

Workshop on Case Writing and Case Analysis organized by J.D. Birla Institute	45	28/12/2018	29/12/2018	02
Management Development Programme on Managing Sales Excellence organized by Management development Institute (MDI), Murshidabad	01	07/06/2019	09/06/2019	03
Session on Career Advancement Scheme (CAS) organized by J.D. Birla Institute	41	18/01/2019	18/01/2019	01
Team building excursion to Chalsa, North Bengal by all faculty and administrative staff (Main Campus)	35	04/12/2018	07/12/2018	04
Team building excursion to Fort, Raichak by all faculty and administrative staff (Management Campus)	44	18/12/2018	19/12/2018	02

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
02	08	00	08

6.3.5 Welfare schemes for

Teaching	Provisions for provident fund (with equal contribution on Basic), Dearness Allowance, group insurance, accidental insurance, ex-gratia, LTA, performance-based cash awards, financial support for publishing research papers, books and for attending conferences, free excursions (team building / educational), work-related amenities like work stations, personal computers, hot beverages etc.
Non teaching	<ul style="list-style-type: none"> Provisions for provident fund (with equal contribution on Basic), Dearness Allowance, group insurance, LTA, free tem building and picnic, accidental insurance, For Group C & D employees certain additional features include – mediclaim insurance, educational allowance for children, festival advance, uniform, umbrella %& washing allowance (for Group D), ESI scheme for employees with salary below 15000 Per month, etc.
Students	Accidental insurance (up to 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 conducts regular internal and external financial audits as per statutory norms. The audits are conducted for each financial year. The focus is to check whether all financial transactions have complied with the organizational rules and budgetary allocations. There is an internal finance committee to conduct internal audit which is done twice a year.

External audit is carried out by an external auditor, who finalizes the accounts and prepares the balance for the year. The balance sheet is ratified by the Governing Body of the Institute.

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
NihtInfo Solution Pvt. Ltd.	10,000	Commercio Conclave
Arham Jewellers	10,000	Commercio Conclave
Prayas Clinic	20,000	Commercio Conclave
Chocolate Studios	10,000	Commercio Conclave
MahabirDanwar Jewellers Pvt. Ltd.	20,000	Commercio Conclave
Wow Momo Foods Pvt. Ltd.	10,000	Commercio Conclave
Ozone	10,000	Commercio Conclave
Mr. P. Pansari	5,000	Commercio Conclave
Swarn Wellness	25,000	Commercio Conclave
EPPS Infotech Pvt. Ltd.	10,000	Commercio Conclave
Dilse Charitable Trust	10,000	Verve, 2019
The Breakout	10,000	Verve, 2019
Embarquers	5,000	Verve, 2019
Absolute Restaurants Pvt. Ltd	10,000	Verve, 2019
Ambition Travels & Tours Pvt. Ltd.	30,000	Verve, 2019
City Carriers	75,000	Verve, 2019
Shailja Park Pvt. Ltd.	20,000	Verve, 2019
Tandoor Park	10,000	Verve, 2019
Pooja Threads Corporation	10,000	Verve, 2019
Ikon International	10,000	Verve, 2019
Walayat Hossain	10,000	Verve, 2019
The Nirmal Store	10,000	Verve, 2019
Break Out	10,000	Verve, 2019
Stellar	10,000	Verve, 2019
Swarn Wellness (Eyecatcheps)	20,000	Verve, 2019
Balaji Agro Pvt. Ltd.	10,000	Verve, 2019
Hertz Digitron Pvt. Ltd.	20,000	Verve, 2019
Mohit Edicomp Pvt. Ltd.	10,000	Verve, 2019
Onkar Parivahan Finance Pvt. Ltd.	10,000	Verve, 2019
Ask Food And Beverages Pvt. Ltd.	15,000	Verve, 2019
Eden Realty Ventures Pvt. Ltd.	10,000	Verve, 2019
Bhagwati Sons Vyapaar Pvt. Ltd.	10,000	Verve, 2019
R R Agarwal Jeweller Pvt. Ltd.	10,000	Verve, 2019
Dolphin Suppliers Pvt. Ltd.	10,000	Verve, 2019
Frozen Fork (Palak Maloo)	3,000	Verve, 2019
Nis Mangement Pvt. Ltd.	10,000	Verve, 2019
Zo-Payment (Future Retail Limited)	20,000	Verve, 2019
Deepeejay Textiles Pvt. Ltd.	30,000	Verve, 2019
Lux Industries Ltd.	20,000	Verve, 2019
Kredent Infoedge Pvt. Ltd.	7,000	Verve, 2019
Lite Food Enterprises	5,000	Verve, 2019
Embarquers	5,000	Verve, 2019
Shyam Steel Industries Ltd.	30,000	Verve, 2019
Eru Enterprise Pvt. Ltd.	20,000	Verve, 2019
Silaris Energy Pvt. Ltd.	10,000	Verve, 2019
Citizen Umbrella Manufacturers Ltd.	10,000	Verve, 2019

Amway	20,000	Verve, 2019
Kashish Studio	10,000	Verve, 2019
Students, Dept of Science & Commerce	633,000	Verve, 2019
Rakibuz Zaman Borah	2,000	International Women's' Day
Visual Securas Limited	4,000	International Women's' Day
Safron Events & Catering	3,000	International Women's' Day
Autolec International Pvt. Ltd.	25,000	International Women's' Day
Shah Ravi And Co.	5,000	International Women's' Day
Abhinav Fashions	2,000	International Women's' Day
Srei Equipment Finance Ltd.	50,000	International Women's' Day
Tanweer Ahmed Khan	5,000	International Women's' Day
SRT Empowering Lives Pvt. Ltd.	5,000	International Women's' Day
Arun Kumar Agarwalla	5,000	International Women's' Day
Sailesh Kumar Jain	10,000	International Women's' Day
Ajay Jain	10,000	International Women's' Day
Rohit Sharma	5,000	International Women's' Day
Rahul Kumar	10,000	International Women's' Day
Students, Dept of Science & Commerce	5,000	International Women's' Day
Pioneer Packaging Private Ltd.	10,000.00	Invictus
Shudh Plus Hygeine Products	54,000.00	Invictus
Kredent Infoedge Pvt. Ltd.	15,000.00	Invictus
Bentec India Limited	10,000.00	Invictus
Navya Sangam Kriti	10,000.00	Invictus
Kinship Entrepreneurs	13,000.00	Invictus
Sanmati Printers Pvt. Ltd.	30,000.00	Invictus
Badrinath Infrastructure Pvt. Ltd	10,000.00	Invictus
Eastern Financiers Ltd.	2,500.00	Invictus
Ganesh Grains Ltd.	22,000.00	Invictus
Aludecor Lamination Pvt. Ltd.	24,500.00	Invictus
Jalan Jewellers Pvt. Ltd.	10,000.00	Invictus
Srei Infrastructure Finance Ltd.	10,000.00	Invictus
Galaxy Digital Pvt. Ltd.	10,000.00	Invictus
Urban Collections	5,000.00	Invictus
Sudipta Paul	3,000.00	Invictus
Nisha Jain	150,000.00	Invictus
Md Izhar	10,000.00	Invictus
Joydeep Sen	230,000.00	Invictus
Joydeep Sen	5,000.00	Invictus
La Vogue Professional Ladies Salon	10,000.00	Invictus
Everblink Health Care Pvt. Ltd.	35,000.00	Invictus
Shyam Sel and Power Ltd.	55,000.00	Invictus
Bonne Bouche Enterprises	27,000.00	Invictus
Erudite Career Enablers LLP	15,000.00	Invictus
Eduaims Educational Services Pvt. Ltd.	20,000.00	Invictus
Evergreen Fashions Pvt. Ltd.	75,000.00	Invictus
Everblink Health Care Pvt. Ltd.	35,000.00	Invictus
Manya Education Pvt. Ltd.	10,000.00	Invictus
India Restaurant	20,000.00	Invictus
IMS Learning Resources Pvt. Ltd.	45,000.00	Invictus
Empowering Careers	10,000.00	Invictus

6.4.2 Total corpus fund generated Rs.2,455,000/-.

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	--	--	HoD Forum
Administrative	No	--	--	Principal

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

- Parents are invited for an Orientation Programme conducted by the Principal to acquaint them about the rules and regulations of the college.
- Regular meetings are conducted with the parents on semester basis for students falling short of the required attendance. In the current session parent teacher meeting was held on 01/11/2017 and 13/04/18.
- Parents are also invited for the Award Ceremony of Meritorious Students on Annual Day and Convocation Day.
- Meeting with parents was held on 05/04/2019 for students interning at organizations outside Kolkata.

6.5.3 Development programmes for support staff (at least three)

1. Two days team-building excursion was organized to Chalsa on 04/12/2018 to 07/12/2018 for all teachers and support staff to foster team spirit among all. For the staff of the Management campus team-building excursion to Raichak was conducted on 18/12/2019 to 19/12/2019.
2. Support staff motivated to present paper in seminar.
3. Appraisals for all the support staff were conducted and the Principal discussed scope of improvement with all.

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

- ICT facilities (hardware and software) at the Main Campus were upgraded.
- The Management campus was equipped with a new computer lab with 43 computers.
- Laboratories in the Main Campus were upgraded with new infrastructure.
- Faculty members were encouraged to undertake more with research and self-development.
- Procedures for different activities were outlined and well-defined so that officers can execute them single-handedly without asking for directions.
- In both the campuses, renewed stress was given on sports, especially basketball, volleyball and table tennis.
- Academia- industry interface was strengthened through the help of industry experts coming to the Institute regularly to interact with the students.
- E-books, e-journals and online databases were added to the libraries in both the campuses.
- Various social outreach programs were organized under the aegis of the NSS wing and otherwise.

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
2018	NET coaching for M.Sc students.	25/10/2018	25/10/2018	03/12/2018	22
2019	Two-day Management Development Programme on Digital Marketing	10/05/2019	10/05/2019	11/05/2019	01
2019	Seminar on Gender Equality: Issues and Challenges	23/04/2019	23/04/2019	23/04/2019	582
2019	Students were motivated to register for Massive Open Online Courses (MOOC) under SWAYAM and initiative of the MHRD, Government of India.	11/07/2019	11/07/2019	31/12/2019	1343
2018	Workshop on Research Methodology was organized on 26/12/2018 and 27/12/2018.	26/12/2018	26/12/2018	27/12/2018	42
2018	Workshop on Case Writing & Case Analysis was organized on 28/12/2018 and 29/12/2018.	28/12/2018	28/12/2018	29/12/2018	45
2018	2-day Workshop on Innovative ways to reduce plastic menace was organized.	09/11/2018	09/11/2018	10/11/2018	61

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
Seminar on Gender Equality: Issues and Challenges	23/04/2019	23/04/2019	582	00
Lecture on Safety of Women in the Cyber World	02/05/2019	02/05/2019	18	00
Silent walk on the theme 'Balance for Better' on the occasion of International Women's Day	08/03/2019	08/03/2019	298	50
Debate on 'the future will be a gender-balanced world'	08/03/2019	08/03/2019	14	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

The Institute takes initiatives to create awareness on environmental issues among students and staff; environmental studies an integral part and is taught as a compulsory paper across all the courses.

There are two dedicated environmental societies/clubs at the two campuses - Nature Club at the Main Campus & the Jal Shakti at the Management Campus. The clubs in association with NSS have organized several activities and events with an aim to promote consciousness towards environmental issues and related responsibility amongst the youth. Some such activities undertaken include:

- An internal Green Audit Report was prepared.
- A Memorandum of Understanding was signed with Vital Waste on 14th June 2019 for waste management services.
- Newspapers and e-waste collection drive was undertaken under Behtar India Campaign on 04/09/2018.
- A workshop on Innovative Ways to Reduce Plastic Menace was organized on 9/10/2018 and 10/10/2018. Under the No to Plastic activity jute bags sponsored by Gloster Limited were distributed to passers-by in front of Victoria Memorial on 20/08/2018.
- A graduating fashion show was organized on the theme, Sustainable Fashion on 15/02/2019.
- The vertical garden made from recycled plastic bottles was reinforced with concrete and cement, and 238 foliage plants were planted in the bottles. The hanging garden outside the campus was fenced.
- Plantation at the kitchen garden and beautification of the campus with pots of flowers.
- A bird house was put-up to arrest the menace by nesting by sparrows and with an aim to allow propagation of the endangered species.
- Twelve green bins and five blue bins to segregate dry and wet garbage were placed at different location in the Main campus and two Bins for dry and wet garbage sponsored by students were placed at the Management campus.

30 kwpc Solar PV plant has been installed at the roof top of Main Campus. Conscious efforts are made to switch off air-conditioners, lights and fans when not in use, to save energy and for this placards are placed in all classrooms and laboratories to create awareness amongst all in the campus.

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	--	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 and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	00	01	22/01/2019 to 30/01/2019	Training in making artificial jewellery & bags for underprivileged young girls in collaboration with Labour Net India Pvt. Ltd.	Finding alternatives for additional family income; economic empowerment of women through employment from home and recycling of waste	09
2018	00	01	17/11/2018	Workshop on preparation of nutritive food from vegetable wastes for the women from slums under an NGO, Ektara Foundation.	An Initiative to financial empower community women through skill learning technique of making pickles from vegetable wastes which can be commercially sold for income generation.	28
2018	00	01	11/03/2018-06/05/201	Teaching basic Mathematics	Outreach activity to teach the	10

			8	and English to the underprivileged children Disha Foundation and Tamas Society, NGO	underprivileged children to promote literacy.	
2018	00	01	01/10/2018	Awareness activity on khadi fabrics, a true symbol of Indian identity through National Khadi Day	All students and staff were encouraged to wear attire made from khadi fabrics, a true symbol of Indian identity.	09
2019	00	01	09/11/2019	Inclusive activity for underprivileged children from various NGOs (Parichay, Ektara, Jungle Crow, Child Help Foundation, Help us Help Them, Future Hope and DRCSC) to participate in the Annual College Sports.	Encouraging participation of underprivileged children in various track events.	28
2018	00	01	12/10/2018	Daan Utsav for underprivileged students from NGOs- Daya Daan, Development Inspiration Socio-Cultural Helpful Association, The Children of Topsia, Umeed, Calcutta Social Project, CREW, Calcutta	To share and kindle the Joy of Giving, Daan Utsav Celebrations was conducted where gifts were distributed to the children of NGOs.	22

				Muslim Orphanage and Little Contribution Welfare Society		
2018	00	01	13/10/2018	Initiative to beautify the walls of the slums by painting beautiful sketches and cartoons at Tollygunge (Ward 89) near RSV Hospital.	An initiative taken under Swatchh Bharat Abhiyan to help create and maintain of cleanliness of the surroundings.	17

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)
College Prospectus (department wise)	09/05/2019	The college has a printed rule book that carries disciplinary college regulation for students, examination rules and conventions that need to be observed at the LRC and labs. A copy of the college rule book and UGC-recommended booklet on the guidelines and policies related to ragging is handed over to all parents of the incoming batch of new students before the commencement of a new session. A session is also held with parents and teachers to brief them about the rules and regulation of the college and clarify doubt, if any. Orientation session for incoming new students is held on the first two days (02/07/2018 to 03/07/2018) of the college, where the Principal through a PPT explains all rules and regulations to students and clarified their doubts. Code of conduct notices, banners and placards are placed at various locations at the college and adequately displayed at the LRC and all laboratories. Soft copy of the rule book is also available at the college website.
College rules	02/07/2018	
Anti-ragging	02/07/2018	
Code of conduct displayed in every laboratory & LRC	02/07/2018	

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration from	Duration to	Number of participants
Workshop on Inner Values by Mr. Nirav Shah, CEO, Chinmaya Transformation Circle	26/02/2019	26/02/2019	76
Stress & Anger Management in association	28/01/2019	28/01/2019	82

with Dharma Ganga Vipasanaa Meditation Centre, Sodepur			
Lecture on Substance & Drug Abuse by Indian Red Cross Society	02/032019	02/032019	109
Lecture on Happiness by representatives from the Chinmaya Transformation Circle	24/04/2019	24/04/2019	63
Lecture on Humanity by Brahma Kumaris Rajyoga Meditation Centre	27/03/2019	27/03/2019	56
Anti-tobacco campaign through street plays and display of posters.	04/03/ 2019	04/03/ 2019	195

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. The institution is kept neat and tidy, and is well maintained under the supervision of whole-time housekeeping staff. Cleaning activity is carried out on a daily basis.
2. The Nature club looks after the greenery of the campus and has set up a vertical garden and a kitchen garden (main campus). Plantations at the college has been identified and labelled.
3. For effective and responsible disposal of solid waste, the college has signed a MoU with a Govt. recognized agency, Vital Waste. The company collects wastes like newspaper, electronic wastes on a monthly basis or as and when required from the college and sends it to their recycling plant. During the academic session (2018-2019), 1938.40 Kg of waste paper was recycled by handing over to Vital Waste and 9897 green points were earned.
Computer hardware is replaced on a buy-back scheme. Other wastes of furniture and fixtures are sold off to a recognized scrap recycling vendor and the money earned is submitted to the Account's office. Waste including garbage is collected at a point at the rear end of the college and collected by representatives from the Kolkata Municipal Corporation.
4. Dustbins are placed at every required place at the college campus and they are emptied on a daily basis.
5. A sanitary napkin incinerator is placed in the one of the wash room for all women students and staff of the college.
6. Some awareness placards on energy conservation and cleanliness are displayed in classroom.
7. Thirty kwh Solar PV plant has been installed at the roof top of Main Campus. During June 2019; 20954.16 kwh was produced, 1759.26 kwh of power was injected and 19194 kwh of power consumed.
8. Total expenditure on green initiatives and waste management excluding salary component during the last financial year (2018-2019) is Rs. 1,97,187/- (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

BEST PRACTICE-1:

Title of the Practice: Quality professional development for all teachers.

Objectives: To engage teachers in continuous professional learning and to create space for them to share ideas and collaborate in their learning, and apply that learning to increase student achievement

Believing that practices that enhance and upgrade the knowledge of faculty members have deep impact on their own quality enhancement and overall development as well as that of their pupils, the Institute organized a number of programs for faculty members in the field of education, and research. The Institute conducts several activities with the following objectives:

- To upgrade their knowledge and skills.
- To bring innovation and creativity in the teaching-learning process.
- To promote research work among faculties in their respective fields of specialization.
- To develop sensitization towards environment and other social issues.
- To inculcate a sense of values and ethics.
- To improve their overall effectiveness as teachers.

Context: Quality teaching and student learning are tightly interconnected. Together they form two sides of a triangle. The third side of this triangle is often overlooked, but is also integral to teaching quality and student learning-quality instruction and preparation for teachers. Thus planning and executing creative opportunities for teachers to continue to build their skills was the focus area.

Practice: Various programmes were conducted - FDP's, seminars, workshops on varied subject areas, and interactive sessions with eminent resource persons and experts. For relieving stress and for mental wellbeing, discourse on values and ethics and team building outings were arranged. Activities that were arranged are listed below:

- Each whole-time confirmed faculty of the Main Campus was given laptop for use in class.
- 2-day workshop on Research Methodology on 26/12/2018 and 27/12/2018.
- 2-day workshop on Case Writing & Case Analysis on 28/12/2018 and 29/12/2018.
- Faculty members were motivated to publish research papers
- Faculty members were motivated to attend seminars, conferences and present papers.
- Team-building excursions were undertaken by all faculty and staff to Chalsa, North Bengal from 04/12/2018 to 07/12/2018 (Main Campus) and to Raichak from 18/12/2018 to 19/12/2018 (Management Campus).
- Session on Stress & Anger Management was conducted by representative from the Art of Living on 18/09/2018.

Evidence of success:

- Thirty-four papers were published by faculty members
- Forty faculty members attended seminars, conferences in the academic year that helped in enhancing their knowledge base.

Problems Encountered and Resources Required: No insurmountable problems have been recorded anywhere regarding this practice.

BEST PRACTICE-2:

Title of the Practice: Beyond curriculum and aiming at holistic development of students.

Objectives: To aim at development of intellectual, mental, physical, emotional, and social abilities of students so that they are capable of facing the demands and challenges of everyday life.

Context: Holistic education aims to call forth from students an intrinsic reverence for life and a passionate love of learning, gives attention to experiential learning, and places significance on relationships and primary human values within the learning environment. An application of holistic education to a curriculum has been described as transformational learning where the instruction recognizes the wholeness of the learner and that he and the curriculum are not seen as separate but connected.

Practice: The institution adopted several innovative processes to promote skill-based education, entrepreneurship, extension activities and opportunities for learning beyond classrooms. Efforts were made to awaken students' astuteness related to sharing with more vulnerable and less privileged sections of society. Initiatives undertaken included:

- Exposure to IT based learning: Use of IT in teaching was promoted and embraced by all teachers through PowerPoint presentations; telecast of YouTube videos, movies and documentaries to facilitate clear understanding were.
- Supplementing classroom teaching: Through conduct market surveys, projects & assignments; participating in workshops and seminars; interaction with experts during special lectures and workshops.
- Practical exposure and experiential learning: Achieved through educational excursions and industrial visits along with report presentations
- Enhancing skills: Through internship programmes at food and textile industries, hospitals, export and manufacturing units, research laboratories, hotels, schools and community centers/organizations
- Building confidence through flipped learning and role reversals: Students have several papers where they have to gather and collate information and give presentations in the presence of their teachers and peers. This self learning enhances their confidence.
- Learning the act of kindness in sharing: Fostered through visits to old-age homes, orphanages, homes for the destitute women; training camps;
- Innovative and creative pursuits: Through organization of exhibitions, displays
- Fun and frolic: Several activities that help students to bond with their peers in a relaxed and occasionally informal environment are also undertaken.

Evidence of Success: Evidenced of success was seen number of activities organized by the college and the outstanding participation by students and staff in various events organized.

SUPPLEMENTING CLASSROOM LEARNING, PRACTICAL EXPOSURE & SKILL ENHANCEMENT

- Three seminars were organized.
- Sixty-six guest-lectures were conducted.
- Six workshops to provide hands-on skills to students.
- Thirty-four field visits were undertaken.
- Educational excursion was organized to Bengaluru-Mysore during the puja break where students visited organization specific to their subject areas:
 - a. **FSNM Deptt:** Coffee & Tea Plantation (Blanoor), Central Food Technological Research Institute (CFTRI), Defense Food Research Laboratory (DFRL), Akshaypatra and Apollo Hospital (Bangalore).
 - b. **TCFS Deptt:** CSTRI; Namaste Exports Ltd. (leather jackets); Cauvery Handicrafts Emporium (handcrafted lacware artifacts); Aquarelle India Pvt. Ltd. (an MNC producing shirts for leading brands); Gyan Silk Mills and Karnataka Silk Industries Corporation Ltd.
 - c. **ID Deptt:** TERI, Lalitha Mahal Hotel (heritage hotel), Italis's Furniture Factory, Mayuri International Furniture Manufacturers, Maya Organics and Majeed Fine

Arts (inlay work on furniture & handicrafts).

- **HD Deptt:** NIMHANS, Echo Society of Juvenile Justice, The Spastics Society of Karnataka, All India Institute of Speech & Hearing, Sri Shaila Home for Aged & Care Centre, Ondede and Maya Organics (handcrafted toys)
- ents interned at 160 organizations.

LEARNING THE ACT OF KINDNESS IN SHARING

- Old clothes were donated at Goonj.
- Students met the old people of Little Sisters of the Poor by putting up a cultural programme apart from distributing soaps and toothpaste to the inmates.
- Daan Utsav, gifts was distributed to children of eight NGOs.
- 7-Day Camp to train the rural women on bag from fabric waste and jewellery making in association with LabourNet India Pvt. Ltd., an NGO at their Rishra Centre was organized from 22nd to 30th January 2019. More than 200 bags and about 250 sets of jewellery were made and will be sold from the campus.
- Students taught the underprivileged children from KG to Std 6 at Disha Foundation and Tamas Society
- Distribution of biscuits & cakes to the underprivileged near the Kalighat temple and Baba Bhoothnath Temple was done.

FUN AND FROLIC

- 5th Inter-college Management event, **Invictus** was organized from 15/02/2019 to 17/02/2019
- 5th Annual Inter-college Business Convention, **Commercio Conclave, 2018** was organized by the Department of Commerce.
- 3rd Annual Inter-college Cultural Fest, **Verve 2019** was organized from 14/03/2018 to 16/03/2018 by the Main Campus.
- **Educational/team building excursions** were undertaken by students on 21/10/2018 to 31/10/2018 (Main Campus) and from 09/11/2019 to 12/11/2019 (Management Campus)
- **Annual Picnic** was undertaken by 257 (Science) and 401 (Commerce) students accompanied by faculty members respectively on 1st February 2019 and 2nd February 2019 at Ekanto Apon farmhouse.
- **Annual Day, 2018** was hosted on 12/10/2018 (Main Campus and Management Campus).
- **Annual Sports, 2019** was held on 9th February 2019 at Gitanjali Stadium (Main Campus) and on 21/02/2019 (Management Campus).
- **Fresher's Welcome** was organized on 27/07/2018 (Main Campus) and on 07/08/2019 at (Management Campus).
- **Farewell Party** of the final year students was organized (Main Campus) at the Army Territorial Officer's Institute on 29/03/2019 and Astor Hotel (Management Campus) on 24/05/2019.
- **Alumni Meet 2019** was organized on 23/02/

INNOVATIVE AND CREATIVE PURSUITS

- An **exhibition** of products developed by the final year Interior Designing students was displayed on 14/02/2019.

Problems Encountered and Resources Required: No problem was encountered and all required resources were provided by the college management.

7.2 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

Focus on inculcation of team spirit and camaraderie among the different stakeholders of the Institute

J D Birla Institute has always strived to encourage the inculcation of team spirit and camaraderie between all stakeholders of the organization – students, faculty, administrative staff, other support staff, parents and the local community.

Keeping this objective in mind, the Institute organizes a number of events and activities that bring together one or more stakeholder groups in a non-work setting.

The students are routinely taken on team building excursions and / or educational excursions, and picnics. These are very opportunities for students to bond among themselves and with their faculty.

The teaching and non-teaching staffs also go on strategic retreats or team building excursions where they indulge in team building games and some pure fun. Work related pressures and boredom suddenly vanishes. We have seen that such outings greatly enhance employee morale.

During the induction and preliminary orientation of the new batch of students every year, we make it a point to call the parents / guardians to the college so that they can understand and appreciate the effort we promise to put in their wards' education.

The Institute and its students and faculty members always reach out to the local population through various social engagement ventures. This creates a good impression about the college in the local community.

WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/Institute%20Distinctiveness%2C%202018-2019.pdf>

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

Curriculum Planning & Implementation: Planning for the introduction of CBSE curriculum from next year. This will involve training our faculty insofar as CBSE rules are concerned. Especially, rules for selection of Discipline Specific Electives (DSE) must be done properly. Also, teacher allotment must be properly planned.

Student Enrolment & Profile: Plans and strategies must be adapted to popularize our new age courses among students of Class XI and XII so that they feel enthused to join our course..

Resource Mobilization & Research: Proper human resource auditing, monitoring and appraisal must be done so that we have an optimally performing HR team in place. Timely training and development of personnel should be done and for that a Human Resource Plan is required which will also specify HR sources and supply. The faculty resources must be encouraged and motivated to develop themselves. A proper plan will be done for the same.

Infrastructure & Learning Resources: We plan to invest more in e-books and e-journals and also to shore up our online databases. Certain softwares which are inherent to research

and analysis will also be procured.

Students Support & Progression: The Institute plans to tie up with certain selected external agencies in order to offer value added courses in an affordable manner. We would also engage with professional agencies to help us provide good internship and placement options to our students.

Governance, Leadership & Management: Role specification, transparency in responsibility patterns, and accountability will be enhanced through laying down of sacrosanct procedures.

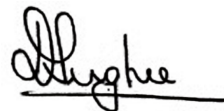
Institutional Values & Best Practices: The Institute plans to increase its involvement with social outreach activities.

Dr. Shweta Tuteja Rakshit



Signature of the Coordinator, IQAC

Prof. Deepali Singhee



Signature of the Chairperson, IQAC



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