



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

Departments of Science, Commerce & Management

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2019-2020

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), 2019-2020

PART-A

Data of the Institution

1. Name of the Institution : J.D. BIRLA INSTITUTE
 - Name of the Head of the institution : PROF. (DR.) DEEPALI SINGHEE
 - Designation : PRINCIPAL
 - Does the institution function from own campus : YES
 - Phone no./Alternate phone no. : 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):
 WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-08/AQAR%2C2018-2019.pdf>

4. Whether Academic Calendar prepared during the year?
 Yes. The Calendar is uploaded in the Institutional website
 WEBLINK: <https://www.jdbikolkata.in/sites/default/files/2021-09/Academic%20Calendar%202019-2020%20%281%29.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	NA	2004	from: 03/05/2004 to: 02/05/2009
2 nd	A	3.01	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 of promoting quality cultures	Date	Duration	Number of participants / beneficiaries
Internal meetings were held and all records maintained at the IQAC office.	11.07/2019	01	13
	21/10/2019	01	13
	06/04/2020	01	12
Feedback was collected from students, faculty under PBAS and self assessment, and from employers (internships and placements).	21/11/2019	01	845
	12/03/2020	01	290
Annual appraisals were also done for all staff (faculty and non-teaching including Group-D)	12/08/2019	07	86
Data related to AISHE and NIRF were submitted to the respective organizations	AISHE: 25/02/2020	14	1962
	NIRF: 30/11/2019	07	
Participation in different ranking by various agencies was done	Hansa Research for The Week: 03/03/2020	07	1962
	MDRA for India Today: 27/05/2019	07	
An internal academic audit was done and a set of SoP (Standard Operating Procedures) were prepared for ease in administration	16/03/2020	01	1962
	18/03/2020	01	
	19/03/2020	01	
<p>Note:</p> <p><i>Some Quality Assurance initiatives of the institution are:(Indicative list)</i></p> <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
NIL	NIL	NIL	NIL	NIL

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

Yes/No: Yes

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?
 No
 If yes, mention the amount: NA
 Year: NA
12. Significant contributions made by IQAC during the current year (maximum five bullets)
- Preparation of SoP.
 - Initiation of academic MoUs and successful completion of some short term courses under them.
 - Student's records were updated at the two campuses.
 - Management campus was revamped, system of administrative processes synergized at the two campuses. A dossier on all important information on the Management department was prepared.
 - Websites of both campuses were updated.
13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To prepare stepwise procedural charts for all academic and administrative activities.	<ul style="list-style-type: none"> • A special committee comprising of 11 nos. of faculty and 04 nos. of administrative staff members under the Chairmanship of the Principal was formed to prepare a Manual on Operating Procedures. Part-I of the Manual comprising of 7 chapters on (a) admission process, (b) academic calendar, (c) class timetables, (d) matters pertaining to students' attendance, (e) examination related matters and (f) staff related matters has been prepared and shared with all members.
To bring about examination reforms for smooth execution of examination related matters and establish proper guidelines for all.	<ul style="list-style-type: none"> • There being lack synergy in the style of question papers for internal and end-semester examinations submitted by different faculty as examiners, the matter was streamlined and a format prepared for setting question papers • Evaluation of sessional papers like seminars, term papers, projects and dissertations have been streamlined and a format for marking with break-up has been prepared. • Procedure for selection of topics for Projects was streamlined. Mentors were allotted through a systematic process and break-up of marks for internship and projects were shared with all along with the format for submission of reports clarified. • Grand viva was conducted online in several concurrent sessions of 40 minutes duration each. Each session involved 3 students and a panel of four internal examiners conducting their viva separately for about 10 minutes each. Four such sessions were held each day, two sessions in the morning and another two in the evening. Senior teachers were appointed as coordinators to oversee each session. Format for marking scheme was shared with all faculty members and all marks are sent via email to the HoD on the daily basis by the examiners for

	<p>necessary computation.</p> <ul style="list-style-type: none"> • Due to the lockdown and COVID pandemic, Class tests could not be held. To compensate regular assignments for each subject was given to students in a streamlined manner and the assignments to be given for each month was notified to students in the beginning of each month along with the monthly timetables.
To provide students and faculty with opportunities for online learning.	<ul style="list-style-type: none"> • 723 completed online course on Spoken Tutorial Project under an agreement with IIT-Mumbai and were awarded certificates. • One faculty completed a course under MOOCs.
To increase the number of value added courses for students through functional MoUs with renowned institutes.	<ul style="list-style-type: none"> • 19 students completed a 30 hour add-on certificate course on Stock Market Analysis conducted under an MoU with National Stock Exchange Academy • 28 students completed a 30 hour short-term course on Data Analytics & Game Theory under an MOU with ICFAI Business School (IBS), Kolkata. • 28 FSNM students completed a 30 hrs Certificate Course in Baking under a MOU with Academy of Pastry Arts Institute, India (APAI), Bangalore
To enhance training in practical skills through add-on courses and workshops.	<ul style="list-style-type: none"> • ICA Edu Skills Pvt. Ltd. conducted 10 hrs Course on Tally for all 1st year B.Com students. • A certificate course on Advanced Data Analysis with MS Excel Programme was organized and successfully completed by 19 no. of students. • Sixteen (16) Workshops on different subjects were organized by the college to enhance practical skills of students. The workshops were conducted by external experts.
To provide students with a platform with prospective employers.	<ul style="list-style-type: none"> • Twenty-four (24) Career Counselling Sessions were organized where experts from industry were invited to address students.
To conduct training programmes for faculty.	<ul style="list-style-type: none"> • FDP on Fin-Tech was organized by the college and conducted by Prof. B.B Chakrabarti, former Professor, IIM-Calcutta • FDP on Big Data Analysis was organized by the college and conducted by Prof P.K. Das, Faculty, IIFT-Kolkata
To organize theme-based conferences and symposiums on new age topics.	<ul style="list-style-type: none"> • A Management Conference on Strategic Management in Industry 4.0 was organized. • Thirty-three (33) webinars on a range of topics involving forty-five external experts and resource persons were organized.
To publish conference/seminar proceedings with ISBN and publish a newsletter for the Management Departments.	<ul style="list-style-type: none"> • Book of Papers with ISBN (ISBN: 978-93-5406-466-1) was released for the Management Conference on Strategic Management in Industry 4.0 organized by the Department of Management • The second Newsletter in hard copies was published by the Department of Management.
To upgrade both the websites of both campuses and sharing of endorsement videos by alumni and experts.	<ul style="list-style-type: none"> • Websites of both the campuses were updated. • Six e-prospectuses (course wise) embedded with videos from experts and alumni were prepared and shared through college website at the time of admission.

To adopt initiatives for proper and responsible disposal of waste.	<ul style="list-style-type: none"> • A MoU was signed with Vital Waste for providing recycling and allied waste management services. The recycle points earned through the recyclables sold are being monetarily redeemed and green audit reports provided.
To procure a copy of MoA for the already registered Alumni Society from the Office of Registrar of Firms, Societies & Non-trading corporations, West Bengal.	<ul style="list-style-type: none"> • The copy of the MoA was procured and is being studied for further action.
To explore foreign collaborations.	<ul style="list-style-type: none"> • The Principal and Secretary General of the Trust undertook an international trip to Paris & London to explore possibilities for student's exchange programs, project collaboration and higher studies for students with Universities like University of Creative Arts (UCA) and School of Oriental & African Studies (SOAS) and University of London.
To conduct gender sensitization related activities.	<ul style="list-style-type: none"> • A 3-day International Self Defense workshop on Limitless Potential – A Step towards Gender Equity was organized in association with Vidya Veda Foundation and Esession Foundation, Australia. Eminent resource persons from USA and Australia conducted the workshop for the students. • A workshop on Self Defense was conducted by Ms. Ryena Gupta, a self defence trainer. • A seminar on Cyber Security was conducted by Mr. Rakshit Tandon, Cyber Security evangelist, Director Executive, Council of Information Security & Cyber Security.
To promote importance of ethical values.	<ul style="list-style-type: none"> • The 6th Annual Inter-college Business Convention, Commercio Conclave, 2020 was organized on the theme, 'Ethics in Business is a Good Strategy'.
To promote formation of students' clubs for promoting participation in activity y students.	<p>The following students' clubs conducted many activities at the two campuses:</p> <ul style="list-style-type: none"> • Department of Science & Commerce: Nature, Ethics & Value Education, Social Activity, Debate & quizzes. Sports, Cultural and Photography • Department of Management: Green Club, Quiz Club (Qriosita), Debate Club (Debutant), Photography Club (Picturesque), Entrepreneurship Club (Acumen) and Cultural Club (Renaissance) were formed
To organize more meaningful community oriented extension and outreach activities.	<ul style="list-style-type: none"> • A 7-day capacity building training camp on making of hand-crafted products from eco-friendly raw materials and recyclable waste like old newspaper and jute was organized by the students in collaboration with LabourNet, an NGO at their Rishra Centre. • Under virtual volunteering, students conducted a range of activities for the underprivileged children from several NGOs during the lockdown. Under a special initiative teacher's day was celebrated with teachers of a rural school for the underprivileged at

	<p>Duttapukur, Barasat.</p> <ul style="list-style-type: none"> • NSS-volunteers fed underprivileged people in their local areas with 80 kgs of khichadi. They also distributed meals among the underprivileged and needy in the areas close to their residence. • An awareness programme on water conservation was organized under Swachta Pakhwada, 2019 of the EBSB Cell, MHRD, Government of India in collaboration with Development Research Communication & Service Centre (DRCSC) was conducted. • Single-use plastic was banned in the campus and multi-use foldable fabric bag were distributed to all students and staff of the college. • Hand sanitizers and cloth masks were prepared and sold to raise funds during the pandemic. • Faculty and staff members including the Principal contributed one day's salary amounting to a total of 1.08 lakhs towards Amphan cyclone relief through Bharat Sevashram Sangha.
To conduct activities related to sports and outdoor games.	<ul style="list-style-type: none"> • 1st inter-college Annual Sports, Zest 2020 was organized. • J.D. Birla Champions League Cricket (intra department cricket competition) was organized. • Intra-department volleyball tournament was conducted. • Intra-department throw ball (Girls) tournament was conducted. • Intra-department chess tournament was conducted.
To create repositories for various learning and other resources.	<ul style="list-style-type: none"> • Question bank for all subjects including Grand Viva was prepared and uploaded on the departmental website for students. • List of reference books for all courses was uploaded on the college website. • Repository of downloaded videos on spinning, weaving, processing, garment manufacture, etc. were made • Repository of e-version of expensive books published by Springer on Science & Technology was made available at the libraries of both the campuses.
To documentation data and information gathered over the years for effective futuristic use.	<ul style="list-style-type: none"> • College activities and faculty development initiatives undertaken by the college over the last 10 years was compiled. • Data base of all resource persons who visited the college during the last 7 years along with their contact details was prepared.
To increase numbers and document coverage of college activities by media.	<ul style="list-style-type: none"> • Activities undertaken by the college were extensively covered by several print and online media after timely submission of information to the PR agency and properly documented.
To provide adequate individual space to all faculties and promote team building among	<ul style="list-style-type: none"> • Two new staffrooms were created and proper relocation of all faculties was done apart from providing them with individual cubicals.

departmental colleagues.	
To undertaken online teaching and to ensure students do not miss on academic progress during the lockdown.	<ul style="list-style-type: none"> • Remaining classes after the lockdown due to the COVID pandemic was completed through online teaching and online exams were held for the outgoing students. For internal assessments, regular monthly assignments for each subject were conducted, some in the form of competitions and videos.

14. Whether the AQAR was placed before statutory body?
Yes /No: No
Name of the statutory body: NA
Date of meeting(s): NA
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: No
Date: NA
16. Whether institutional data submitted to AISHE: Yes/~~No~~: Yes
Year: 2020 Date of Submission: 25/02/2020
17. Does the Institution have Management Information System?
Yes
The Institution is steadily moving from the traditional to automated Management Information Systems (MIS). A contract has already been signed by Eduflex for ERP, which has been partially implemented. Besides this, the other systems under the MIS are fully functional in the Institute from last few years.
1. Biometric Attendance System for Staff
 2. 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

Before the commencement of each academic session, the HoD Forum of the college prepares an academic calendar for both the semesters, which is uploaded on the college website. The academic calendar carries information on teaching days, dates of internal examinations, college activities, holidays and term-breaks.

Allotment of subjects between faculties is finalized in the departmental meetings held before the commencement of the new academic session. Based on the subject allotment, teachers prepare lesson plans with the required number of lectures as allotted for each topic in the syllabus in their diaries. Vigilance on completion of the lecture in accordance to the lecture plan subject by faculty is done through supervision by the concerned head of the department every fortnight.

The departmental timetable committee prepares the master class routines strictly adhering to the accomplishment of number of credit points as mentioned in the

prescribed syllabus of each course offered by the departments. Time table of the commerce department is prepared first which is then shared with members of the science departments to ensure no clash exists between the two departments with respect to allotment of classrooms. Once the main class timetables are prepared, individual teacher and lab timetables are prepared and respectively shared with faculty and lab assistants; the lab timetables are displayed in the labs. A copy of the class wise timetable is made and sent to the Principal and Administrative officer for necessary records and action wherever required. All related records are maintained with the Principal's office and IQAC.

Orientation programme is organized on the first 2-3 days of the new session, each year for newly admitted students to make them aware of the mechanism for curriculum delivery, examination and rules and regulation of the college. For 2nd and 3rd year students, a re-orientation session is held. Lecture plans are communicated to the students by each concerned subject teacher after the orientation session.

Infrastructure for use of ICT is available in all classrooms, along with the traditional chalk and talk method, faculties make use of ICT extensively in the delivery of the curriculum. Under continuous internal evaluation (CIE), one class test is held after 8-10 weeks as mentioned in the academic calendar. Teachers also take assignments (minimum two) in various forms (report writing, quizzes, bulletin boards, MCQs, etc) per subject per semester. Internal assessment is done transparently and the examined answer scripts and allotment of marks for assignments and practical classes are shown to students.

In some departments, bridge courses, remedial classes are held in order to make the curriculum delivery more holistic and effective. Post-graduate students are specially trained to handle assignments, open-house seminars and dissertation to prepare them for academic research. Interactive sessions with students and, sometimes with guardians are held to identify problem areas. Field visits and excursions are organized by all the departments to ensure effective implementation of the prescribed curriculum. Special lectures on topics outside the curriculum, workshops on skill enhancement and other college co and extra-curricular activities help in the holistic growth of every student.

1.1.1 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of Introduction	Duration in Days	Focus on Employability/ Entrepreneurship	Skill Development
30 hour add-on certificate course- MDP on Stock Market Analysis in association with National Stock Exchange (NSE) Academy	--	16/07/2019	15	Employability	Analytical Skills

30 hour add-on certificate course- Data Analytics & Game Theory in collaboration with ICFAI Business School, Kolkata (IBS)	--	20/09/2019	12	Employability	Understanding, Manipulating & Presenting Data
Advanced Data Analytics with MS Excel Programme	--	05/08/2019	03	Employability	Use of MS Excel for data analysis and problem solving
30 hrs Certificate Course in Bakery in association with Academy of Pastry Arts, India (APAI), Bangaluru	--	24/12/2019	05	Entrepreneurship	Hands on experience on baking for commercial production
Short term online course on Accounting and Finance - Front Accounting conducted by IIT-Mumbai	--	11/07/2019	180	Employability	Accounting Skills
Short term online course on LibreOffice Suite Calc conducted by IIT-Mumbai	--	11/07/2019	180	Employability	Basic Computer Skills (Spread Sheets)
Short term online course on LibreOffice	--	11/07/2019	180	Employability	Basic Computer Skills (Documentatio

e Suite Writer conducted by IIT- Mumbai					n)
Short term online course on LibreOffice e Suite Impress conducted by IIT- Mumbai	--	22/07/2019	180	Employability	Basic Computer Skills (Slide Making)
Short term online course on LibreOffice e Suite Impress conducted by IIT- Mumbai	--	29/07/2019	180	Employability	Basic Computer Skills (Slide Making)
Short term online course on GIMP conducted by IIT- Mumbai	--	11/07/2019	180	Employability	Basic Graphic Designing
Short term online course on Inkscape conducted by IIT	--	11/07/2019	180	Employability	Graphic Editing
Short term online course on Inkscape conducted by IIT- Mumbai	--	22/07/2019	180	Employability	Graphic Designing
Short term online course on LaTeX conducted by IIT0Mumb ai	--	20/07/2019	180	Employability	Technical Writing
Short term online course on LaTeX conducted	--	22/07/2019	180	Employability	Technical Writing

by IIT-Mumbai					
Short term online course on Qcad conducted by IIT-Mumbai	--	22/07/2019	180	Employability	Technical Drawings
Short term online course on Blender conducted by IIT-Mumbai	--	22/07/2019	180	Employability	Graphic Designing (3D Computer)

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			

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

Name of Programmes Adopting CBCS	UG	PG	Date of Implementation of CBCS / Elective Course System	UG	PG
Bachelor of Science (B.Sc) in Food Science & Nutrition Management	Yes	NA		04/07/2019	NA
Bachelor of Science (B.Sc) in Textile Science, Clothing & Fashion Studies	Yes	NA		04/07/2019	NA
Bachelor of Science (B.Sc) in Interior Designing	Yes	NA		04/07/2019	NA
Bachelor of Commerce (B.Com)	Yes	NA		04/07/2019	NA
Bachelor in Business Administration (BBA)	Yes	NA		04/07/2019	NA
Already adopted (mention the year)					

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

No. of Students	Certificate	Diploma Courses
	1648	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	NIL	NIL

1.3.2 Field Projects/ Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of Students Enrolled for Field Projects / Internships
NIL	NIL	NIL

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders

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

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

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

Feedback on faculty is collected from students after the end of each semester by an external agency. It is statistically analyzed for each subject taken by a teacher and a copy of the feedback is handed over to teach faculty. At the time of Management appraisal by Principal, this feedback is taken into cognizance and also discussed. The progress is monitored in the subsequent appraisal session.

Feedback on institutional data is also collected from outgoing final year students and analyzed. Records are maintained with the Principal and IQAC. Feedback on activities conducted by the college is also collected and used to make future plans.

Feedback from teachers is collected in the form of self appraisal and PBAS forms under CAS submitted at the end of each academic session. Also Management appraisals are done for every teacher and non-teaching staff by the Principal in the presence of the HoD and administrative officer respectively. Monetary awards along with a trophy and certificate instituted by the management is given to teachers for their exceptional performance each year during the occasion of teacher's day celebrations. Outstanding performance of Group-D staff is also recognized and the best-staff is awarded on the Annual Day of the college. Their feedback is conducted by the Maintenance supervisor and the Principal.

Employers submit an assessment sheet for each students undertaking internship at their organizations. This helps to identify areas in the academic process of the college than need attentions and improvements. 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 meeting is held (for outstation internships) and feedback 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 & Nutrition Management	40	141	46
B.Sc (Hons.) in Textile Science, Clothing & Fashion Studies	40	61	44
B.Sc (Hons.) in Interior Designing	40	62	21
B.Sc (Hons.) in Human Development	40	24	21
B.Com (Hons.)	250	763	277
BBA	200	1162	196
M.Sc in Food & Nutrition	10	70	12
M.Sc in Textile & Clothing	10	8	7
M.Sc in Human Development	10	18	12
M.Com	30	44	32
PG-Diploma in Dietetics & Applied Nutrition	20	12	5

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1734	121	28	01	36

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
65	65	315	32	32	04

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

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:

- 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: Mentee ratio
1855	65	1:29

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	13	19

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
2020	Dr. Manika Das	Assistant Professor, FSNM Department	Best Oral Paper , Prebiotics potential of cultivated mushroom (<i>Agricus bisporus</i>) stimulatory effect on <i>Bifidobacteria</i> sp and <i>Lactobacilli</i> sp to at the 10 th Annual National Conference, NATCONPH 2020 on Emerging Trends in Modern Health Sciences organized by NSHM Knowledge Campus, Kolkata on 28 th and 29 th February, 2020.
2020	Dr. Anindita Deb Pal	Assistant Professor, Department of FSNM	Best Presentation Award for paper, Analysis of phytochemical composition and Functional Properties of selected edible leaves to Dr.) at the International Conference on Emerging Strategies in Anti-microbial Agents & Bio-innovations organized by The School of Sciences, RK University, Rajkot in association with Department of Science & Technology (DST) and Microbiologists Society, India on 18 th and 19 th December, 2020.

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 &	FSNM	1 st year (Sem-I)	17/12/2019	12/03/2020
		2 nd year (Sem-	14/12/2019	02/03/2020

Nutrition Management		III)		
		3 rd year (Sem-V)	20/12/2019	03/03/2020
		1 st year (Sem-II)	*	23/03/2021
		2 nd year (Sem-IV)	*	23/03/2021
		3 rd year (Sem-VI)	15/10/2020	20/01/2021
B.Sc (Hons.) in Textile Science, Clothing & Fashion Studies	TCFS	1 st year (Sem-I)	20/12/2019	12/03/2020
		2 nd year (Sem-III)	18/12/2019	02/03/2020
		3 rd year (Sem-V)	23/12/2019	03.03.2020
		1 st year (Sem-II)	*	23/03/2021
		2 nd year (Sem-IV)	*	23/03/2021
		3 rd year (Sem-VI)	12/10/2020	20/01/2021
		B.Sc (Hons.) in Interior Designing	ID	1 st year (Sem-I)
2 nd year (Sem-III)	19/12/2019			02/03/2020
3 rd year (Sem-V)	16/12/2019			03/03/2020
1 st year (Sem-II)	*			23/03/2021
2 nd year (Sem-IV)	*			23/03/2021
3 rd year (Sem-VI)	12/10/2020			20/01/2021
B.Sc (Hons.) in Human Development	HD			1 st year (Sem-I)
		2 nd year (Sem-III)	17/12/2019	02/03/2020
		3 rd year (Sem-V)	19/12/2019	03/03/2020
		1 st year (Sem-II)	*	23/03/2021
		2 nd year (Sem-IV)	*	23/03/2021
		3 rd year (Sem-VI)	15/10/2020	20/01/2021
		B.Com (Hons.)	COM	1 st year (Sem-I)
2 nd year (Sem-III)	09/12/2019			19/02/2020
3 rd year (Sem-V)	10/12/2019			19/02/2020
1 st year (Sem-II)	*			23/03/2021
2 nd year (Sem-IV)	*			23/03/2021
3 rd year (Sem-VI)	15/10/2020			21/01/2021
BBA	MANG			1 st year (Sem-I)
		2 nd year (Sem-III)	17/12/2019	10/02/2020
		3 rd year (Sem-V)	12/12/2019	19/02/2020
		1 st year (Sem-II)	*	23/03/2021
		2 nd year (Sem-IV)	*	23/03/2021
		3 rd year (Sem-VI)	12/10/2020	21/01/2021
		M.Sc in Food & Nutrition	MSC (FN)	1 st year (Sem-I)
2 nd year (Sem-III)	12/12/2019			03/03/2020
	1 st year (Sem-II)		*	23/03/2021
	2 nd year (Sem-IV)		21/10/2020	20/01/2021
M.Sc in Textile & Clothing	MSC (TC)		1 st year (Sem-I)	14/12/2019
		2 nd year (Sem-III)	17/12/2019	03/03/2020

		1 st year (Sem-II)	*	23/03/2021
		2 nd year (Sem-IV)	21/10/2020	20/01/2021
M.Sc in Human Development	MSC (HD)	1 st year (Sem-I)	14/12/2019	03/03/2020
		2 nd year (Sem-III)	10/12/2019	03/03/2020
		1 st year (Sem-II)	*	23/03/2021
		2 nd year (Sem-IV)	21/10/2020	20/01/2021
M.Com	MCOM	1 st year (Sem-I)	09/12/2019	19/02/2020
		2 nd year (Sem-III)	04/12/2019	19/02/2020
		1 st year (Sem-II)	*	23/03/2021
		2 nd year (Sem-IV)	21/10/2020	21/01/2021
PG-Diploma in Dietetics & Applied Nutrition	PGDDAN	1 st year (Sem-I)	10/12/2019	12/03/2020
		1 st year (Sem-II)	21/10/2020	21/01/2021
*Exam based on Internal Assessment during to ongoing pandemic as per UGC Guidelines				

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

The internal evaluation for various courses and programmes is done as per the guidelines prescribed by the affiliating university and carried a weightage of 40% for each course taught. Continuous evaluation is carried out throughout the year in the form of one written class test which is mentioned in the Academic Calendar and several other assessment assigned by the subject teacher. These assignments are in the form of reports writing, projects, presentations, MCQs, seminars, quizzes etc. apart from the sessional examinations (viva voce). At the same time teachers have the freedom to conduct additional assignments and as per their choice as a part of internal evaluation. Some reforms made in the examination related matters are listed below:

- Format prepared for setting question papers was prepared.
- A format for marking with break-up was prepared for evaluation of sessional papers like seminars, term papers, projects and dissertations.
- Procedure for selection of topics for projects was streamlined with mentors allotted through a systematic process, and break-up of marks for internship and projects and format for submission of reports clarified.
- Process of conducting grand viva for outgoing students was streamlined along with the format of the marking scheme.
- Since class tests could not be held due to the lockdown and COVID pandemic, regular assignments for each subject was given to students in a streamlined manner.

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

A comprehensive academic calendar (Almanac) is prepared by the institution before the commencement of each new session. The calendar is made for all departments under the active supervision of the HoDs and the IQAC coordinator. It is placed in the HoD Forum for finalization. After removing clashes between departments, if any, it is finalized and uploaded on the institutional website and published in all departmental prospectuses. The Calendar is also displayed on various notice boards of the college to

enable staff and students to plan and prepare accordingly.

The Calendar includes teaching days, examination days, college events, term breaks and public holidays and is aligned with the list of holidays declared by the affiliating university and the managing trust of the college. Strict adherence to the UGC guidelines with regard to the number of teaching days per semester is ensured. Dates for internal and end-semester university exams of both the semesters are also clearly mentioned in the calendar.

All academic and administrative activities are scheduled on the basis of the calendar and only in some rare instances, deviation is permitted. Reference to the calendars is made in all meetings before decisions are taken.

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 & Nutrition Management	45	40	88.8
TCFS	B.Sc (Hons.) in Textile Science, Clothing & Fashion Studies	36	32	88.8
ID	B.Sc (Hons.) in Interior Designing	44	40	90.9
HD	B.Sc (Hons.) in Human Development	34	33	97.1
COM	B.Com (Hons.)	248	215	86.7
MANG	BBA	199	193	96.9
MSC (FN)	M.Sc in Food & Nutrition	11	11	100
MSC (TC)	M.Sc in Textile & Clothing	8	8	100
MSC (HD)	M.Sc in Human Development	6	5	83.3
MCOM	M.Com	15	13	86.7
PGDDAN	PG-Diploma in Dietetics & 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%202019-2020.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 in days	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	NIL	NIL	NIL
Minor Projects	730	UGC	9,79,730	2,74,991
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored Projects	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students Research Projects (other than compulsory by the College)	NIL	NIL	NIL	NIL
International Projects	NIL	NIL	NIL	NIL
Any other (Specify)	NIL	NIL	NIL	NIL
Total	--	--	9,79,730	2,74,991

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)
Session on Intellectual Property Rights	Food Science & Nutrition Management Textile Science, Clothing & Fashion Studies Interior Designing Human Development Commerce	31/08/2019
Session on Ethical Hacking	Food Science & Nutrition Management Textile Science, Clothing & Fashion Studies Interior Designing Human Development Commerce	06/09/2019

Food Industry	Food Science & Nutrition Management	10/07/2019
Career Counseling session on Entrepreneurship in Interior Designing	Interior Designing	10/07/2019
Career Counseling session on Different Careers in the Field of Interior Designing	Interior Designing	10/07/2019
Session on Entrepreneurship & Start ups	Commerce	11/07/2019
Career Counseling session on Fashion Designing	Textile Science, Clothing & Fashion Studies	12/07/2019
Session on CSR & Corporate Governance	Commerce	13/07/2019
Session on Corporate Governance	Commerce	27/07/2019
Session on Participation of Women in Family Managed Business	Commerce	31/07/2019
Career Counseling session on Career options in the Field of Interior Designing	Interior Designing	24/08/2019
Session on Emerging Job Skills in the Field of Human Development	Human Development	24/08/2019
Session on Self Image-Key to Building Career in Hotel Industry	Food Science & Nutrition Management	31/08/2019
Career Counseling session on Designing a Career in the Garments Export Industry	Textile Science, Clothing & Fashion Studies	09/09/2019
Session on Campus to Corporate	Management	13/09/2019
Management Research Conference on Strategic Management in Industry 4.0	Management	26/09/2019 to 27/09/2019
Session on Start-ups in the Hospitality Industry	Food Science & Nutrition Management	01/11/2019
Session on Campus to Corporate	Management	20/11/2019

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

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

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

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

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
04	00	00

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

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

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

	Department	No. of Publication	Average Impact Factor, if any
National	Food Science & Nutrition Management	1	5.32
National	Interior Designing	2	0.24
National	Human Development	1	0
National	Commerce	1	4.30
International	Food Science & Nutrition Management	2	0
International	Human Development	1	1.00

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

Department	No. of Publication
Food Science & Nutrition Management	02
Human Development	01
Science Commerce	01
Library	01

3.3.5 BIBLIOMETRICS OF THE PUBLICATIONS DURING THE LAST ACADEMIC YEAR BASED ON AVERAGE CITATION INDEX IN SCOPUS/ WEB OF SCIENCE OR PUB MED/ INDIAN CITATION INDEX

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
Influence of stitch density and sewing thread count on the seam performance of denim fabric	Dr. Shweta Tuteja (Assistant Professor, TCFS Department)	The Journal of Textile Association	March-April 2019	0	J D. Birla Institute	NIL
Studies on dyeing	Prof. Deepali	Journal of Natural	2019	06	J D. Birla Institute	1

process variable for application of tesu (<i>Butea monosperma</i>) as natural dye on silk fabric	Singhee (Principal)	Fibers				
--	---------------------	--------	--	--	--	--

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
Clostridium Difficile: A Growing Health Concern	Dr. Anindita Deb Pal (Assistant Professor, FSNM Department)	Journal of Advanced Scientific Research	November 2019	NIL	NIL	J.D. Birla Institute, Kolkata
Aal Dyeing – Past and Present	Mrs. Amita Dutta (Assistant Professor, ID Department)	Journal of the Textile Association	November-December 2019	NIL	NIL	J.D. Birla Institute, Kolkata
General Well Being and Life Satisfaction of Elderly in Kolkata, India	Dr. Debolina Chatterjee (Assistant Professor, HD Dept.)	Indian Journal of Gerontology	January 2020	3	NIL	J.D. Birla Institute, Kolkata
Sustaining the future of traditionally woven Textiles of Koraput	Mrs. Amita Dutta (Assistant Professor, ID Department)	Journal of the Textile Association	January-February 2020	NIL	NIL	J.D. Birla Institute, Kolkata
Role of Microfinance towards Personal Empowerment of Women: An empirical Study	Ms. Swapnapriya Sethy, (Assistant Professor, Commerce Dept.)	Indian Journal of Economics and Development	June 2020	NIL	NIL	J.D. Birla Institute, Kolkata

Exploring self-care abilities among women in prison of West Bengal, India	Dr. Debolina Chatterjee (Assistant Professor, HD Dept.)	International Journal of Prisoner Health	November 2019	3	1	J.D. Birla Institute, Kolkata
Pathogenic profile of green coloured vegetables using different washing procedures	Dr. Anindita Deb Pal (Asst. Prof., FSNM Dept.)	Annals. Food Science and Technology	March 2020	NIL	NIL	J.D. Birla Institute, Kolkata
Development and evaluation of heart healthy food product from green coffee extract	Dr. Manika Das (Asst. Prof., FSNM Dept.)	Annals. Food Science and Technology	March 2020	NIL	NIL	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	02	07	02	30
Presented Papers	09	07	NIL	05
Resource Persons	NIL	02	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 (16 th - 23 rd September, 2019)	NSS Unit (Science) in collaboration with Labour Net India Pvt. Ltd, Rishra	01	08
Training in quilling, spray painting, thumb painting and Christmas cards (21 st November, 2019)	NSS Unit (Management) in collaboration with Hope Foundation (Abdul Kalam Social Welfare Organization Club)	01	30

Blood Donation Camp (13 th November, 2019)	NSS Unit (Science) in collaboration with West Bengal Voluntary Blood Donor's Forum and NRS Blood Bank	01	36
Blood Donation Camp (20 th November, 2019)	NSS Unit (Management) in collaboration with Lions Club	00	70
Eye Check-up Camp (14 th January, 2020)	NSS Unit (Science) in collaboration with Susrut Eye Foundation & Research Centre	01	151
Eye Check-up Camp (27 th January, 2020)	NSS Unit (Commerce) in collaboration with Agarwal Eye Hospital, Peerless	01	70
Dental Check-up Camp (14 th January, 2020)	NSS Unit (Science) in collaboration Aesthetica Dental Centre	01	95
Dental Check-up Camp (27 th January, 2020)	NSS Unit (Commerce) in collaboration with Glitter Dental Clinic	01	62
Medical Check-up (13 th July, 2019)	NSS Units (Science & Commerce)	00	18
Celebrations of Nutrition Month was organised on 20 th September, 2019	NSS Unit (Science) in collaboration with Department of Food Science & Nutrition Management and 7 NGOs (Hope Foundation, Ektara Foundations, Tollygunge Women in Need, Seva Kendra Calcutta, Disha Foundation, Jungle Crow and Help Us, Help Them)	11	84
Teacher's Day Celebrations at a rural school (5 th September, 2019)	NSS Units (Science & Commerce) in collaboration with Joypul Nandanik Sikshayatan School for underprivileged children at Duttapukur, Barasat	03	4
Workshop on Limitless Potential - A step towards Gender Equality (8 th -10 th January, 2020)	NSS Unit (Science, Commerce & Management) in association with Vidya Veda Foundation & Esson Foundation, Australia	02	329

Food Drive Activity- Preparation and distribution of khicdhi to underprivileged and needy people during pandemic was (30 th May, 2020)	NSS Unit (Commerce)	01	10
Food Drive (31 st May, 2020 – 14 th June, 2020)	NSS Unit (Commerce)	01	09
Virtual Volunteering (15 th June - 4 th July, 2020)	NSS Unit (Science) in collaboration with Department of Human Development & 4 NGOs (Parichay -Ek Pehchan in Sunderbans ; Jungle Crows Foundation in Kolkata & Siluguri; Towards Future in Dumdum; IMSE in Kolkata)	01	20

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

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

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swachta Pakhwada Campaign	NSS Unit (Science) in collaboration with Development Research Communication & Services Centre (DRSC)	Awareness on water conservation through nukkad natak (street play) (09/09/2019)	01	25
Swachta Pakhwada Campaign	NSS Unit (Commerce) in collaboration with and NGO, Calcutta Rescue	Awareness activity on water conservation (12/09/2019)	01	17
Swatch Bharat Mission	NSS Unit (Science) in collaboration with an NGO, Parichay - Ek Pehchan	A session on 'Clean India, Green India' was conducted for the children along with Independence Day Celebration	01	05

Dengue Awareness	NSS Unit (Commerce) in collaboration with an NGO, Alakendu Bodh Niketan.	Awareness through skit presentation highlighting the causes, possible breeding sites of dengue mosquitoes, symptoms and preventive measures (11/11/2019) among the children in the age group of 5-18 years	01	10
POCSO Act Related Programmes	NSS Unit (Science) in collaboration with Department of Human Development	Raising awareness through bulletin board on the following topics: <ul style="list-style-type: none"> • Protection of Children from Sexual Offences (POCSO) • World Day Against Trafficking 	01	6
Programmes Related to Gender Sensitization	NSS Unit (Science) in collaboration with Department of Human Development	Awareness activity through bulletin board on the following topics : <ul style="list-style-type: none"> • The Journey to Age Equality • International Women's Day 	1faculty member	33 students
Covid-19 Awareness & Prevention	NSS Unit (Commerce)	Awareness activity on Covid- through display of posters and relay of recorded videos on boosting immunity, correct way to wash hands and general safety and hygiene measures (22/06/2020 to - 23/06/2020) at	01	09

		multiple locations around Kolkata, Gorakhpur (Uttar Pradesh) and Golaghat (Assam)		
Promotion of Indian Art & Culture	NSS Unit (Science) in collaboration with Department of Textile Science, Clothing & Fashion Studies	Promotion of traditional crafts of West Bengal through workshop on Kantha & Pattachitra conducted by rural craftsmen (24/08/2019 to 31/08/2019)	01	62
Awareness on Cyber Security	NSS Units (Science, Commerce & Management)	Interactive session (24/09/2019)	06	357
Inclusive Activity	College Sports in collaboration with NSS Units (Science & Commerce)	Participation of less privileged children from several NGOs (Calcutta Social Project, Hope Foundation, EkTara, Jungle Crows, Development Research Communication and Services Centre, Calcutta Rescue, Parichay Foundation & Future Hope) in Zest 2020- An Inter-College Sports Meet organized by the Institute (15/01/2020)	04	64
	NSS Unit (Management)	Diwali Celebration at an NGO, Little Sisters of the Poor	01	60
Environment- Protection Related Activities	NSS Unit (Science, Commerce & Management) in	To reduce use of plastics, multi-use foldable bags were	02	1383

	collaboration with Nature Club of the Institute	distributed to all students and staff (w.e.f from 01/11/2019)		
Environment-Protection Related Activities	NSS Unit (Management)	50 jute bags sponsored by Nihari Jute Mills were distributed to passersby near ILS Hospital Bidhannagar (31/08/2019)	01	14
Environment-Protection Related Activities	NSS Unit (Departments of Management)	30 saplings were plated at Shree Gandhi Education Welfare Society (12/09/2019)	00	02
Fund Raising	NSS Units (Science & Commerce)	Several Canteen Sales were put-up by students of the FSNM department: Fusion Kolkata (04/11/2019), Preserved Food (11/11/2019), Ghar Ka Zyaka (24 th October, 2019), Bollyfood (21/01/2020), Frozen Fever (28/01/2020), Mickey Mouse Clubhouse (04/02/2020), Say Cheezzee (11.02/2020), Illusion (18/02/2020), Galactic Starveyors (25/02/2020), Flavors of India (03/03/2020) and Back to School (11/03/2020) – A total profit of 24,437/- was generated.	03	52
Fund Raising	NSS Units (Science & Commerce)	Rs. 1,260/- was raised through a sale of products lost by students and staff that were collected	01	03

		over the years (18/02/2020 to 19/02/2020)		
Fund Raising	NSS Units (Science & Commerce)	Rs. 6,275 was raised through sale of masks & sanitizers prepared by the staff members	05	NIL
Fund Raising	NSS Units (Science & Commerce)	Rs 8,500/- was raised through sale of 850 Communal Harmony Stickers for National Foundation of Communal Harmony, New Delhi	02	13
Fund Raising	NSS Units (Science & Commerce)	Rs 300/- was raised through sale of 60 Tuberculosis Seal stickers & sent to Bengal Tuberculosis Association	02	04
Donations	NSS Units (Science, Commerce & Management)	Faculty & staff contributed their one day salary and raised Rs. 1.48 lakhs that was donated to Bharat Sevashram Sangha for helping the victims of Amphan cyclone (24/06/2020)	87 faculty and staff members of the college	NIL
Donations	NSS Unit (Management)	Rs. 25,150/- for Annamrita (mid- day meals programme of ISKCON	01	03

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 & Higher Education for Women	---	Intensive training on fabric production	03
National Stock Exchange Academy	19/03/2019	Conducting a 30 hour add-on Certificate Course on Stock Market Analysis	19
ICFAI Business School (IBS), Kolkata	20/08/2019	Conducting a 30 hour Short-Term Course on Data Analytics & Game Theory	28
Academy of Pastry Arts Institute, India (APAI), Bangalore	15/10/2019	30 hrs Certificate Course in Baking	28
IIT-Mumbai	---	Short-Term online course, 'Spoken Tutorial project' as prescribed by the National Mission on Education through ICT (NMEICT) under the MHRD, Government of India	993 participated (723-received certificate)
ICA Edu Skills Pvt. Ltd.	14/10/2019	Conducting a 10 hrs Course on Tally	258
Vital Waste	14/06/2019	Waste Management through proper disposal and recycling of wastes. Points earned through waste disposal were monetarily redeemed.	NA

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
153.13	97.58

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)	--	--
Others	--	--

4.2 Library as a Learning Resource

4.3

4.3.1 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

4.3.2 Library Services

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30647	79,58,248	211	77,752	30858	80,36,000
Reference Books	6219	48,57,576	69	56,159	6288	49,13,735
e-Books	3135000	2,25,623	9437	80,504	3144437	3,06,127
e-Journals	56613		NIL	NIL		
Journals	948	5,01,623	32	13,708	980	5,15,331
Digital Database	6	8,54,739	NIL	NIL	06	8,54,739
CD & Video	2252	64,142	04	NIL	2256	64,142
Library automation		5,09,890		29,500		5,60,630
Weeding (Hard & Soft)	746	NIL	NIL	NIL	746	NIL
Others (RFID)	10,000	3,37,200	3,000	21,240	13,000	3,58,440

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

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

4.4 IT Infrastructure

4.4.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	274	95	03	12	02	34	45	08	0
Added	01	0	0	0	0	0	01	0	0
Total	275	95	03	12	02	34	46	0	0

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

8 MBPS/ GBPS

4.4.3 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

4.5 Maintenance of Campus Infrastructure

4.5.1 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
374.62	324.63	77.83	65.96

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

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure and facilities before the commencement of each financial year. The Principal collects requirements from all heads of departments, laboratory assistants, administrative officer/ maintenance supervisor and prepares a proposal. The Secretary General of the sponsoring Trust discusses the proposal with the Principal in the presence of the Accounts officer and finalises the budget for the forthcoming session. Funds are allocated under the following heads – block & equipments; repairs & maintenance; salaries & remunerations; repairs & maintenance; advertisements & promotional expenses; examination expenses; teacher training; faculty development; institutional functions;

seminar/conference/quiz expenses; career counselling, special lectures & eminent personalities; printing & stationery; books & periodicals (including subscriptions); magazine & calendar including research journals; computer expenses; electricity charges; software & website AMC. Funds are utilized as per the sanctioned budget with the principal as the main approving authority. For each matter, requisition along with proposals are placed before the Principal, and after verification by the accounts officer, it is approved. The budget is verified and revisited during the Now Expected (NE) that is held every 3-4 months by the managing trust.

For maintenance and optimal utilization of the physical, academic and support facilities - laboratory, library, computers, classrooms etc., the college has officers appointed and several maintenance contracts signed. The Administrative officer assisted by a Maintenance supervisor sees to the day to day affairs of infrastructure repairs, maintenance and up gradation as required. Full-time librarians and assistants look after the LRC. Six full-time lab assistants look after the upkeep of the laboratories. IT-Manager ensures availability of uninterrupted IT services for all stakeholders. He is assisted by hardware personal under AMC with Hi-tech Systems, who is available on all working days during college hours for any urgent repairs or correction of malfunctioning of IT services. All are supported by a fleet of full-time group-D staff. Laboratories and the LRC (library) have visibly displayed code of conduct for users and they are adhered to strictly.

Outsourcing is done for maintenance and repairing of infrastructure. There are 26 functional AMC in the following areas pest control and maintenance of fire fighting systems; transformer; elevator; water filter; water coolers; ac machines; xerox machine; duplicator machine; EPBAX and fax machine; CCTV camera; some testing instruments at the instrumentation lab, computers software and hardware, printers canners, LAN & WiFi connection, library management system (KOHA), RFID and website maintenance.

Regular cleaning of water tanks, proper garbage disposal, landscaping and maintenance of lawns is done by Group-D employees of the college.

Maintenance of all infrastructure and facilities at the campuses is monitored through regular inspection by the Principal. For necessary follow-ups, annual stock checking physically verification of all items and resources is carried out by the lab assistants and librarians who also maintain stock registers. The maintenance of the reading room and stock verification of library books is done regularly by library staff. Department wise annual stock verification is done by concerned Head of the Department.

WEBLINK:

<https://www.jdbikolkata.in/sites/default/files/2021-09/Procedures%20and%20Policies%20for%20Maintaining%20and%20Utilizing%20Physical%2C%20Academic%20and%20Support%20Facilities..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	15	5,46,600
Financial support from other sources			
a) National	Bihar State Education Fin. Corp. Ltd.	02	72,700
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 Mathematics	10/08/2019	149	J.D. Birla Institute
Bridge Course in Accountancy	10/08/2019	16	J.D. Birla Institute
Bridge Course in Physics	20/08/2019	56	J.D. Birla Institute
Bridge Course in Chemistry	20/08/2019	70	J.D. Birla Institute
Bridge Course in Physiology	22/08/2019	36	J.D. Birla Institute
Personal Counselling (Main Campus)	19/07/2019 to 12/03/2020	36	J.D. Birla Institute
Personal Counselling (Management Campus)	19/07/2019	06	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
2020	Career counselling on Career options for a Chartered Accountant	NIL	270	NIL	NIL
2019	Career counselling on Career options	NIL	270	NIL	NIL

	for a Company Secretary				
2019	Career counselling on Career Prospects in Fashion & Design in Italy	NIL	43	NIL	NIL
2019	Career counselling on Career Prospects in Food Design & Culinary Arts in Italy	NIL	40	NIL	NIL
2019	Career counselling on NMAT Exam, Career Design & Entrepreneurship	NIL	264	NIL	NIL
2019	Career counselling on Emerging job skills in the field of Human Development	NIL	20	NIL	NIL
2019	Career counselling on Career options in the field of Interior Designing	NIL	40	NIL	NIL
2019	Career counselling on Designing a career in the garments export industry	NIL	43	NIL	NIL
2019	Career counselling on Importance of Data Analytics in Business Management	NIL	150	NIL	NIL
2019	Career counselling on Start- ups in the Hospitality Industry	NIL	40	NIL	NIL
2019	Career counselling on Chartered Accountancy and the Career Options	NIL	544	NIL	NIL
2019	Career counselling on Aspects of Nutrition	NIL	43	NIL	NIL
2019	Career counselling on Entrepreneurship in Interior Designing	NIL	16	NIL	NIL
2019	Career counselling on Different Careers in the Field of Interior Designing	NIL	16	NIL	NIL

2019	Career counselling on Perspectives of Pre-School Education	NIL	18	NIL	NIL
2019	Career counselling on Careers in Human Development	NIL	18	NIL	NIL
2019	Career counselling on Entrepreneurship in the Field of Textiles & Apparel	NIL	40	NIL	NIL
2019	Career counselling on Fashion Designing	NIL	39	NIL	NIL
2019	Career counselling on Food Industry	NIL	43	NIL	NIL
2019	Career counselling on Campus to Corporate	NIL	47	NIL	NIL
2019	Career counselling by Teach for India	NIL	22	NIL	NIL

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
02	02	03

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
Pricewaterhouse Coopers (Service Delivery Centre) Kolkata	82	29	Deloitte Haskins & Sells LLP	3	1
EY GDS	30	8	Price Waterhouse Coopers (Service Delivery Centre)	7	2
Go Digit General Insurance Ltd.	15	3	Tata Consultancy Services	8	5
Future Generali India Life Insurance Co. Ltd.	17	7	Godrej & Boyce Manufacturing Co. Ltd.	11	2
Kairos Consulting Pvt. Ltd.	18	2	Kesowa Infinite Ventures LLP	2	2
The Orange Bulletin	19	2	Vasundhara Fashion Jewellery	1	1

			LLP		
Wipro Ltd.	25	1	Blue Star Ltd.	10	1
Teach for India	11	1	Kokilaben Dhirubhai Ambani Hospital and Medical Research Institute, Mumbai	1	1
Kotak Securities Ltd.	19	10	Cachet Exports	4	2
Decathlon	3	1	Leafy Decor	2	1
Raptakos Brett & Co. Ltd.	4	1	Rupande Shah & Associates	2	1
ITC Limited	23	2	Live in Design	2	1
Godrej & Boyce Mfg. Co.Ltd	74	3	Y. K. Interiors	4	2
Think & Learn Private Limited	25	1	In Scale Designs	4	2
Pagarbook	20	2	WhiteHat Education Technology Private Limited	10	2
J.Thomas & Company Pvt. Ltd.	54	2	SkillEnable Fintech Pvt. Ltd.	05	1
Wipro Ltd.	72	5	Sunstone Eduversity Technology	15	1
Chase Lifestyle Pvt. Ltd.	7	5	Financial Fabric	01	1
Social Neeti	10	2	NIIT	05	1
Tata Consultancy Services	10	3	Amazon	20	1
eWards	10	2	Bandhani Label	01	1

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019-2020	09	Bachelors of Science (Hons.)	Food Science & Nutrition Management	J.D. Birla Institute, Kolkata	M.Sc. in Food and Nutrition
2019-2020	05	Bachelors of Science (Hons.)	Food Science & Nutrition Management	J.D. Birla Institute, Kolkata	Post Graduate Diploma in Dietetics and Applied Nutrition
2019-2020	07	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Mount Carmel College, Bangalore	M.Sc. in Food Science and Nutrition

2019-2020	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Women's Christian College, Chennai	M.Sc. Home Science-Foods & Nutrition
2019-2020	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Academy of Pastry Arts Bangalore	Pastry Full Time Program
2019-2020	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Amity University, Kolkata	M.Sc. in Food and Nutrition
2019-2020	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Lavonne Academy of Baking Science and Pastry Arts, Kolkata	Master Diploma in Culinary Art & Patisserie
2019-2020	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Loyala College, Chennai	Food Chemistry & Food Processing
2019-2020	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	GITAM University, Vishakhapatnam	M.Sc in Food Science and Technology
2019-2020	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	Symbiosis School of Biological Sciences, Symbiosis International University, Pune	M.Sc. Nutrition & Dietitics
2019-2020	01	Bachelors of Science (Hons.)	Food Science & Nutrition Management	West Bengal University of Health Science, Kolkata	Master of Applied Nutrition
2019-2020	01	Bachelors of Science (Hons.)	Textile Science, Clothing & Fashion Studies	J.D. Birla Institute, Kolkata	M.Sc in Textiles & Clothing
2019-2020	01	Bachelors of Science (Hons.)	Textile Science, Clothing & Fashion Studies	National Institute of Fashion Technology, Bhopal	Master of Fashion Management
2019-2020	01	Bachelors of Science (Hons.)	Textile Science, Clothing & Fashion Studies	National Institute of Fashion Technology, Gandhi Nagar	Master of Fashion Management
2019-2020	01	Bachelors of Science (Hons.)	Textile Science, Clothing & Fashion Studies	SNDT Women's University, Mumbai	M.Sc. in Textile Science & Apparel Design
2019-2020	01	Bachelors of Science (Hons.)	Textile Science, Clothing & Fashion Studies	FAD International, Mumbai	Post Graduation in Luxury Management

2019-2020	01	Bachelors of Science (Hons.)	Interior Designing	MIT, Pune	M. Des. (Master in Interior Space & Furniture Design)
2019-2020	01	Bachelors of Science (Hons.)	Interior Designing	INIFD, Kolkata	M.Sc. (Masters in Interior Designing)
2019-2020	01	Bachelors of Science (Hons.)	Interior Designing	Narsee Monjee College of Commerce and Economics	Certificate Course in Business Management
2019-2020	10	Bachelors of Science (Hons.)	Human Development	J.D. Birla Institute, Kolkata	M.Sc. in Human Development
2019-2020	01	Bachelors of Science (Hons.)	Human Development	St. Xavier's University, Kolkata	Master's in Social Work (MSW)
2019-2020	01	Bachelors of Science (Hons.)	Human Development	George Group of Colleges, Kolkata	M.Sc. in Clinical Psychology
2019-2020	01	Bachelors of Science (Hons.)	Human Development	Institute of Engineering and Management, Kolkata	Master's in Business Administration (MBA)
2019-2020	01	Bachelors of Science (Hons.)	Human Development	ADAMAS University, Kolkata	M.Sc. in Clinical Psychology
2019-2020	02	Bachelors of Science (Hons.)	Human Development	Jain University, Bangalore	M.Sc. in Clinical Psychology
2019-2020	08	Bachelors of Commerce (Hons.)	Commerce	J.D. Birla Institute, Kolkata	M.Com
2019-2020	29	Bachelors of Commerce (Hons.)	Commerce	ICAI	CA
2019-2020	18	Bachelors of Commerce (Hons.)	Commerce	ICSI	CS
2019-2020	01	Bachelors of Commerce (Hons.)	Commerce	University of Calcutta	M.Com
2019-2020	01	Bachelors of Commerce (Hons.)	Commerce	Christ University	M.Com
2019-2020	01	Bachelors of Commerce (Hons.)	Commerce	IEST, Shibpur	MBA
2019-2020	01	Bachelors of Commerce (Hons.)	Commerce	IBS, Hyderabad	MBA
2019-2020	11	Bachelors of Commerce (Hons.)	Commerce	CFA Institute	CFA

2019-2020	01	Bachelors of Commerce (Hons.)	Commerce	IMT, Nagpur	MBA
2019-2020	01	Bachelors of Commerce (Hons.)	Commerce	MDI, Gurgaon	MBA
2019-2020	01	Bachelors of Commerce (Hons.)	Commerce	CBS, Germany	M.Sc in Finance
2019-2020	02	Bachelors of Commerce (Hons.)	Commerce	ICMAI	CMA
2019-2020	04	Bachelors of Business Administration (BBA)	Management	CFA Institute, USA	CFA
2019-2020	01	Bachelors of Business Administration (BBA)	Management	EXIN, Kolkata	Digital Marketing,
2019-2020	01	Bachelors of Business Administration (BBA)	Management	Mudra Institute of Communication, Ahmedabad	Digital Marketing,
2019-2020	01	Bachelors of Business Administration (BBA)	Management	Pearl Academy, New Delhi	Fashion Designing
2019-2020	05	Bachelors of Business Administration (BBA)	Management	IBS, Hyderabad	MBA
2019-2020	01	Bachelors of Business Administration (BBA)	Management	ICFAI Business School, Mumbai	MBA
2019-2020	02	Bachelors of Business Administration (BBA)	Management	ICFAI, Hyderabad	MBA
2019-2020	01	Bachelors of Business Administration (BBA)	Management	IIM, Calcutta	MBA
2019-2020	01	Bachelors of Business Administration (BBA)	Management	IMI, Kolkata	MBA
2019-2020	01	Bachelors of Business Administration (BBA)	Management	K. J. Somaiya Institute of Management, Mumbai	MBA
2019-2020	02	Bachelors of Business Administration	Management	NEF Law College, Guwahati	LLB

		(BBA)			
2019-2020	01	Bachelors of Business Administration (BBA)	Management	Amity University, Kolkata	LLB
2019-2020	01	Bachelors of Business Administration (BBA)	Management	NMIMS, Mumbai	PGDBM in Supply Chain
2019-2020	01	Bachelors of Business Administration (BBA)	Management	IMT, Ghaziabad	PGDM in Finance
2019-2020	01	Bachelors of Business Administration (BBA)	Management	Symbiosis Law School, Pune	LLB
2019-2020	01	Bachelors of Business Administration (BBA)	Management	Welingar Institute of Management, Bangalore	PGDM
2019-2020	01	Bachelors of Business Administration (BBA)	Management	London School of Economics	Masters in HRM

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
NET	5

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

Activity	Level	Participants
Annual Sports (Main Campus)	Inter-department	46
Annual Sports (Management Campus)	Intra-department	24
East Zone Inter University Tennis (W) Tournament, 2019 -20	Zonal level	01
Rowing Championship 2020, Regatta organized by Bengal Rowing Club	Inter-college	16
J.D. Birla Champions League (Cricket)	Intra-department	110
Throw Ball (Girls) tournament	Intra-department	60
Volley Ball tournament	Intra-department	60
Chess tournament	Intra-department	30
Annual Show organized by the J.D. Birla Institute (Main Campus)	Inter-department	90
Annual Show organized by the J.D. Birla Institute (Management Campus)	Intra-department	07
Fest, Invictus 2020 organized by J.D. Birla Institute (Management Campus)	Inter-college	130
X-Inovae` 2019 - The Business Fest organized by St. Xavier's College, Kolkata	Inter -college	29

XMC, Management Fest organized by St. Xavier's College, Kolkata	Inter-college	12
Cultural Fest, Xavotsav-2020 organized by St. Xavier's College, Kolkata	Inter-college	86
Cultural Fest, Goonj organized by St. Xavier's College, Kolkata	Inter-college	37
Annual Management Fest, NEXUS'19 organized by Bhawanipur Gujarati Education Society College	Inter-college	19
Srijan Fest organized by Shri Shikshayatan College	Inter-college	89
Umang 2019 organized by the organized by Bhawanipur Gujarati Education Society College	Inter-college	177
Sports Fest, Adrenaline and Inter-College Cultural Fest, Managedia organized by iLead	Inter-college	71
Dance Championship organized by the organized by Bhawanipur Gujarati Education Society College	Inter-college	01
Debate organized by CIYi	Inter-college	02

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019	3 rd Position in Residential Project Category	National	NIL	NIL	17ID1001 17ID1002 17ID1012 17ID1032 17ID1038 17ID1044	Ms. Darshini Gandhi, Ms. Sejal Jain, Ms. Soumita Dey, Ms. Loveena Dhona, Ms. Radhika Agarwal and Ms. Koyel Das, 3 rd year ID students
2019	Runners-up (2 nd position) trophy (Represented Jadavpur University)	National	NIL	NIL	19CC1173	Ms. Guritika Saini, 1 st year B.Com student

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

The Institute has two students' representative bodies which play a very important role in maintaining a collaborative relationship between the students on one hand, and the faculty and management on the other. The two bodies are Students' Administrative Body (SAB) and Students' Council Body (SCB). Both the two bodies are completely apolitical.

The members of the SAB are called the Class Event Coordinators (CEC) and each represents a particular class / year of a department. The CECs coordinates class activities and college events and other student-driven activities and contribute to the smooth running of the activities. The SCB members form the highest representative body for the students at the Institute. A SCB member represents a particular class/year of either the Science or the Commerce departments. They directly report to the Principal. They voice students' opinion, concerns etc. on various issues relevant to teaching-learning and other related areas. The Principal reaches out to the students through the SCB and understands the students' pulse through feedback from the SCB members.

At the Management Campus, there is a Students' Council comprising of class representatives (CRS) and assistant class representative (ACRs). Students from each class/section elect one CR and one ACR from among its ranks. The CRs and ACRs liaison on behalf of the class with the faculty and the management. They help in coordinating and organizing student-driven activities.

Students' representation on various academic and administrative bodies is also in place. Students are included as student-editors in the Editorial Board for the College Magazine (Main Campus) and Newsletter (Management Campus). Student representation is a must in activity related committees for celebratory days like Independence Day, Republic Day and Saraswati Puja / Basant Panchami.

Students play a very crucial role in organizing inter-college fests, namely, Comercio Conclave and Verve (Main Campus), and Invictus (at the Management Campus). They form their own committees/groups to oversee all aspects of the event - from funding, planning and organizing, corporate communication and operations and guided by a faculty group. The success of all student driven activities depends on their administrative acumen and contribution.

5.4 Alumni Engagement

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

The Institute has a registered alumni association (Registration of the MOA of Association was done with the Office of Registrar of Firms, Societies & Non-trading corporations, West Bengal in 2004) under the name of Smt. J.D. Birla Institute. The Institute has since been rechristened twice to Smt. J.D. Birla Institute in 2005, and finally to J.D. Birla Institute in 2010. The MOA had several anomalies that need meticulous amendments and keeping all this in view, the Institute is currently in the process of converting the Society into a Trust.

At present there are more than 2982 members of the association and a duly elected executive 12-member committee (elected in 2017) who oversees the functioning of the society. The Principal, who is also an alumnus of the Institute, is the ex-officio President of the association and the Secretary of the Association is also a faculty at the institution. This aid in taking proper and timely decisions. Some Whastapp groups of members have also been formed for

better communication.

The alumni association contributes to the development of the Institute in various ways. Some alumni members keep themselves actively engaged with the affairs of the college and occasionally take special lectures or counsel the existing students. Many of the alumni are well placed and some recruit/or employ students as interns in their organizations. Alumni members also help in organizing events and occasionally sponsor events or provide funds.

5.3.2 No. of registered enrolled Alumni:

2982

5.3.3 Alumni contribution during the year (in Rupees):

Rs. 69,3200

5.3.4 Meetings/activities organized by Alumni Association:

14th February 2020

ALUMNI ASSOCIATION OF J.D. BIRLA INSTITUTE

MINUTES OF THE EC MEETING

held on 13th February, 2020 at 11:00 a.m.

The meeting of the elected committee members of the Alumni Association was held on 13th February 2020 at 11:00 a.m. in the Conference Room of the Main Campus

Members Present:

1. Prof. Deepali Singhee, Ex-officio President

2. Mrs. Smita Parekh,

Vice President

3. Ms. Yamini Dhanania, Secretary

4. Ms. Ruchika R Dadlani,

Joint Secretary

5. Mrs. Puman Mehra, Joint Treasurer

6. Ms. Ayesha Rahman, Co-opted

Member (Science)

7. Ms. Shreya Agarwal, Co-opted Member (Commerce)

8. Ms. Simran Drolia, Co-opted Member

9. Mr. Aayush Bagla, Co-opted Member (Management)

10. Ms. Sudeshna Pranamik, Alumni Member

11. Ms. Heena Sachdev, Alumni Member

12. Ms. Divya Mehta, Alumni Member

Leave of Absence was granted to Ms. Damanjeet Kaur (Treasurer), Ms. Supriya Chaturvedi (Committee Member, Science) and Mr. Akshay Manek (Co-opted Member, Management)

Points for Minutes of the Meeting

The meeting was chaired by the President of the Alumni Association.

1. Agenda-1: Updating Database of Registered Members

It was noted that the database of the newly enrolled members have not been updated and some contact details of old members are no longer valid. The secretary of the

Association was called upon to update all the registers and also prepare a eversion of the database.

2. Agenda-2: Involvement of Alumni through Endorsement of courses

It was decided that some involvement of the alumni in college activities must be fostered and they should be involved in promotion of the courses. The secretary of the association was asked to collect endorsement from students in the form of videos that could be used in promotional strategies by the college. Also, alumni members must be invited to counsel students. The well-placed one could be asked to deliver specialized talks to students.

With no other matter, the meeting ended with thanks to the chair

Submitted by:

Yamini Dhanania

Secretary, Alumni Association, J.D. Birla institute

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)

Believing that the success of an institution is the result of the combined efforts of all its stakeholders, JDBI adheres to a decentralized and participative management practice. Right from the President of the Governing Council, the Secretary General of the Sponsoring Trust and the Principal of the College to the faculty, staff and students, all the stakeholders play a key role in devising and implementing decision making policies for academic and administrative affairs.

The College follows a well defined organizational structure with different bodies and committees, well-defined processes and roles for each member. This helps in effective execution of different functions, and aids initiate timely action. Regular participative meetings are held for all to deliberate and put forth their queries and/or suggestions.

PRACTICE-I: Participatory Decision Making in the Academic Processes

The Top Management of the Institute gives complete freedom and flexibility to the Principal to lead all the academic and administrative activities of the college. The Governing Body meets at regular intervals and takes necessary steps to formulate perspective plans and ensure implementation of the decisions taken.

At the Academic level, the Institute has six departments headed by their respective Heads, who are whole-time faculties of the departments. They are given specific duties and responsibilities and are responsible for the academic affairs of their respective departments. At the same time they are also empowered to take appropriate academic decisions after consultation with both faculty and students of their departments. They organize monthly departmental meetings where various issues are deliberated on by all faculties. Thereafter, a report is submitted to the Principal for her perusal. Necessary action is taken by a special committee, the HoD Forum, comprising of the Principal and heads of all departments.

Special non-statutory committees (Library Advisory Committee, Research Committee, Admission Committee and Examination Committee) are also formed for necessary deliberations in related matters and convened by senior faculty members. The inputs received from these committees are considered for the future decision making.

PRACTICE-2: Participatory Decision Making in the Administrative Processes

At the Administrative level, the Principal holds weekly/fortnightly meetings where all officers (Accounts, Administrative, HR, Placement, Student's Welfare, Security and Maintenance) and other administrative staff participate. Such meetings were also held online during the lockdown due to the ongoing pandemic and it helped the college tide over unprecedented situation. In these meetings, all administrative staff engages in participative decision making and get their queries clarified without any red tape. Collective decision taken at such forum helps in the uninterrupted delivery of the teaching-learning process.

For college activities that involve both the academic and administrative processes, appointed teacher in-charge conduct the activity as they deem fit after consultation with students and other concerned faculty and staff of the college. Special meeting are convened by them with all faculty and administrative staffs of the college for necessary discussions and dissemination of required information. The Principal also attends these meeting.

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

Yes/No/Partial: Partial

Though the Institute has signed a contract with Flexiapp Solutions Pvt. Ltd. for installation of an ERP, Eduflex, it is currently functional only partially. Modules on student's information, lectures details and students' attendance, fee are functional at the Management Campus. The implementation of the MIS shall be hastened and made fully functional by the end of session 2020-2021

The Institute is committed to and has a fully ICT enabled environment. The college has systems in place for the collection, retrieval and collation of data. In the absence of a fully functional MIS, most of the academic administration is done using computers. All faculty members are IT savvy and use IT resources and the internet to conduct their lectures and submit marks. The administrative staff also uses internet to communicate. This has made it easy for the college to conduct most of its academic and administrative affairs in the online mode. Admissions are on-line and candidates can apply online through the college website. All necessary students' information is available on the website. Also all notices, announcements and results are uploaded regularly on the website. Students also pay fees through RTGS transfer. Finance & Accounting MIS-transaction with bank is conducted online. Ledger records are maintained electronically through Tally.

6.2 Strategy Development and Deployment

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

Curriculum Development

The Institute has moved towards implementation of the new CBCS curriculum in all UG courses barring one from the academic session 2019-2020. All necessary and related adjustments/changes in academic administration were made. Experiential learning is adopted through seminar presentation and project writing under supervisors. Students are encouraged to update themselves on new age topics though term papers, seminars and special lectures delivered by experts Other than the choices offered under Discipline Elective Subjects of the CBCS curriculum, students are also given the option of undertaking additional short term value-added courses conducted by the Institute, sometimes in association with other organizations of repute.

Teaching and Learning

Each faculty prepares semester-wise lecture plans based on the curriculum before the commencement of the semester. Adherence to the lecture plans is monitored every fortnight by the concerned HoDs. Student participation in classes and their engagement in assignments are closely monitored and their performance updated on the college website every month. Students are encouraged to approach their teachers outside classes for better understanding of certain aspects of the course. Feedback is collected from students on teacher's performance, analysed, shared with teachers for their necessary introspection and collection. Teachers are encouraged to update themselves and adopt ICT based teaching learning approach.

Examination and Evaluation

Though the examination process is governed by the rules of the affiliating university, established internal procedure for all examination related functions is followed at the college. All related activities are monitored and supervised by the Principal with active support from examination officers. For CIE, a monthly assignment system has been put in place for all courses.

The Institute came to their rescue when during the lockdown provisional certificates could not be provided by the University. Under guidance from University, grade cards were printed by the college, digitized and sent to students via email.

Research and Development

The Institute encourages all faculties to engage in research and development. They are motivated to write papers and books and even awarded for publishing papers. Several papers and case studies were published by the faculty. The Research Committee has encouraged publication of students' research work in UGC-CARE listed journals.

Library, ICT and Physical Infrastructure / Instrumentation

Three scanners for digitalizing books were purchased and the digitalized textbooks shared with the students. Access to INFLIBNET was ensured for all students and teachers from the comfort of their homes. The LRC at the Management campus was completely revamped with increased seating arrangement, added computers in the OPAC centre and a new fiction section. Secured and paid zoom links was provided to each teacher apart from a monthly allowance for internet usage during the pandemic. Annual stock checking of all resource and regular repairs and maintenance including termite treatment of the entire campus was undertaken.

Human Resource Management

SOPs for all academic and administrative procedures were prepared, and some were made available for implementation. Regular meetings were held with teachers and staff to resolve issues and matters. Even during the lockdown salaries were disbursed on time. Self appraisal by faculty and appraisal of the administrative staff was conducted for the first time. Faculty members were encouraged to prepare for their promotions and submit their applications under CAS. CAS forms applicable for session 2016 and session 2028 as per UGC guidelines were prepared and uploaded on the college website.

Industry Interaction / Collaboration

The Institute is very open to industry feedback and support. Senior industry executives regularly interacted with our students through seminars, webinars, special lectures and the like. Many corporate organizations and some NGOs participated in internship and placement activities.

Admission of Students

A committee has been formed to overlook the admission process. The admission process for the session 2019-2020 was held mostly online in a refined manner. Regular contact with candidates was maintained through telephone and email and their problems were addressed.

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

The Institute is committed towards implementation of a fully functional MIS with the students as important stakeholders to enrich the teaching-learning process. The Management and the principal insist that yearly planning is properly displayed on the institutional website. The management keeps in touch with the institutional head and share their experiences and give suggestions through various visits to college.

Administration

The Institute's members - both teaching and non-teaching – use emails and the whatsapp services to stay in touch and expedite decision making. This has been all the more beneficial during the pandemic. Office uses LAN based software system for faster communication. Records are kept in physical and digital formats for easy retrieval and storage.

Finance and Accounts

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

Student Admission and Support

A separate section on the college website is created mentioning all criteria, guidelines and deadlines. Students can easily access information regarding rules and regulation, faculties, students support services placement activities from the website. Support is given to students during admission through emails.

Academic support is provided to weak students and remedial coaching was provided. Freeship is provided to the financially challenged and economically weak and scholarship to the toppers in the final year. Fee concessions were given during the pandemic. Psychological counselling and career counselling as provided to all students.

Examination

The college takes proactive measures to ensure timely dissemination of information to students. Notification prior to the examination such as submission of examination forms and examination schedule is timely displayed on the website and examination notice boards. Examination invigilation duties are intimated to all concerned faculty members. After the lockdown both internal and end-semester exams were held fully online. Question papers were made available to the students via their registered mails, and answer scripts also collected online through email. Soft copies of the answer scripts were given to examiners for evaluation and results were published online on the college website. Grade cards were digitized and sent to students over email.

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
2019	Dr. Debolina Chatterjee (Assistant Professor, Human Development Department)	Presented a paper, Understanding health of imprisoned women at an International conference on Women and Society organized by Department of Sociology Nur Mohammed Smriti Mahavidyalaya, Murshidabad and Radha Govind University Ramgrah, Jharkhand	NIL	2000
2019	Prof. Deepali Singhee, Principal & Professor and Mrs. Samita Gupta, Mrs. V. Sujitha, Dr. Richa Chauhan and Ms. Yamini Dhanania (Assistant Professor, Textile Science, Clothing & Fashion Studies Department)	Attended a Conference on Textiles & Apparel organized by Indian Chamber of Commerce	NIL	6000
2019	Prof. Deepali Singhee, Principal & Professor and with Dr. Shweta Tuteja Rakshit (Assistant Professor, Textile Science, Clothing & Fashion Studies Department & IQAC Coordinator)	Attended the CII Higher Education Conclave on Disruptive Innovation in Higher Education organized by Confederation of Indian Industry (CII) Eastern Region	NIL	3000
2019	Ms. Swapnapriya Sethy (Assistant Professor, Commerce Department)	Presented a paper, Role of micro-finance towards personal empowerment of women at one day eastern regional	NIL	1250

		Conference on New Paradigms in Management organized by Association of Indian Management Schools (AIMS) in association with Bharatiya Vidya Bhavan Institute of Management Science (BIMS)		
2019	Ms. Geetika Sachdeva (Assistant Professor, Human Development Department and Dr. Adrija Sarkar (Assistant Professor, Food Science & Nutrition Department)	Attended the 2 nd Globalized Education Forum 2019 on Transpiring Intent to Reality organized by Indian Chamber of Commerce	NIL	2550
2019	Dr. Debolina Chatterjee (Assistant Professor, Human Development Department)	Presented a paper, Medical interaction in prisons: Some reflections at SAMAGAM 2019, 5 th International Social Science & Humanities Congress organized by Jadavpur University	NIL	1400
2019	Ms. Mahua Pal (Assistant Professor, Commerce Department)	Presented a paper, Homomorphic encryption for business data security in cloud at the International Conference on Emerging Perspectives in Commerce, Economics and Management organized by St. Xavier's College. Kolkata	NIL	1000
2020	Dr. Debolina Chatterjee (Assistant Professor, Human Development Department)	Presented a paper, Ageing in prisons: Need for social work intervention at the 2-Day National Seminar on Social Work Intervention with Elderly: Community Engagement, Social Responsibility and	NIL	4700

		Social Work Profession organized by Department of Social Work, Visva Bharati University in collaboration with National Institute of Social Defence (NISD) Ministry of Social Justice & Empowerment GoI, New Delhi & Anthropological Survey of India, New Delhi		
2020	Mrs. Amita Dutta (Assistant Professor, Interior Designing Department)	Presented a paper, Mirgan panikas of Kotpad at 2-Day National Seminar on Social Work Intervention with Elderly: Community Engagement, Social Responsibility and Social Work Profession organized by Department of Social Work, Visva Bharati University in collaboration with National Institute of Social Defence (NISD) Ministry of Social Justice & Empowerment GoI, New Delhi & Anthropological Survey of India, New Delhi	NIL	500
2020	Mr. Parantap Chatterjee (Assistant Professor, Commerce Department)	Attended the Measuring Stakeholder Satisfaction of Educational Institutions Using Technology in LMS at the IMPRESS-ICSSR sponsored 2-Day 2 nd International Conference on Innovative Business Practices in a VUCA World organized by St. Xavier's College in collaboration with Department of	NIL	2500

		Commerce, University of Calcutta and Lincoln University College, Malaysia		
2020	Mr. Swapnateet Saha (Assistant Professor, Commerce Department)	Attended the Measuring Stakeholder Satisfaction of Educational Institutions Using Technology in LMS at the IMPRESS-ICSSR sponsored 2-Day 2nd International Conference on Innovative Business Practices in a VUCA World organized by St. Xavier's College in collaboration with Department of Commerce, University of Calcutta and Lincoln University College, Malaysia	NIL	2500
2020	Ms. Promita Mukherjee (Assistant Professor, Commerce Department)	Presented a paper, Forest income and sustainable rural livelihoods: Evidence from joint forest management in West Bengal, India at UGC-SAP-DRS-II Sponsored International Conference on Development Policy Research organized by Department of Economic, & Politics, Vishva-Bharati University, Shantineketan	NIL	1500
2020	Mr. Debjyoti Dey (Assistant Professor, Commerce Department)	Presented a paper, A study on the impact of corporate governance on the overall financial performance of select Indian companies at UGC-CPE funded National Seminar on Recent Trends in Commerce & Business Research (RTCBR) organized by Barrackpore	NIL	500

		Rashtraguru Surendranath College, Kolkata		
2020	Mrs. Amita Dutta (Assistant Professor, Interior Designing Department)	Presented a paper, Sustainability of the traditional Kotpad weaves at the International Conference of Textile Engineers, ICTX 2020 on Innovative Approaches for the Development of Sustainable Textile Product and Process organized by the Institution of Engineer, West Bengal State Center	NIL	5310
2020	Dr. Manika Das (Assistant Professor, Food Science & Nutrition Management Department)	Presented a paper, Prebiotic potential of cultivated mushroom (<i>Agaricus bisporus</i>): Stimulatory effect on <i>Bifidobacteria</i> sp. and <i>Lactobacilli</i> sp. at the 10 th Annual National Conference, NATCONPH 2020 on Emerging Trends in Modern Health Sciences organized by NSHM Knowledge Campus, Kolkata	NIL	2500
2020	Ms. Sweata Rani Rai (Assistant Professor, Food Science & Nutrition Management Department)	Presented a paper, A study on the sensory acceptability and chemical analysis of soy milk based sandesh for geriatric population (aged > 60 years) at the National Conference on Advances in Food Science, Processing and Safety organized by Department of Home Science, IIS, Jaipur	NIL	3292

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-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
NIL	NIL	NIL	NIL	NIL	NIL

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

Title of the professional development programme	Number of teachers who attended	From date	To date	Duration (in day)
Refresher Course on Emerging Areas of Life Science (IDC) organized by UGC-HRDC, Jadavpur University	01	27/01/2020	08/02/2020	13
Short-term course on Soft-skills and Entrepreneurship Development organized by Viharilal College of Home Science	01	03/01/2020	09/01/2020	07
Annual Refresher Programme in Pedagogical Innovation and Research Methodology under SWAYAM (MOOC)	01	01/10/2019	31/01/2020	120
Annual Refresher Programme in Teaching Financial Markets & Emerging Business Model organized by University of Kerala under SWAYAM (MOOC)	01	15/10/2019	30/01/2020	105
Refresher Course in Commerce organized by University of Delhi under SWAYAM (MOOC)	01	01/09/2019	15/01/2020	135
MOOC on Learning to Teach Online organized by University of New South Wales, Sydney through COURSERA	01	02/06/2020	07/06/2020	06

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
10	09	01	04

6.3.5 Welfare schemes for

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

6.4 Financial Management and Resource Mobilization

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

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

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

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

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Goyal Sarees	10,000	Graduating Fashion Show
Sharmistha Ray	10,000	Graduating Fashion Show
Dr.Abhijit Acharyya	10,000	Graduating Fashion Show
Jagmohan Singh	10,000	Graduating Fashion Show
Sulabha V Nair	10,000	Graduating Fashion Show
Craft Connect Studio	5,000	Graduating Fashion Show
Chatturbhuj Auto Sales Pvt. Ltd.	5,000	Graduating Fashion Show
Let's Nail It	10,000	Graduating Fashion Show
Nahata Fashion Pvt. Ltd.	10,000	Graduating Fashion Show

Tejram Hanumandas & Sons	10,000	Graduating Fashion Show
Ravi Shankar	10,000	Graduating Fashion Show
Hiralal Motilal Jewellers	20,000	Graduating Fashion Show
Jhilmil Fashion Pvt. Ltd.	11,000	Graduating Fashion Show
Ojfashion India Pvt. Ltd.	10,000	Graduating Fashion Show
P.K. Jaiswal & Bros.	10,000	Graduating Fashion Show
Rekha Agarwal	6,750	Graduating Fashion Show
Sunil Mandhana	2,250	Graduating Fashion Show
Barooahs & Associates Pvt. Ltd.	10,000	Graduating Fashion Show
Mansan Marbles	15,000	Graduating Fashion Show
Sanjeev Gupta	10,000	Graduating Fashion Show
M.L.Giria	10,000	Graduating Fashion Show
Decoworld	10,000	Commercio Conclave
Mohit Educomp Pvt. Ltd.	10,000	Commercio Conclave
Lucis Pharmaceutical Pvt. Ltd.	10,000	Commercio Conclave
Shree Cement Limited	20,000	Commercio Conclave
Galaxy Computech Pvt. Ltd.	20,000	Commercio Conclave
Creativewave Sign & Display Solution	28,000	Commercio Conclave
R. N. Trading Company	10,000	Commercio Conclave
Piccadilly Square	3,540	Invictus
Srijan Realty Pvt. Ltd.	10,000	Invictus
Good Image Pvt. Ltd.	40,000	Invictus
Sandeep Auto Lines	50,000	Invictus
Rituraj Construction LLP	11,800	Invictus
Metro Retail Pvt. Ltd.	40,000	Invictus
Srei Equipment Finance Ltd.	35,000	Invictus
L.P.Trading	50,000	Invictus
Sinfonia Holidays	40,000	Invictus
Study for India	53,100	Invictus
Harshwardhan Gems Pvt. Ltd.	30,000	Invictus
Merlin Projects Ltd.	40,000	Invictus
Greenply Industries Ltd.	5,000	Invictus
Mumuso Retails Pvt. Ltd	15,000	Invictus
Rimjhim Vanijya Pvt. Ltd	20,000	Invictus
M & W Fashions Pvt. Ltd.	20,000	Invictus
Aparnaa Sarees Pvt. Ltd.	10,000	Invictus
Lux Industries Ltd.	40,000	Invictus
J G Hosiery Pvt. Ltd.	20,000	Invictus
Venketesh Foundation Pvt. Ltd.	15,000	Invictus
M. Power Energy India Pvt. Ltd	45,000	Invictus
Z Star Commotrade Pvt. Ltd.	70,000	Invictus
Road To Fitness	59,000	Invictus
Plastic Abhiyanta	47,200	Invictus
Satpal Agarwal & Sons Huf	5,000	Invictus
Straavi	15,000	Invictus
Nemi Chand Bamalwa & Sons (J)	5,000	Invictus
WB Sc/St & Obc Dev. Fin. Corporation	23,600	Invictus
New L.N.Construction	2,500	Invictus
RM Co. & Plamber	2,500	Invictus
Bengal Institute of Business Studies	35,000	Invictus
Trupt Rasoi Pvt. Ltd.	10,000	Invictus

D and S Oraganics Pvt. Ltd.	5,000	Invictus
Ostern Pvt. Ltd.	20,000	Invictus
Panchwati Holiday Resorts Ltd.	20,000	Invictus
Vineet Gloves Manufacturing Pvt. Ltd.	25,000	Invictus
Shyam Sel and Power Ltd.	30,000	Invictus
Shera Hosiery Pvt. Ltd.	20,000	Invictus
Bazaar Retails Ltd.	20,000	Invictus
Niht Infosolution Pvt. Ltd.	10,000	Invictus
Jsm Bajoria Restaurent LLP	20,000	Invictus
Bentec India Ltd.	15,000	Invictus

Total corpus fund generated: Rs. 13,66,240/-

6.5 Internal Quality Assurance System

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

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

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

Parent-Teacher meetings held occasionally to discuss shortage of attendance and when students undertake internship outside the city. Parents also meet teachers when they come to drop and collect their wards at the station/airport at the time of education excursions.

6.5.3 Development programmes for support staff (at least three)

1. Team- building Initiative: Two days team-building excursion was organized to Raichak on Ganges on 25th and 26th November 2019 (Main Campus) for all teachers and support staff to foster team spirit among all.
For the staff of the Management campus team-building excursion to Lake Land Country Club was conducted by external experts at on 5th February 2020.
2. Support staff is routinely motivated by the Management of the Institute to attend developmental workshops/ Seminars/ Conferences pertaining to their area of expertise.
3. Appraisals for all the support staff were conducted and a special appraisal meeting was held by the Principal individually with each support staff to share the feedback. Discussions were on scope for improvement and self-development were made.
4. A full medical check-up session by a practicing doctor was organized for the Group-D staff of the Institute.

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

1. Activities of the Institute were streamlined.
2. Up gradation of the infrastructure and laboratories - one entire floor with additional classrooms, staffrooms, computer laboratory, food court and recreation zone was added at the main campus, and another wing comprising of a few classrooms and administrative office and staffroom was added at the Management campus.

3. All laboratories were renovated and upgraded.
4. Curriculum revision was done twice across all the departments.
5. Common and allied examination rules and regulations across all courses were framed.
6. ICT facility was enhanced and another computer lab was set-up.
7. LRC (library) at both the campuses were automated and partially digitalized.
8. Facilities for sports and games were enhanced with the school playground available to the Management students and a coach was hired to train students.
9. Recruitment of additional non-teaching administrative staff for efficient administration - placement officer, student' welfare officer, administrative officer, security officer, executive assistant to the Principal, laboratory assistants and graphic designer.
10. Faculty working space was segregated, improved/revamped and personal laptops provided to each confirm teacher.
11. Meaningful community outreach programmes and social activities were planned and implemented and another unit of NSS with 100 volunteers was added (for the Management Department).
12. Several green campus initiatives were taken and solar panels were installed

6.5.5

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

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration from	Duration to	Number of participants
2019	MOOCS under IIT-Mumbai	11/07/2019	11/07/2019	06/01/2020	993
2019	Students feedback on teachers	21/11/2019	21/11/2019	21/11/2019	845
2020	Students feedback on teachers	12/03/2020	12/03/2020	12/03/2020	290
2020	Preparation of SoP	16/03/2020	16/03/2020	16/03/2020	15
2020	Webinars during lockdown	06/05/2020	06/05/2020	22/06/2020	1304
2020	Staff Appraisals	19/08/2019	19/08/2019	24/08/2019	86
2020	Students Feedback on Institution	13/02/2020	13/02/2020	15/02/2020	485

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-to)	Participants	
		Female	Male
International Women's Day #EachforEqual	08/03/2020	56	NIL
3-day International Workshop on Self Defense, Limitless Potential – A Step towards	08/01/2020 to 10/01/2020	343	21

Gender Equity			
Self Defense (ID Department)	17/09/2019	82	NIL
Women's Rights & Family Laws in India: An Overview of Current Developments	24/08/2019	252	NIL
Participation of Women in Family Managed Business	31/07/2019	252	NIL
Mainstreaming of Women into Male Bastion: Challenges Ahead	14/10/2019	10	NIL

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 makes every effort to integrate cross cutting issues related to gender, environmental education, human rights, ICT etc., into the curriculum. Both are integrated in the curriculum, Environmental Studies being a compulsory paper taught across all and Gender Studies and Human Rights taught in the Human Development course under subjects, Gender Equity & Human Rights and Family & Society. ICT-enabled teaching-learning is encouraged among students and faculty and is fostered through well-equipped classroom and resources apart from the campus being Wifi.

The Institute takes initiatives to create awareness on environmental issues among students and staff and has two dedicated environmental societies/clubs at the two campuses i.e the Nature Club at the Main Campus & Jal Shakti at the Management Campus. The clubs in association with NSS have organized several events with an aim at promoting environmental consciousness and related responsibility amongst the youth and the populace. Some such activities undertaken include:

- Awareness programme (2 in numbers) on Water Conservation under Swachta Pakhwada, 2019 of the EBSB Cell, MHRD, Government of India in collaboration with a NGO on 9th September & 12th September, 2019
- An awareness programme under Swach Bharat Mission in collaboration with Parichay-Ek pehchan, an NGO and a session on 'Clean India, Green India'.
- Distributed of reusable jute bags sponsored by Nihari Jute Mills to passersby near ILS Hospital Bidhannagar.
- Banning of single-use plastics at the campus w.e.f. from 1st November, 2019.
- Distribution of reusable multi-use foldable bags to all students and staff to carry their belongings to reduce usage of single-use plastics.
- Plantation of 30 saplings at Shree Gandhi Education Welfare Society.

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

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	Duration in Day	Name of the initiative	Issues addressed	Number of participating students and staff
2019	NIL	01	16/09/2019	07	Training in handicraft items of underprivileged women in collaboration with LabourNet	Finding alternatives for additional family income; economic empowerment of women through employment from home and eco-friendly initiatives through use of eco-friendly raw materials and recycling of waste.	09
2020	NIL	01	15/06/2020	19	Virtual Volunteering for underprivileged children from various NGOs (Parichay-EkPechaan in Sunderbans, Jungle Crows	Elevating mental stress among children (played innovative games with the children and taught them fun crafts during the pandemic)	21

					Foundatio n in Kolkata & Siluguri		
2019	NIL	01	09/09/2019	01	Awarenes s activity under Swachta Pakhwada Campaign on water conservati on, in collaborati on with Developm ent Research Communi cation & Services Centre (DRCSC) at two centres: Communit y Centre- 1: EJC Duck Junction, Remound Road and Communit y Centre- 2: Mathurba bu Lane	Awarenes s on water conservati on	26
2019	NIL	01	12/09/2019	01	Awarenes s activity on water conservati on at Calcutta Rescue	Awarenes s on importanc e of water for survival and how waster can be conserved and not wasted. A message on avoiding plastics and its harmful impact on	18

						environme nt was also spread among the kids	
2019	NIL	01	20/09/2019	01	Outreach activities to celebrate Nutrition month in associatio n with Hope Foundatio n, Ektara Foundatio ns, Tollygung e Women in Need, Seva Kendra Calcutta, Disha Foundatio n, Jungle Crow and Help Us, Help Them	Various activities as mentioned below were conducted - Anthropo metric measurem ents to assess the incidence of malnutriti on; awareness on hygiene & safe drinking water via a puppet show; demonstra tion of low-cost recipes for mothers and quiz on nutritive facts about food	85
2019	NIL	01	11/11/2019	01	Awarenes s on Dengue Fever	Through skit presentati on highlighti ng the causes, possible breeding sites of dengue mosquitoe s, symptoms	11

						and some simple remedies to prevent it.	
2020	NIL	01	22/06/2020	02	Activity on Covid-19 awareness at multiple locations around Kolkata, Gorakhpur (Uttar Pradesh) and Golaghat (Assam).	Volunteers prepared posters and recorded short awareness videos on how to boost immunity, correct way to wash hands and general safety and hygiene measures.	10
2019	NIL	01	24/08/2019	01	Workshop on Kantha	Craftsmen from Purulia, (WB) conducted the workshops	26
2019	NIL	01	31/08/2019	01	Workshop on Pattachitra to promote the Indian traditional crafts.	Craftsmen from Mednipur (WB) conducted the workshops	38
2019	NIL	01	18/10/2019	01	Workshop on Leather Batik to promote the Indian traditional crafts.	Craftsmen from Shantineketan (WB) conducted the workshops	41

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
College rules	08/07/2019	
Anti-ragging	08/07/2019	
Code of conduct	08/07/2019	

displayed in every laboratory & LRC		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 six days (08/07/2019 to 13/07/2019) 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.
-------------------------------------	--	---

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration from	Duration to	Number of participants
Workshop on Cyber Security	24/09/2019	24/09/2019	357
Blood donation camp to encourage students and staff to donate blood (in collaboration with West Bengal Voluntary Blood Donor's Forum and NRS Blood Bank)	13/11/2019	13/11/2019	41
Blood donation camp to encourage students and staff to donate blood (in collaboration with Lions Club)	20/11/2019	20/11/2019	70

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

<p>Some green initiatives taken up by the Institute are listed below:</p> <ol style="list-style-type: none"> <li data-bbox="228 1556 1380 1661">1. The institution is kept tidy, clean and is well maintained. This is achieved through a fleet of whole-time housekeeping staff under the maintenance supervisor. Cleaning activity is done on a daily basis. <li data-bbox="228 1661 1380 1766">2. The Nature Club looks after the greenery of the campus and has set up a vertical garden at both campuses and a kitchen garden at the Main campus. All plantation of the college has been labelled. <li data-bbox="228 1766 1380 2001">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 (2019-2020), 2214.3 Kg of waste paper was recycled by handing over to Vital Waste and 8360 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. Remaining 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. Students were made aware on the importance of vermi-composting and a small equipment has been purchased to display its effective role in disposal of wastes.
 5. Dustbins are placed at every required place at the college campus and they are emptied on a daily basis.
 6. A sanitary napkin incinerator is placed in the one of the wash room for all women students and staff of the college.
 7. The college believes in reducing the menace of plastics and has distributed reusable and foldable, multi-use plastic bags to all students and staff of the college for carrying personal belongings. Carrying of plastic bags is prohibited at the campus w.e.f from 1st November 2019 and they are collected at the college entrance.
 8. Students are encouraged to reuse discarded products in an effective and aesthetic manner under supervisions of teachers. They have made interesting murals with e-waste and a garden using recycled items. In some graduating fashion shows students have displayed this creativity by recycling old and used products in an effective manner in the making of different theme based costumes. Also in some capacity building initiatives undertaken by the NSS, focus is placed on recycling of products like newspapers.
 9. Some awareness placards on energy conservation and cleanliness are displayed in classroom.
 10. Thirty kWp Solar PV plant has been installed at the roof top of Main Campus. During the session July 2019 to June 2020 39193 kwh was produced, 8020 kwh of power was injected and 31173 kwh of power consumed.
 11. Total expenditure on green initiatives and waste management excluding salary component during the last financial year (2019-2020) 2,12,231 (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: Re-orienting the teaching-learning and administrative processes during lockdown imposed by Covid' 19

Objective: Meeting the challenges posed by the closure of college due to the pandemic.

Context: Closure due to the pandemic, necessitated the college to rediscover its identity, practices and operations while maintaining its ethos, values, and mission vision.

Practice: In order to ensure continuity in operations of all academic and administrative affairs of the College and ensure the well-being of all its stakeholders, several new initiatives, across following dimensions were taken:

1. E-communication with all stakeholders and between them through online platforms of zoom and various Whatsapp and email groups; Faculty-student communication remained two-way.

2. Special weekly timetables were made by all departments for all the courses and online classes were conducted regularly. Assignments under CIE were conducted in the form of competitions and some were collected as videos.
3. Multi-modal channels (online classes through Zoom platform and use of e-resources) to deliver the curriculum were adopted. Consequently, students were informed of the modalities for accessing e-resources through the institutional website.
4. Digitization of the library resources and documents required by students and providing individual INFLIBNET links to students and teachers.
5. Placements and other students' activities continued intensively and smoothly.
6. Support to staff through college-paid zoom accounts and allowances for internet usage
7. The Principal and non-teaching staff provided uninterrupted and undeterred support with information and documents to all. The Principal herself was a part of all Whatsapp groups and her phone number was shared with all students and staff. Some necessary payments were made online by the college including disbursement of salaries.
8. Understanding and appreciating the concerns of students and faculty, the Principal proactively remained in touch with the University and took necessary action wherever and whenever required.

Evidence of Success: The initiatives taken proved to be fruitful and the college could tide of challenging time without any hindrance.

- Effective pedagogy and timely course completion: The entire syllabus was covered through online teaching and course was completed in time. Internal assessment under CIE was conducted for all courses. Examination would be conducted for students as per the directives of the state government.
- Uninterrupted and continuation of co and extra-curricular activities: In order to keep students and staff engaged effectively during the challenging times and for their mental well being several webinars, special lectures and counselling sessions were conducted; thirty webinars involving fifty-one resource persons were successfully conducted. In addition several engaging cultural activities were also organized.
- Effective governance strategies and uninterrupted provision of rendering all services: Whatsapp groups created ensured timely dissemination of information and prompt redressal of queries and there were no adverse feedback from students. Payment of salaries to all was done on time. Security, maintenance and cleanliness of the campus continued unhindered and prompt action was taken to urgent matter like termite outbreak.

Problems Encountered and Resources Required: The lockdown being an unprecedented situation catapulted the prevalent processes and placed everyone into a state of shock initially. Teachers and students had to adapt to a new mode of interaction. There was anxiety and angst as both had to perform experiment with new tools, methods, techniques and platforms. Adapting to the new mode of teaching-learning took some time.

Non-payment of fee initially by many students led to an impediment in the cash flow. Also concession in fee was also announced to provide financial respite to parents facing economic loss owing interrupted/closure of businesses due to the pandemic.

The college management had to allocate funds for adopting of online mode of teaching and paid subscription to zoom was made. Each teacher was given a zoom link for uninterrupted teaching. They were also given an allowance for internet usage. As a part of safety measures, equipments for sanitization of the campus like fumigators, sanitizers, etc were purchased. Special expenditure was involved to attend to termite outbreak during the lockdown and related re-vamp of the administrative office.

The problem though appeared to be of gargantuan proportions initially however, proved only ephemeral. The College demonstrated phoenix like resilience and adapted to the new situation with great aplomb, ensuring continuity of operations, and well-being of teachers, students and staff by re-orienting methods, processes and strategies.

BEST PRACTICE-2:

Title of the Practice: Creation of Repositories & Databases

Objective: Creation of repositories and databases for future use

Context: With more time in hand due to the closure of the college as a result of the lockdown announced by the government, it was decided that documentation and compilation of various information, resources and documents that have been collected over the years could be undertaken to create a database/repository.

Practice:

The following repositories and databases were prepared:

For college administration

- Updated database of all infrastructural resources at college in the form of a dossier
- All media and press coverage clips.

For faculty and college administration

- Database with designation and contact details of all resource persons and experts who visited the college during the last 7 years.
- Database of various activities conducted by the college during the last 10 years were listed and categorized as conferences, webinars, MDPs, FDPS, workshops, special lectures, exhibitions, field visits, educational excursions, students' activities including social activities for future reference.

For students and faculty

- Question bank for all subjects including grand viva for all courses.
- Question bank for NET exams pertaining to Home Science & Commerce disciplines.
- Documentation and accessioning of the resources collected by the TCFS department.
- Downloaded repository of e-version of expensive books published by Springer on Science & Technology.
- Downloaded repository of free AV-resources (videos) on spinning, weaving, processing, garment manufacture etc.

Evidence of Success:

Currently the evidence of success is not clearly visible, but it is expected that college administration shall make use of this information for future planning, teachers can have handy access to information for their academic use and students shall benefit from the student of the resource like question banks, AV resources and documented textiles resources.

Problems encountered and resources required: Due to the impending lockdown, access to the college was restricted and it was difficult to get the data and resources required for compilation. But some preliminary work was done by compiling data available with various HoDs, faculties and administrative staff. Later this was updated when the college office opened in the month of May 2020. No other resources were required and most work was done in an e-version.

WEBLINK

<https://www.jdbikolkata.in/sites/default/files/2021-08/Best%20Practice%2C2019-2020.pdf>

7.3 Institutional Distinctiveness

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

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

Bonding among all stakeholders college through informal and blithe participation outside college.

The Institute gives importance to cultivation of camaraderie and team spirit among all its stakeholders. Keeping this in mind the Institute organizes either a day long or over a few days outings with each stakeholder groups – students, faculty and administrative staff.

The Science departments routinely organize Educational Excursions for the final year students. Students accompanied by designated faculty, travel to a particular destination across the country where they visit factories and organizations, meet with artisan and craftsperson related to their specialized areas. Students also interact with the industry personnel in their work setting. This is done over-a-few days and is designed to give the students an exposure to practical knowledge and an idea of the contemporary trends in the industry. Time is also taken out to do some local sightseeing and shopping. Such outings help students bond with their peers and also develop outstanding rapport with their teachers. During the time spent together while travelling, they seek advice from their teachers and in turn are counselled. Teachers also get to know the students closely. During the academic session 2019-2020, the excursion was undertaken to Pune – Mahabaleswar – Aurangabad.

The Management department routinely organizes Team Building Excursions with the new admitted students every year. Students accompanied by faculty members go to a far off destination that is easily connected to Kolkata by rail or air travel. During the days of their stay together, students bond with each other and with their teachers through well planned team building games. They are also taken for local sightseeing. The first year students take this opportunity to know their class mates and thereby create lifelong friendships.

Annual picnics are also organized for all students and staff. A farmhouse is hired and students, faculty and administrative staff of the college spend relaxed time together with fun and frolic away from the hustle and bustle of official work and classes.

The Institute also organizes either day long or over-a-couple days paid tours for the faculty and the administrative staff. They undertake the trip to a star hotel and bond with each other away from the pressure of work. External persons adept in organizing team building activities are also available and they help entertain the members through different creative pursuits. The members are given attractive prizes for their performance in the different activities. The Principal herself travels with her colleagues and this leads to the developing of an effective team spirit among the total group.

Proper planning is done for all tours and excursions in order to ensure that the students and staff can travel in a safe and secure environment. The help of experienced travel operators are taken to look after the travel logistics. Sometimes security personnel also accompany the group. Proper care is taken to make available nutritious food to the students and teachers going on the educational excursion or the team building excursion.

Students and staff members look forward to such outings with their peers.

WEBLINK

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

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

Curriculum Planning & Implementation: With implementation of the newly introduced CBCS curriculum reaching its 2nd year, guidelines for selection of DSE subjects in the final year shall be prepared and students counselled accordingly. List of probably class assignments shall be prepared for all courses and students notified much in advance.

Student Enrolment & Profile: Appropriate strategies shall be adopted to popularize courses and ensure that seats are not left vacant.

Resource Mobilization & Research: More publication in UGC recognized journal shall be undertaken. System of checking plagiarism and related guidelines shall be prepared for students. Pending issue of the inhouse research journals, Reflection and Comquest shall be published.

Infrastructure & Learning Resources: Revamping of the Management campus with rearrangement of furniture and improving aesthetics with motivational posters shall be undertaken. The Administrative office at the Main campus shall be refurnished and properly filing system installed. Digitization process at the LRC shall be hastened and proper repositories created. The college website shall be completely revamped. Upgradation of IT resources shall be undertaken at the Management Campus and the bandwidth of internet connection at the two campuses enhanced.

Students Support & Progression: Initiatives to explore and identify agencies that provide scholarship to students shall be undertaken and registration with appropriate agencies done. Students' placement and internship procedure shall be made more robust and streamlined for effective documentation. System for tracking student's performance in activities shall be put in place. Progression of students shall be tracked. Registration of the Alumni trust shall be done and some alumni activities undertaken. Database of registered members shall be updated and membership cards generated.

Governance, Leadership & Management: Updated job profiles of each staff members shall be prepared and the book on Standard Operating Procedures that have been identified so far shall be released. Roles of all Heads and convenors shall be defined. Installation of the Management Information System (MIS) in all academic and administrative affairs shall be hastened and the College website completely revamped and upgraded. Teachers shall be encouraged to submit their applications for promotion under CAS.

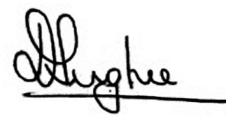
Institutional Values & Best Practices: The college shall reach out to the less privileged as a part of its ISR and undertake meaningful outreach activities.

Dr. Shweta Tuteja Rakshit



Signature of the Coordinator, IQAC

Prof. Deepali Singhee



Signature of the Chairperson, IQAC

Main Campus

11, Lower Rawdon Street, Kolkata-700 020

Satellite Campus

1, Moira Street, Kolkata - 700 017

Phone : (033) 2457 5070 / 2476 7340

E-mail : jdbiadmin@jdbikolkata.in