



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>NETAJI NAGAR COLLEGE</b>
• Name of the Head of the institution	<b>DR. AMRITA DUTTA</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>8583805567</b>
• Mobile No:	<b>9836361214</b>
• Registered e-mail	<b>netajinagarcollege@rediffmail.com</b>
• Alternate e-mail	<b>netajinagarcollege1967@gmail.com</b>
• Address	<b>170/436,NETAJI SUBHAS CHANDRA BOSE ROAD</b>
• City/Town	<b>KOLKATA</b>
• State/UT	<b>WEST BENGAL</b>
• Pin Code	<b>700092</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>

• Name of the Affiliating University	UNIVERSITY OF CALCUTTA				
• Name of the IQAC Coordinator	PROF.. PINAKI RANJAN DE				
• Phone No.	9433702810				
• Alternate phone No.	8585847958				
• Mobile					
• IQAC e-mail address	pinakide74@gmail.com				
• Alternate e-mail address	pinakiranjande@yahoo.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/AQAR(2019-20).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/AQAR(2019-20).pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Academic_Calender%202020-21.pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Academic_Calender%202020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.55	2016	05/11/2016	04/11/2021
Cycle 1	C++	67.2	2007	31/03/2007	31/03/2012
<b>6.Date of Establishment of IQAC</b>			28/07/2009		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NA	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	6	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1 . IQAC unit of the college has constantly advised and consistently guided different departments, subcommittees, cells in adopting different quality initiatives in teaching learning process. IQAC has infused a spirit of deadline bound quality driven work culture in the college. Following its advisory all the departments of the college have initiated very systematic mentor mentee system and detailed academic calendar and subcommittee plans. The departments have also made the students aware about the COPO. The successful implementation of feedback systems, orientation programmes etc speaks volumes about the unwavering commitment of IQAC. It regularly tracks the progress of the tasks initiated and provides assistance wherever required ensuring the completion of work in a time bound systematic way.</p>		
<p>2 . Keeping in mind the process of NAAC accreditation and the meticulous documentation required to ace it, the IQAC successfully made aware and convinced all the stakeholders about the need adequate documentation. It also helped them in systematizing the documentation process. It has consistently encouraged the practice of e-documentation among the different units of the college. Before the 3rd cycle of the NAAC, all the stakeholders are up to date and acclimatized with the rigorous documentation process.</p>		
<p>3 . With a holistic view of the NAAC assessment procedure, the IQAC initiated measures for awareness and knowledge building among the various units of the college regarding g NAAC procedure. It understands that without the thorough involvement of all the functional units and its members it is impossible to pass the</p>		

stringent test. It has sensitized all regarding the RAF and time bound implementation procedure.

4 . IQAC itself organizes staff development programmes and encourages such practices constantly. It organizes programmes to motivate teachers to deliver better teaching learning experience to the students online and also proves the students mental support to tide over any difficult situation arising out of the pandemic.

5 . Online system of teaching/learning has been quite abrupt and sudden for teachers and students. The sudden outbreak of the pandemic did not allow the stakeholders to get acclimatized in the very first place. IQAC organized workshops and programmes regarding online teaching aides among the teachers and also sensitized the students about their role in making the process a successful one.

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

Plan of Action	Achievements/Outcomes
<p>1) Maintaining continuity of rendering teaching-learning services to our students through online mode in the prevailing pandemic condition.</p>	<p>. As the pandemic wreaked havoc and offline teaching learning process got disrupted the college under the able guidance of IQAC shifted to online mode of teaching learning to provide uninterrupted academic services to the students. IQAC organized workshops and training programmes to make the teachers aware about the various online teaching learning tools. Platforms like Google Meet, Zoom were used for direct teaching, Google Forms for attendance, You tube for uploading and disseminating audio video materials and most importantly Google Classroom for managing different aspects of the class. Special lectures in the form of webinars and e classrooms were organized. Students were also given the facility of complete online examination system.</p>

<p>2) Organising webinars to sensitise our students about different contemporary academic issues and to give practical exposure on different curricular topics.</p>	<p>Various departments in association with IQAC organized invited lectures, workshops, motivational classes, Covid awareness programs to maintain not only the continuity of teaching learning process but also to sensitize the students regarding the practical aspects of the curriculum.</p>
<p>3) Undertaking taking different preparatory initiatives to go for 3rd cycle of NAAC accreditation due in November, 2021.</p>	<p>Under the directions of IQAC, both the teaching and the non-teaching staffs of the college were mobilized for the preparation of the 3rd cycle of NAAC accreditation due in November 2021. Different convenors were appointed to manage different criterions of the NAAC manual. Regular meetings doubt clearing sessions and discussions were held to update and motivate the concerned people.</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p><b>Yes</b></p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<p>Name</p>	<p>Date of meeting(s)</p>
<p><b>GOVERNING BODY</b></p>	<p><b>27/01/2022</b></p>
<p><b>14. Whether institutional data submitted to AISHE</b></p>	
<p>Year</p>	<p>Date of Submission</p>
<p><b>2021</b></p>	<p><b>17/01/2022</b></p>
<p><b>Extended Profile</b></p>	
<p><b>1. Programme</b></p>	

1.1	13
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	376
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	680
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	123
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	28
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	40
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	19
4.2 Total expenditure excluding salary during the year (INR in lakhs)	719721 .35
4.3 Total number of computers on campus for academic purposes	49

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

- The CBCS curriculum is taught in our college through a well chalked out Academic Calendar. Each department divides the workload of their syllabus into different teaching modules. The progress is reviewed at regular intervals in the departmental meetings. Teachers of the departments prepare Detailed Lesson Plans ( DLP) on the topic assigned to them..
- Mentors are assigned to the students to address their personal as well as academic needs and problems.
- To assess students' performances most of the departments follow a system of class test, open text book examination, home assignments, preparation of question bank, board work by students, quiz, students seminar, publication of wall magazine, MCQ and self assessment of answer- scripts by students etc. apart from the University assigned examination schedule.
- Along with the conventional classes by chalk and duster method, classroom teaching is also carried out with use of ICT, You tube assisted learning, motivational classes , collaborative leaning , experimental learning, project work

and field-based study .

- Feedback is sought periodically from different stakeholders of the institution. Subsequently feedback reports are analysed in the departments and IQAC followed by review all those appraisals in the Governing Body of the college.

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

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

An overall Academic Calendar is prepared by the college at the beginning of the academic session in each year. In addition, each department separately prepares its own Departmental Calendar in which apart from incorporating initiatives mentioned in the central academic calendar, departments include other academic initiatives that they intend to undertake during the academic session. Activities like organization of orientation programme for newly admitted students, organization of slow learners identification tests, holding of special bridge course classes for slow learners identified, publication of wall magazine by students, seminar presentation by students etc. are all preplanned and executed in due time through out the academic session. Different activities as planned in overall and departmental academic calendar, are reviewed at regular intervals in the departmental and IQAC meetings. Overall and departmental calendars are handed over to them in the orientation programme organized at the time of commencement of new academic session.

The continuous Internal Evaluation (CIE) is done through class tests, presentation of Term Papers, viva-voce, final test and online MCQ test etc. The setting of question papers and evaluation process is done by the teachers. The evaluation of the End Semester Papers are done by both Internal and External examiners.



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

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

91

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

91

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

On the issue of professional ethics and human values our institution strives to sensitise our students through organization of series of lectures on value education. There is a subject on Business Ethics included in B. Com course and students get an idea about the professional ethics.

The issues associated with gender related problems are regularly highlighted to the students through organization of lecture by eminent personalities and with a view to effectively involve our students in the matter, essay competition is organized by Internal Complaint Cell. The best compositions by students have also been awarded and through this initiatives students are motivated to disseminate the ways of dealing with gender related problems not

only by them but also by the neighbourhood women whom they interact on regular basis. This cell has also taken an initiative to publish an ISBN Volume with the selected essays composed by our students.

Our students are regularly sensitized on different environmental concerns through observance of Environment Day, organization of seminar of environmental issues, observance of World Habitat Day and undertaking different initiatives to ensure environment friendly behaviour. Furthermore environment has been included as compulsory subject in all programmes as per the syllabus of parent university.

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

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

3

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

### 1.3.3 - Number of students undertaking project work/field work/ internships

40

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

## 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/aqar/Departmental%20Feedback%20Analysis%20Report%202020-21%20(1.4.1%20%201.4.2).pdf">https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/aqar/Departmental%20Feedback%20Analysis%20Report%202020-21%20(1.4.1%20%201.4.2).pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of sanctioned seats during the year**

680

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

376

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

**2.2 - Catering to Student Diversity**

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

The different departments of the institution organise take initiatives to identify 'slow learners' and 'advanced learners' out of newly admitted students at the commencement of the academic session. After this process is over and thereby slow and advanced learners have been identified, departments take the following measures for slow and advanced learners:

Corrective measures for the slow learners

During the year all the departments, as shown below, follow certain uniform corrective programmes with a little bit of customisation here and there.

- Bridge course is conducted;
- Remedial classes;
- Counselling of students both by teachers and mentors;
- Inspirational and motivational lectures;

- Individual academic counselling by the 'subject teacher';
- Study materials are provided

#### Measures for the advanced learners

- Different study materials are provided to them by the teachers.
- Various other activities like students' seminars, publication of wall, hand written and e-magazines and quiz competitions are organised.
- Debates are organised.
- Advanced writing and other assignments are distributed.
- Guiding them for planning their career.
- Encouraging them to participate in various symposia, inter/intra institutional competitions.
- Encouraging them to engage themselves in various kinds of projects work so on and so forth.
- Selected students are sent for internship programme.
- Encouragement for pursuing higher studies.

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

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

Number of Students	Number of Teachers
376	28

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

### 2.3 - Teaching- Learning Process

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

During 2020-21 though there is pandemic situation, even then the institution cannot debar herself from offering the best to her students for enhancing their learning experiences through various

student centric methods that are mentioned below:

1. Experiential learning:

Skill development:

- Students' seminar, mock teaching, group discussions, field trip, film screening are arranged by departments.
- Inculcating creative academic writing skills.
- Students are equipped with e-learning facilities viz., online class, webinar etc through google/zoom tools.
- Mock teaching.

1. Participative learning:

- Cultural competition is organised by the Students' Union and the Cultural sub-committee.
- The Department of Journalism and English organised an online Photography and quiz competition respectively.
- Various departments have been consistently organising students' seminar.
- Publication of wall magazine, e-magazine, participation in debates, essay, quiz, poster & painting and musical competitions.
- NSS unit arranges various outreach programmes viz., dengue awareness programme, awareness programme on COVID-19-its prevention and protection measures, Karate Training Programme, Declamation contest etc.

1. Problem solving methodologies:

- Mentor-Mentee arrangement has been made.
- Open text book examination,
- Distribution of assignments and its assessment by the teachers.
- MCQ framing by students and checking by the teacher.
- Board work by students.
- Course evaluation by the teacher in order to assess student's level of understanding.

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

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

Information and Communication Technology (ICT) tools indeed contribute substantively to high quality teaching since they have the potential to increase students' motivation and connect students to many sources of information, support active 'in class' and 'outside class' learning environments and helps the instructors to allocate more time for facilitation.

During pandemic period there is no other way out but to adopt various ICT enabled tools to deliver effective teaching to the students. Among various ICT enabled tools the following tools have been used successfully:

- Teachers use computers, desktops, laptops, projectors, mobile phones and other IT tools;
- Google meet, zoom, and streamyard;
- PPTs, video and audio clippings are uploaded in the college website;
- 'Google classroom' for submission of online assignment.
- MCQ test has been undertaken using google forms.
- Distribution of study materials through college website and WhatsApp group of individual departments.
- Examinations [internal, tutorial and theory] have been conducted through college website and WhatsApp group and mails of individual departments as well as teachers.
- Students are made to watch full-length films on various topics.
- Students uploaded their answer scripts using google forms for evaluation by the teachers.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/aqar/ICT%20enabled%20tools%20(2.3.2).pdf">https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/aqar/ICT%20enabled%20tools%20(2.3.2).pdf</a>

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

#### 2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

28

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Primarily, being a constituent college of our affiliating university we have to implement the guidelines of that university regarding Internal Assessment (in the form of Internal Examination, weightage for class attendance, tutorial) under the CBCS norms. Before commencement of final semester examination, all departments of our college conduct such Internal Assessment Procedures and marks obtained by students are uploaded on the university's portal so that these internal assessment marks can get due weightage at the time of publishing semester results by the university.

Apart from that under the guidelines of the IQAC different departments follow the under mentioned procedures on a perpetual basis:

- Review by teachers of MCQs framed by students;
- Assignment distribution

- Group Discussion
- Course evaluation by the teacher in order to assess student's level of understanding.
- Mock teaching and Board work by students
- Subject related Quiz Programmes.

During lock-down period CIE is being conducted by most of the departments through online mode by preparing google form with MCQs. When teachers are intending to conduct CIE by setting subjective or problem-oriented questions, students have been advised to submit answers to those types of questions by using file upload option in the google form.

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

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

Regarding conduct of internal examination as per the requirement of affiliating university, Examination Sub-committee prepares a routine and detailed guidelines which students have to follow particularly when internal examinations are being conducted during current session of pandemic period solely through online mode. In such guidelines contact number, email id of teachers designated to take internal assessment of particular subject are mentioned and students are explained in details in respect of all those guidelines by arranging separate sessions through Google meet. In those sessions specific queries of students are addressed with due care and even after that if they face any problem they are advised to contact with designated teacher. As according to the rules of affiliating university, students have to secure a minimum prescribed marks in these internal examinations in order to qualify semester examinations, if any student raises any grievance related to the fact that he/she has been declared 'not qualified' due to non-fulfilment of requirements of minimum internal assessment marks although he/she has properly appeared and secured that minimum marks, then his/her issue is properly drawn attention of the appropriate authority of the affiliating university. Departmental teachers take all hardships in settling grievances of the aggrieved

student (s) .

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

## 2.6 - Student Performance and Learning Outcomes

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

COs and POs for all programmes offered by the institution and different courses taught under each programme have been prepared by different departments. All Departmental COPOs have also been uploaded on the institutional website . At the beginning of each academic session, Orientation Programme is arranged for newly admitted students and in such programme meaning, purpose of COPOs are explained to the newcomers. In addition, those documents are handed over to all first semester students and they are also informed that they can access Department wise COPOs from the institutional website also . If any student raises specific query on COPOs, faculties address those queries with adequate explanation. This is because, our teachers believe that until and unless the meaning and purpose of these quality initiatives are not properly understood by students they will not be motivated to put necessary efforts, along with teachers, in attaining the stated goals in COPOs. Apart from that, in the meetings of the IQAC, Academic subcommittee and that of different Departments teachers are sensitized about their roles in achieving the academic development of our students through the practice of setting COPOs and attaining all those outcomes with the combined efforts of teachers and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Presently our institution is not following any systematic method for evaluating COPO attainment. However, through reviewing performances of students in different initiatives which are being undertaken presently, we try to evaluate how far different goals which have been set in COPOs are being achieved. Some of those initiatives are mentioned below:

- Review and analysis of results of students in different semester examination conducted by the affiliating university;
- Performances of students in separate semester examination are considered for reviewing attainment of COs and overall Programme result, accumulating results of all semesters, is analysed for evaluating PO attainment;
- Apart from reviewing separate semester's result and final result, performance of students in different internal evaluations is also examined as a process of our present COPO evaluation;
- Evaluation of attainment of COPO particularly set for advanced learners is made through their performances in Students' Seminar, contribution in wall magazine, Departmental publications, participation in Group discussion and being selected for Internship programme arranged by the department;
- Different departments, IQAC and Governing Body analyse different feedbacks reports collected from students and this practice can also be stated as a method for evaluating COPO attainment.
- IQAC has prescribed a methodology for tracking our alumis' progression.

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

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

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

83

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Annual%20Report_merged.pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Annual%20Report_merged.pdf</a>

## 2.7 - Student Satisfaction Survey

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

[https://www.netajinagarcollege.ac.in/admin\\_xtrf/allupload/agar/SSS%20\(Final\)%202020-21.pdf](https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/agar/SSS%20(Final)%202020-21.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

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

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

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

**NIL**

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

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****53**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****18**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

- Extension activities through NSS unit -
  - Dengue awareness program,
  - Awareness programme on the current surge of Corona Virus Infection,
  - Environmental awareness programme through observance of World Environment Day,
  - International Literacy Day,
  - Yoga & Meditation for self-discovery,
  - Clean India movement,
  - Karate training programme etc.
- Through Women Cell -
  - Organised seminar on ethical and moral goals of educational system;
- Through Students' Union -

Purchased two oxygen cylinders to provide oxygen during pandemic period to the students, teaching and non-teaching staff of the college as and when required.

- Initiatives of Teaching and non-teaching staff -



- Donation of Rs. 60,000/- to State Emergency Relief Fund of the Government of West Bengal to combat Covid 19 pandemic situation
  - Rs 20000/- to 'Subho' [an NGO] towards undertaking relief work to 'Umphan cyclone' affected people in Sundarban area.
- Initiative of the college
- College has donated to a nearby Girls' school two water coolers and two AC machines (lying unused state) after incurring necessary overhauling costs to make the equipments in a useable condition.
  - MOU has been signed with 'Jodhpur Search' an NGO, to undertake different extension activities.

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

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

and NGOs ) during the year

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

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

405

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

10

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

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

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

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

- The college has five-storied main building which accommodates the Principal's room, staffroom, class rooms, library, students' union room, separate common room for boys and girls, computer centre and ICT room etc.
- Classes are held across 13 classrooms in the main building and 6 classrooms in the adjacent building. The permanent office room of our college is also located in this adjacent building.
- Each department has been provided with wall board covered with net for showcasing departmental wall magazine.
- The college has three smart classrooms and one computer centre with 40 computers all are connected with LAN
- Two large class rooms are used as seminar halls.

- Department of Geography and Journalism has separate laboratories.
- The college library has more than 16000 books and 24 periodicals. The college has also subscribed online search engine like INFLIBNET, N-LIST mode for assisting further research.
- Separate common rooms for boys, girls are equipped with carom board, Table Tennis board, Cheese board etc.
- Purified drinking water is available in each floor.
- Girl's toilet has a vending machine.
- The college has play ground.
- Soundproof Generator is available.
- Construction of a proposed three storied new building utilising RUSA 2.0 Grants in the second campus is in progress

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.netajinagarcollege.ac.in//Admin_xtrf/allupload/411%20Final.pdf">https://www.netajinagarcollege.ac.in//Admin_xtrf/allupload/411%20Final.pdf</a>

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

#### Games

- College has separate play ground shared by two other colleges (Netaji Nagar Day college and Netaji Nagar College for Women).
- The State Government has provided grants for development of college play ground. Various sports and games equipments have been purchased from RUSA 2.0 Grants.
- All sports and games equipment are maintained and properly utilised by the convenor of Games and Sports Sub- Committee along with the sports secretary of students' union.
- There are facilities for indoor games like carom, table tennis, chess separately for boys' and girls' common room.
- Recently with a view to instil students' self-defence power, facilities for Karate training have been introduced.
- Some initiatives have also been started to develop consciousness among students towards Yoga training.

#### Culture

- Different types of musical instruments have been procured by utilising RUSA 2.0 Grant and with active support from teachers students regularly use these instruments while organising different Cultural initiatives.
- The teachers in charge cultural sub-committee have got substantial cultural expertise in different fields and they share their experiences while training students for different cultural programmes.
- Students' union actively plays role in finding out newly admitted students having cultural traits and continuously encourage nurture them in excelling their qualities.

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

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

17

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

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

107,969

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

**Library is partially automated using ILMS KOHA**

- Name of ILMS Software : KOHA
- Nature of automation (fully or Partially) : Partially
- Version : 3.18.03
- Year of Automation : 2016

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** D. Any 1 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

37,119

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

##### IT facilities

- Various students support services starting from online admission, online registration of the students with the affiliating university, downloading of admit cards, availability semester questions are provided through college website with requisite IT support by the website service provider.
- Four smart classrooms are available.
- 5 overhead projectors, 5 laptops, 48desktop, 9printers, 4scanners are being used.
- All the computers in the college are connected through LAN.
- College library is maintained by the open-source software "KOHA" (3.18 version)
- The library has partially computerised catalogue supported by

OPAC for catalogue search, bar-coded books.

- College also subscribed online search engine like INFLIBNET, N-List mode for providing research support to faculties and interested students.
- The library has more than 16000 books and 23 periodicals and e-journal through N-LIST mode.
- Biometric attendance recording system is in operation.
- In order to avail IT facilities in a better way recently separate wi-fi zones have been created.
- The college is under CCTV surveillance with cameras installed in various locations.

#### Updating of IT facilities

- Internet support services with workable speed has been subscribed on monthly basis from local vendor.
- Computers are protected by antivirus with AMC from approved service provider.
- Website service provider is paid annually.

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

#### 4.3.2 - Number of Computers

53

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

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



File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

239,688

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Regarding procedures and policies for maintaining and utilising physical, academic and support facilities, it is to be mentioned at the outset that we share a common building with Netaji Nagar Day College. Now regarding any major common expense towards maintenance of building and physical resources, the Coordination Committee constituted as per parent university statute, first of all take up the issue and on the basis of a prescribed ratio of sharing common expenses both the colleges conduct the initiative.

- In case of other procurements which are not related to the Netaji Nagar Day College, tenders / quotations are invited and decision regarding suppliers is taken in the Purchase Committee meeting.

- Regarding maintenance of ICT related items, AMCs are taken with approved service providers and AMCs are renewed at regular intervals.

- In respect of any Central / State Government Grants including RUSA 2.0 Grants towards construction of physical resources and procurement strict adherence is ensured as to the policies for utilisation of such grants recommended by the Government.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

108

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

16

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/Ccapacity%20building%20andSkill%20Enhancement.pdf">https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/Ccapacity%20building%20andSkill%20Enhancement.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**5**

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

**5**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

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

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

**13**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

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

**23**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

### 5.3 - Student Participation and Activities

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

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

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

Netaji Nagar College supports the students regarding their academic and financial issues. There are different types of government scholarships such as Post Matric, Kanyashree, SVMCM, Aikyashree and so on. The college encourages all eligible students to apply for scholarships. Besides scholarships from government agencies, there is provision for obtaining freeship from the Students' Relief Fund of the college. Moreover, the college exempts fees every year of a number of very poor students. To support the students academically, the institution arranges for remedial classes and slow learner classes. It has a student safety insurance scheme which covers sickness and accident. The institution organizes programmes to guide students in terms of appropriate career choices and gainful employment. The institution has an Anti-Ragging Cell in place. Awareness of this body is made known to the students. The institution has representatives from students in various administrative bodies like GB and IQAC. For the development of the students, the college organizes several extra co-curricular and co-curricular activities. NSS Unit creates awareness about health related issues. The students regularly participate in games & sports, cultural programmes inside and outside the college. To develop the skills of the students, the college organizes quiz, debates, poster-making competition etc.

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

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

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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

Recently the College authority has successfully taken an initiative in constituting Registered Alumni Association under the Registration of Societies West Bengal Act XXVI of 1961. After achieving this success the authority of the college and students' union are actively undertaking initiatives in preparing the constitution of the association, formation of formal body (in detail) and future course of action. In the meantime IQAC has suggested a detailed guidelines regarding maintenance of alumni records by various departments, their progression and keeping continuous communication with them. Some primary proposals have also been considered regarding financial contribution from alumnus to be registered as member.

However, although the college authority and students' union were continuously striving to constitute registered alumni association, relevant initiative regarding alumnus of our college were being undertaken by different departments in their individual capacity during the past few years. Almost all departments arrange ex-students seminar inviting successful alumni and try to create encouragement among our existing students by showcasing success stories of those alumnus in such seminars. In addition some departments arrange annual alumni meet and informal alumni meeting have also been organized several times in our college.

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

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

##### Vision:

To be an excellent institution of higher education ensuring high quality general education to all sections of the society by teaching and touching lives

##### Mission:

Sustaining the tradition of providing higher education.

- During the academic session 2020-21, students of the local community have taken admission in 1st semester classes.
- In the higher semesters also we are providing teaching-learning services to the students who reside in the local area of the college.

Offering affordable education to all.

- In view of ongoing pandemic situation the Governing Body of the college has reduced fees payable by all students;
- Fulfilling the parameters set by the appropriate authority, eligible students have been granted concession in fees.
- Total freeships have also been granted to those students whose



financial conditions have become worst during pandemic situation.

Inculcating value system.

- Seminar by scholars offering value education;
- Organising motivational classes by all departments;
- Continuous initiatives by faculties to instil value senses during regular interaction with students.

Creating ideal academic environment

- Job oriented Certificate Courses
- Internship programme
- COPO
- Mentoring system
- Feedback from all stakeholders
- Teacher, student exchange programme
- Outreach programme
- Bridge course for Slow learners
- Seminar presentation by students
- Use of ICT enabled teaching methods

File Description	Documents
Paste link for additional information	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/6.1.1(Merged)(For%20Link).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/6.1.1(Merged)(For%20Link).pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**Decentralisation**

- While preparing for the 3rd cycle of NAAC, the entire assignment has been distributed among 7 criterion convenors. After compiling the documents and other information collected by individual convenors, the convenor of NAAC Steering Committee will finalise the preparation of SSR.
- In line with the activities/programmes planned in the central Academic Calendar of the institution, individual departments and different sub-committees prepare Departmental Calendars and sub-committee work plans. Subsequently, responsibilities

are distributed among departmental faculties and sub-committee members.

- Different sub-committees are represented by members of management, teachers, non-teaching staff and students.

### Participative Management

- In the process of collecting feedback from different stakeholders' participation of them is given due importance in the conduct of regular teaching-learning activities of the institution.
- Guardians' meeting is organised by all departments following a particular schedule and valuable observations by the guardians are properly incorporated in the running of departmental teaching-learning activities.
- As representative of students is present in various sub-committees, their opinions and suggestions are given due weightage in conducting all type of activities of the institution.
- Most of the departments arrange seminar in which alumni are invited as resource person and thereby their participation in the quality initiatives of the institution is ensured.

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

## 6.2 - Strategy Development and Deployment

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

At the beginning of the academic session 2020-21 pandemic situation had compelled us to confine ourselves within our residence. Under that compelling perspective a strategy was taken to provide all types of teaching-learning and other support services to our students uninterruptedly and in due time. The following activities can be mentioned to substantiate successful implementation of the above strategic plan:

- Arrangement of regular online classes following a specific online class routine
- Providing softcopy of study materials in different semester wise whatsapp group and in college website
- Taking Internal class test using Google and other online

platforms

- Arrangement of special sessions by the IQAC to develop competency among teachers to use different online teaching devices
- Organising online Student seminar, Orientation Programme, Bridge Course Class for identified Slow learners
- Arranging different online Cultural Programmes/Competitions as per planning of Overall/Departmental/Subcommittee Calendar
- Conducting different Semester examinations of the affiliating university through online mode by providing all support services so that students do not suffer any inconveniences
- Organising all activities associated with online admission in first semester classes along with providing online services to newly admitted students at the time of their registration with the affiliating university

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

At the beginning of the academic session 2020-21 pandemic situation had compelled us to confine ourselves within our residence. Under that compelling perspective a strategy was taken to provide all types of teaching-learning and other support services to our students uninterruptedly and in due time. The following activities can be mentioned to substantiate successful implementation of the above strategic plan:

- Arrangement of regular online classes following a specific online class routine
- Providing softcopy of study materials in different semester wise whatsapp group and in college website
- Taking Internal class test using Google and other online platforms
- Arrangement of special sessions by the IQAC to develop

competency among teachers to use different online teaching devices

- Organising online Student seminar, Orientation Programme, Bridge Course Class for identified Slow learners
- Arranging different online Cultural Programmes/Competitions as per planning of Overall/Departmental/Subcommittee Calendar
- Conducting different Semester examinations of the affiliating university through online mode by providing all support services so that students do not suffer any inconveniences
- Organising all activities associated with online admission in first semester classes along with providing online services to newly admitted students at the time of their registration with the affiliating university

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/ORGANOGRAM.pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

## List of existing welfare measures:

- Group Life Insurance for full time teaching and non-teaching staff
- General Provident Fund facility for staff members in substantive posts
- Festival advance and Ex-gratia for all eligible non-teaching staff
- Interest free loan from GPF for teaching and non-teaching staff
- Non-refundable loan from GPF subject to fulfillment of some conditions
- A registered Credit Cooperative Society runs for all staff members to cater to their financial needs. It provides hassle-free loan at a moderate rate of interest to all full time teaching and non-teaching staff members of the society. This cooperative society provides a one-time grant (Rs. 10000) to the members, hospitalized as Covid-19 victims.
- The female staff members enjoy maternity leave and Child Care Leave (CCL) as per Govt. rule.
- Necessary infrastructural facilities are provided to encourage research initiatives by faculties.
- Promotion and CAS benefits as per the guidelines of UGC and State government.
- Assistant and Associate professors after completion of M.Phil or Ph.D degree receive monetary benefits as per UGC Rules.
- In response to the appeal of the Students' Union, two Oxygen cylinders have been purchased from college fund to be used by teaching, non-teaching and students and other needy persons during pandemic situation.

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

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

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

0

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

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

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

8

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

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

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

4

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

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

- Academic assignments designated to faculties are periodically appraised in Departmental, IQAC, Academic Subcommittee meetings.
- Report on the performances of our students in different examinations of the affiliating university is appraised by the Governing Body
- Functioning of different subcommittees and progress of different planned activities are appraised in the meeting of those subcommittees and by the Teachers' council in presence of the Principal
- Different feedbacks collected from various stakeholders are analysed at the Departmental level first. Then, Analysis Reports on different types of feedback are submitted to the IQAC and Governing Body for necessary appraisal. The apex authority after thorough review of those analysis reports offers necessary suggestions for required action to be taken
- Promotion process of all teachers in the substantive post following Performance Based Appraisal system (PBAS) is conducted with due compliance by the incumbent teacher all recommendations of the UGC under Career Advancement Scheme (CAS)
- For non-teaching staff, the Principal in course of her regular interaction with them monitors assigned duties and gives necessary advices for improving their performance
- Non-teaching Staff Development Programmes are organised in collaboration with other colleges
- Biometric attendance recording system is followed both for teaching and non-teaching staffs

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

## 6.4 - Financial Management and Resource Mobilization

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

- Periodic Internal and external audits are conducted in the institution on a regular basis and completed up to the financial year 2019-20
- Regarding Internal audit (2020-21) the Governing Body has already issued appointment letter to the concerned Internal auditor. The Accounts section under the guidance of the Accountant, Bursar and Convenor, Finance subcommittee has already made ready all documents and accounting records including RUSA related documents. However, the Internal auditor is yet to commence his work.
- External audit is carried out by a Government auditor recommended and appointed by the Department of Higher Education, Government of West Bengal and such notification for 2020-21 is yet to be made by the concerned Department. However, the Accounts section has already completed all work to face such audit
- Audit objections, if any, raised by the Internal/External auditor in their respective audit report are first of all brought to the notice of the Governing Body. After making necessary considerations, the governing body advises the Accounts section to make appropriate adjustment in the accounting records. Accordingly, necessary adjustments are made to give effect to the auditor's recommendations. There is no such situation as yet that Auditor's recommendations have not been incorporated in the accounting records.

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



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

### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

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

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

- Income generation from fees collected from students is a recurring source. A substantial portion of such collection is utilized for welfare of students, incurring different maintenance costs and for paying salary to contractual non-teaching staffs
- Out of collection of fees from students in the form of Tuition fees, 50% of such collection is to be statutorily deposited to government exchequer.
- Other than the routine government and UGC grants, the institution has been able to utilize additional funding from various agencies such as RUSA grant, NSS grant, special State Govt. Grant for maintenance and renovation of playgrounds on the occasion of Golden Jubilee celebration
- Once approval is received from the Funding Authority, it goes through various processes involving the Principal, Bursar, Finance subcommittee, Purchase Subcommittee, specific Subcommittee (namely RUSA committee, PMU) and the college office before it is finally disbursed to the concerned person or department/s
- The Dept. of Higher Education has instructed the institution to conduct purchase utilizing RUSA grant through the PFMS
- The institution strictly follows the Finance rules of the Government of West Bengal as well as the Government of India.

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

## 6.5 - Internal Quality Assurance System

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

Practice I :. IQAC has motivated different Departments, Sub-committees, Cells, Units to conduct quality initiatives in teaching-learning process in a systematic and time bound manner. Accordingly, it has suggested to undertake different quality initiatives like taking feedback from various stakeholders, introducing mentor-mentee system, sensitizing students about COPO and its attainment etc. IQAC has advised different Departments/Subcommittees to include the initiatives in their Departmental Academic Calendar/Subcommittee Annual plan with tentative time of arranging the programme and most importantly to designate faculties who will be responsible to arrange the programme. IQAC periodically reviews attainment of the planned initiatives. Consequently, all quality initiatives are being accomplished in a systematic, time bound way involving all functioning units in an inclusive manner.

Practice II :Requirement of maintaining proper documents in support of different activities/programmes has been indispensable to undergo for accreditation by NAAC following RAF. Practice of e-documentation is a prerequisite of quality culture in HEIs. IQAC has convinced all functional units regarding urgency of proper documentation following NAAC's recommendations. Consequently, before 3rd cycle of accreditation we are not only well versed about uptodate prescriptions of NAAC on documentation but also well prepared in a tailor made form regarding availability of different documents

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

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

**Example 1** During lockdown period when it was not possible to serve our students without accessing different online technology and at the same time most of the faculties were not accustomed with the technique of using such technology, IQAC took initiative to develop competency among our faculties by organising a series of lecture by tech savvy young faculties of our institution. In these sessions all faculties participated with sincerity and our in house resource persons helped them to develop necessary skills to use different online devices. As a consequence of such initiative by the IQAC and due to the urge among our teachers to learn with a greater cause to serve our students in such pandemic situation, all teachers became competent in taking virtual classes using online teaching aids.

**Example 2** During pandemic period IQAC had requested different Departments to arrange 'Motivational classes' for students in order to address some problems that our students faced due to different stresses which were adversely affecting their minds. In these classes our students participated in large number and shared their mental worries with teachers. Students received adequate mental support from teachers which helped them to continue their studies in such adverse situation.

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/FINAL%20ANNUAL%20REPORT_COMPRESSED.pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/FINAL%20ANNUAL%20REPORT_COMPRESSED.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The Gender Equality Cell of Netaji Nagar College successfully organized the following Gender Centric programmes for welfare and awareness:

- Successful completion of Gender Audit in collaboration with School of Women Studies Jadavpur University. The policies planned and already undertaken by our college have been highly appreciated.
- Preparation of Annual Gender Action Plan .
- Webinar by Prof. Sampa Bhattacharya, Associate Professor of Deshbandhu College for Girls, Kolkata on the topic "The Role of Women in the Short Stories of Ashapura Debi" The webinar was organized on 27.07.2021.
- A debate organized on 8th September 2021 to celebrate International Literacy Day. Topic: "Whether Men are better in sciences while women are better in humanities"? A panel of external judges were there to judge their performances.

Specific Facilities Provided for Women in Terms of:

Safety and Security:

- The institute has ensured the following-

- Whole time security guard
- Installation and proper maintenance of the CCTV cameras for proper surveillance
- Issue and regular checking of ID Cards.
- Installation of new LED lights in the campus.
- Proper functioning of Gender Equality Cell and Grievance Redressal Cell.

**Common Room:**

Well Equipped common room available for female students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Annual%20Gender%20Sensitization%20Action%20Plan%20(1).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Annual%20Gender%20Sensitization%20Action%20Plan%20(1).pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.1(Docs).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.1(Docs).pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

Netaji Nagar College has collaborated with Mother Earth Foundation. MOTHER EARTH FOUNDATION is an environmental and non profit and non-trading organisation registered under the Society Act XXVI of 1961. The foundation is established on the auspicious Earth day of 22nd April in the year of 2009 with a motto of multifaceted social activities towards the benefit of the world mass without profit motive. In association with Mother Earth Foundation the college has successfully managed and recycled the following types of waste:

#### Solid Waste

- laboratory Organic Waste like Flower Plant Pots, Medicinal Plant Pots, Soil
- Inorganic Waste like Plastics, Mops, buckets, stools, bamboo strainers, recyclable paper, books, albums, brooms, pipes, taps
- Metal Waste: light stands, frames, rods, scrap metal, discarded office equipment, vacuum cleaners etc.

#### E-Waste

Electric boards, electronic keyboards, cords, wires, torch, sound systems and other electronic components given to Mother Earth Foundation for recycling.

#### Liquid Waste:

Laboratory solutions, organic liquid collected by Mother Earth Foundation. Apart from that the college regularly maintains its drainage system for liquid waste disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.3(Docs).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.3(Docs).pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **D. Any 1 of the above**

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** **C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen**

**E. None of the above**

**5.**

**reading**

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

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

**In order to inculcate the values of tolerance , harmony and the spirit enshrined in our constitution the college through its cultural subcommittee and NSS organized the following events:**

- **In order to inculcate a sense of harmony, the Cultural Sub-**



Committee in collaboration with the Students? Union and the IQAC had organized an online cultural programme to celebrate "Basanta Utsab" on 27.03.2021 at 6 pm onwards through Google meet platform. Basanta Utsav is a celebration of spring. Students of each and every community present in our college participate in beautiful cultural programmes. This creates a sense of togetherness and fosters a sense of brotherhood.

- The spirit of brotherhood, unity, tolerance and harmony reflected in the philosophy and writings of Rabindranath Tagore have great relevance today. The Cultural Sub-Committee and IQAC had organized an online cultural programme to celebrate "Rabindrajayanti on 09.05.2021 to disseminate the ideas of tolerance and brotherhood among the students and make them responsible citizens.
- The Cultural Sub-Committee and IQAC was organized an online cultural programme to commemorate 'Bishe Shravana' on 08.08.2021

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

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

The college is committed to sensitize the students and employees of the college to the constitutional obligations: values, rights, duties and responsibilities of citizens . Awareness of gender equality, commitment to social service and celebration of Indian Culture and tradition form the bedrock of our vision and policies. To fulfil this goal, the different cells, units, subcommittees work tirelessly. Some beneficial programmes conducted by them are as follows:

- Gender Justice: Women centric awareness programmes, webinars, debates, Gender Audit initiatives by Gender Equality Cell. These create an awareness about gender equity and gender justice that lead to a progressive society. The enthusiastic participation of all the students helps in creating awareness and sensitizes the students towards gender rights and duties.
- Social duty and responsibility: Covid Awareness Programme, International Literacy Day, World Environment Day, Yoga

Meditation Camp, Clean India Initiatives, Karate Training Camp etc organized by NSS which help in fostering a sense of social duty and responsibility.

- Brotherhood, tolerance and harmony: Cultural programmes, commemorative events, competitions on topics of National Importance organized by Cultural Subcommittee. Programmes like Tagore's birthday, Boshonto Utsav help in creating a spirit of unity in diversity and promotes brotherhood, tolerance and harmony.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** C. Any 2 of the above 4.

**Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

festivals

The national and international commemorative days, events command great significance as they disseminate and spread the ideals, values that can make responsible citizens out of the young students in college. The college celebrates the following national and internal commemorative events, days making sure the spirit of these events reach the maximum number of audience.

#### National Commemorative Days

With the enthusiastic participation of a large number of students and teachers, each year the college celebrates various national commemorative days. Independence Day, Republic Day and Netaji's Birthday are celebrated with a lot a enthusiasm from the students and the teachers where cultural performances like singing, dancing, recitation are put up to spread the spirit of nationalism among the students. Apart from this , the college also organizes RabindraJayanti, 22 SheyShrabon and BasantoUtsav to spread the spirit of brotherhood, equality , tolerance and unity.

#### International Commemorative Days

In order to inculcate the spirit of internationalism among its students, the college in association with Gender Cell, NSS unit, IQAC and other departments has organized programmes to observe World Literacy Day, Environment Day, Tourism Day etc. These programmes connect and make the students aware about global events and can transform them into responsible global citizens.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

#### Best Practice I

##### Title of the Practice:

Successful Continuation of Teaching Learning Initiatives/methodology

##### Objectives of the Practice :

- Inclusive, Holistic and interactive learning approach
- Multidirectional student centric academic environment
- Thorough planning and goal orientated learning, experiential learning
- Preparing the students not only for university examinations but also developing an attitude in them that may prove to be beneficial in job market or in the later stages of their career
- Psychological support

##### Context:

- Many first generation learners do not have proper orientation / idea of planning, goals, motivation for graduate studies.
- First generation learners not having enough social and cultural capital for self-study and planning require new innovative methodology and intensive hands on mentoring.
- Huge graduate syllabus, particularly under the CBCS system requires thorough planning for proper coverage of the course modules as well as incorporation of remedial classes/bridge courses for weaker students.
- College life is a crucial stage in the life of students. There is tendency to go astray, getting defocused, deviation from goal etc. So they need constant psychological counselling apart from academic guidance.
- Many students are breadwinners and are actively earning for the families. So, they need additional help and support.

##### The Practice:

- Identification of Slow and Advanced learners at the beginning

of every 1st semester.

- Bridge Courses at the beginning of the session for the weaker students helping them to get a proper grip over the syllabus and also helping them to develop the attitude needed to complete the course with flying colours.
- Distribution of COPO to provide the students with a better picture of the end goals and objectives.
- Preparation of detailed lesson plans with detailed information about the modules, assigned teachers, tentative schedule and evaluation methods adopted for a particular module. It provides the students with a clearer picture of the structure of the syllabus and helps them to get a proper idea of the huge syllabus they have at hand. Different evaluation methodologies already mentioned in the lesson plan like MCQ and Short Question test, Surprise Test, Open Book Test help the students immensely in remaining up to date with studies.
- ICT enabled teaching, chalk and talk, film screening conducted as extra initiatives.
- Structured Mentor-Mentee system for intensive mentoring of the students.
- Continuous feedbacks from students and guardians for improvement in academic atmosphere.
- Different publications, wall magazines, blogs, departmental magazine, students seminars, participation in competition etc help to bring quality and interactivity in academics. They also help in providing the students with the much needed exposure.

#### Evidence of Success:

- Better engagement and participation of the students in the class.
- Noticeable improvement in class attendance as majority of the students attend more than 65% of classes.
- Dropout percentage has decreased significantly.
- Improvement in result, interest in class, extracurricular activities and overall belonging to the college.
- Significant improvement in the attitude of the students both as learners and stakeholders of the college.

#### Problems Encountered/Resources Required:

- Intrinsic problem with the first generation learners, sole breadwinners or part time workers who could not devote full

time , energy and motivation for studies and college centric activities.

- Initial quality of the students remains low. So improvement becomes an enormously uphill task.
- Sharing of college building with Day College. Lack of availability of adequate no of rooms and ICT enabled classes make it difficult to implement digital interactive learning fully.
- Shortage of full time teachers and non-teaching staffs result in overburdening of the available staffs.

## Best Practice II

Title of the Practice:

Community Service, Social Responsibility and NSS

Objectives of the Practice:

Netaji Nagar College does not see itself only as an academic edifice but believes in the communitarian philosophy of holistic upliftment of communities along with people. Just academic excellence among a selected few may create a class of elites and not necessarily percolate to the lowest common denominator of the society and the area. Following the footsteps of Ramakrishna Mission that believes in wholesome communitarian development and undertakes initiatives for mass empowerment and upliftment, our college has also undertaken community centred initiatives and outreach programmes to benefit the refugee locality in which it is located, mainly through NSS.

The Context:

Netaji Nagar college is located in primarily refugee locality that was occupied during the mass migration due to partition in 1947 as a result it may be categorized as an urban backward locality. Though it is rapidly developing its profile remains occupied by low wage earners and erstwhile refugees who still lack the social and cultural capital.

- Awareness of health, culture, academics is pretty low. Rate of

dropout remains high.

- Lack of awareness has resulted in health hazards in the past like rapid spread of dengue and Covid.
- The slum areas surrounding Netaji Nagar have problems of low literacy rate along with joblessness and crime.
- The college has a unique opportunity to engage, uplift and educate and thus play a great role in societal upliftment.

#### The Practice:

Mainly by NSS. The students and individuals working under the aegis of NSS engage with the people of the slums and locality regularly through Regular, Intensive, Sustained Engagement (RISE) programme and Direct Assistance and Mentoring (DAM) programme.

Under the RISE programme NSS has organized the following for community upliftment and awareness in the difficult times of the pandemic-

- Awareness programme on Covid and its prevention
- Awareness programme on stress related issues during the pandemic.
- Yoga/Meditation Camp
- Karate Training, Self-Empowerment classes
- Awareness Camp on Clean India Movement
- Anti Drug Abuse Day
- Gender Outreach and Awareness programme

Under the Direct Assistance and Mentoring (DAM) Programme

- Dr. Subhdra Dutta had provided mentoring and direct financial help to candidates appearing for Secondary Exam and her regular engagement made sure they pass with flying colors and do something worthwhile in their lives.
- Dr. Biswajit Bhadra had provided thorough mentoring and overall financial assistance to a candidate to complete his study.
- The college will try to implement these programmes every year with widening the scope and also it is planning to include Adult Education in its mentoring and assistance programme.
- We hope in the context of Indian higher education our programmes would bring down dropout cases, will increase enrolment and completion rate along with more enrolments from the marginalized section of the society and women.

**Evidence of Success:**

- Increase of awareness among the students and the people of the locality
- Increase participation in our programmes point towards its acceptance and increasing interest of people that our Regular Intensive Sustained Engagement programme is generating. It would definitely result in community upliftment and increased level of awareness.
- Covid related activities and programmes greatly increased the much needed awareness
- The direct assistance and mentoring programme has resulted in decreased dropout rates, increase in students interest in studies and it has also resulted in empowering and uplifting the people of the locality .
- Our programs have provided them with a renewed sense of purpose and hope .

**Problems Encountered/ Resources Required**

- Problem of finance is the primary obstacle
- During Covid on field practical work could not be done so reduction in the level of engagement
- Lack of motivation among the dropouts as they are more willing to work and earn and do not have the luxury of freely pursuing studies. Some feel returning to school is purposeless and feel directionless.
- Lack of full time counsellor.
- Full time professors and staffs have little time after discharging their academic and other college duties and responsibilities to engage with further social work.



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

### 7.3 - Institutional Distinctiveness

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

- Composition of students constitutes substantial number of first generation learners. The college prides itself for being the mentoring centre for many such students who went on to make good careers and happy breadwinners for their family. It happily functions as a centre for community upliftment.
- College mostly runs in the afternoon shift and good percentage attend classes after engaging themselves in part time jobs during day shift. It provides the unique opportunity of engaging in studies to pursue further dreams while working at the same time due to its evening schedule.
- College located in a colony area. Composition of residents in the locality and vicinity includes mostly refugees from erstwhile East Pakistan. The institution has over the years functioned and transcended its role as a community college
- Shortage of full time teaching staff and most of the permanent nonteaching posts are presently vacant. In spite of that, the college provides excellent learning environment
- Sincere, obedient and disciplined students.
- Highly qualified, sincere and devoted teaching faculties supported by available efficient and sincere full time and adhoc nonteaching staffs.
- Supportive and experienced management represented from all strata of society.
- Active and cooperative students' council.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

- The CBCS curriculum is taught in our college through a well chalked out Academic Calendar. Each department divides the workload of their syllabus into different teaching modules. The progress is reviewed at regular intervals in the departmental meetings. Teachers of the departments prepare Detailed Lesson Plans ( DLP) on the topic assigned to them..
- Mentors are assigned to the students to address their personal as well as academic needs and problems.
- To assess students' performances most of the departments follow a system of class test, open text book examination, home assignments, preparation of question bank, board work by students, quiz, students seminar, publication of wall magazine, MCQ and self assessment of answer- scripts by students etc. apart from the University assigned examination schedule.
- Along with the conventional classes by chalk and duster method, classroom teaching is also carried out with use of ICT, You tube assisted learning, motivational classes , collaborative leaning , experimental learning, project work and field-based study .
- Feedback is sought periodically from different stakeholders of the institution. Subsequently feedback reports are analysed in the departments and IQAC followed by review all those appraisals in the Governing Body of the college.

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

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

An overall Academic Calendar is prepared by the college at the beginning of the academic session in each year. In addition, each department separately prepares its own Departmental Calendar in which apart from incorporating initiatives mentioned in the central academic calendar, departments include other academic initiatives that they intend to undertake during the academic session. Activities like organization of orientation programme for newly admitted students, organization of slow learners identification tests, holding of special bridge course classes for slow learners identified, publication of wall magazine by students, seminar presentation by students etc. are all preplanned and executed in due time through out the academic session. Different activities as planned in overall and departmental academic calendar, are reviewed at regular intervals in the departmental and IQAC meetings. Overall and departmental calendars are handed over to them in the orientation programme organized at the time of commencement of new academic session.

The continuous Internal Evaluation (CIE) is done through class tests, presentation of Term Papers, viva-voce, final test and online MCQ test etc. The setting of question papers and evaluation process is done by the teachers. The evaluation of the End Semester Papers are done by both Internal and External examiners.

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

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

91

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

during the year

91

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

On the issue of professional ethics and human values our institution strives to sensitise our students through organization of series of lectures on value education. There is a subject on Business Ethics included in B. Com course and students get an idea about the professional ethics.

The issues associated with gender related problems are regularly highlighted to the students through organization of lecture by eminent personalities and with a view to effectively involve our students in the matter, essay competition is organized by Internal Complaint Cell. The best compositions by students have also been awarded and through this initiatives students are motivated to disseminate the ways of dealing with gender related problems not only by them but also by the neighbourhood women whom they interact on regular basis. This cell has also taken an initiative to publish an ISBN Volume with the selected essays composed by our students.

Our students are regularly sensitized on different environmental concerns through observance of Environment Day, organization of seminar of environmental issues, observance of World Habitat Day and undertaking different initiatives to ensure environment friendly behaviour. Furthermore environment has been included as compulsory subject in all programmes as per the syllabus of parent university.

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

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

3

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

### 1.3.3 - Number of students undertaking project work/field work/ internships

40

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

### 1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/aqar/Departmental%20Feedback%20Analysis%20Report%202020-21%20(1.4.1%20%201.4.2).pdf">https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/aqar/Departmental%20Feedback%20Analysis%20Report%202020-21%20(1.4.1%20%201.4.2).pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

680

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

376

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

## 2.2 - Catering to Student Diversity

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

The different departments of the institution organise take initiatives to identify 'slow learners' and 'advanced learners' out of newly admitted students at the commencement of the academic session. After this process is over and thereby slow and advanced learners have been identified, departments take the following measures for slow and advanced learners:

#### Corrective measures for the slow learners

During the year all the departments, as shown below, follow certain uniform corrective programmes with a little bit of customisation here and there.

- Bridge course is conducted;
- Remedial classes;
- Counselling of students both by teachers and mentors;
- Inspirational and motivational lectures;
- Individual academic counselling by the 'subject teacher';
- Study materials are provided

#### Measures for the advanced learners

- Different study materials are provided to them by the teachers.
- Various other activities like students' seminars, publication of wall, hand written and e-magazines and quiz competitions are organised.
- Debates are organised.



- Advanced writing and other assignments are distributed.
- Guiding them for planning their career.
- Encouraging them to participate in various symposia, inter/ intra institutional competitions.
- Encouraging them to engage themselves in various kinds of projects work so on and so forth.
- Selected students are sent for internship programme.
- Encouragement for pursuing higher studies.

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

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

Number of Students	Number of Teachers
376	28

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

### 2.3 - Teaching- Learning Process

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

During 2020-21 though there is pandemic situation, even then the institution cannot debar herself from offering the best to her students for enhancing their learning experiences through various student centric methods that are mentioned below:

#### 1. Experiential learning:

Skill development:

- Students' seminar, mock teaching, group discussions, field trip, film screening are arranged by departments.
- Inculcating creative academic writing skills.
- Students are equipped with e-learning facilities viz., online class, webinar etc through google/zoom tools.

- Mock teaching.

#### 1. Participative learning:

- Cultural competition is organised by the Students' Union and the Cultural sub-committee.
- The Department of Journalism and English organised an online Photography and quiz competition respectively.
- Various departments have been consistently organising students' seminar.
- Publication of wall magazine, e-magazine, participation in debates, essay, quiz, poster & painting and musical competitions.
- NSS unit arranges various outreach programmes viz., dengue awareness programme, awareness programme on COVID-19-its prevention and protection measures, Karate Training Programme, Declamation contest etc.

#### 1. Problem solving methodologies:

- Mentor-Mentee arrangement has been made.
- Open text book examination,
- Distribution of assignments and its assessment by the teachers.
- MCQ framing by students and checking by the teacher.
- Board work by students.
- Course evaluation by the teacher in order to assess student's level of understanding.

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

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

Information and Communication Technology (ICT) tools indeed contribute substantively to high quality teaching since they have the potential to increase students' motivation and connect students to many sources of information, support active 'in class' and 'outside class' learning environments and helps the instructors to allocate more time for facilitation.

During pandemic period there is no other way out but to adopt various ICT enabled tools to deliver effective teaching to the students. Among various ICT enabled tools the following tools have been used successfully:

- Teachers use computers, desktops, laptops, projectors, mobile phones and other IT tools;
- Google meet, zoom, and streamyard;
- PPTs, video and audio clippings are uploaded in the college website;
- 'Google classroom' for submission of online assignment.
- MCQ test has been undertaken using google forms.
- Distribution of study materials through college website and WhatsApp group of individual departments.
- Examinations [internal, tutorial and theory] have been conducted through college website and WhatsApp group and mails of individual departments as well as teachers.
- Students are made to watch full-length films on various topics.
- Students uploaded their answer scripts using google forms for evaluation by the teachers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/agar/ICT%20enabled%20tools%20(2.3.2).pdf">https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/agar/ICT%20enabled%20tools%20(2.3.2).pdf</a>

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

#### 2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

28

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Primarily, being a constituent college of our affiliating university we have to implement the guidelines of that university regarding Internal Assessment (in the form of Internal Examination, weightage for class attendance, tutorial) under the CBCS norms. Before commencement of final semester examination, all departments of our college conduct such Internal Assessment Procedures and marks obtained by students are uploaded on the university's portal so that these internal assessment marks can get due weightage at the time of publishing semester results by the university.

Apart from that under the guidelines of the IQAC different departments follow the under mentioned procedures on a perpetual basis:

- Review by teachers of MCQs framed by students;
- Assignment distribution
- Group Discussion
- Course evaluation by the teacher in order to assess student's level of understanding.
- Mock teaching and Board work by students
- Subject related Quiz Programmes.

During lock-down period CIE is being conducted by most of the departments through online mode by preparing google form with MCQs. When teachers are intending to conduct CIE by setting subjective or problem-oriented questions, students have been

advised to submit answers to those types of questions by using file upload option in the google form.

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

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

Regarding conduct of internal examination as per the requirement of affiliating university, Examination Sub-committee prepares a routine and detailed guidelines which students have to follow particularly when internal examinations are being conducted during current session of pandemic period solely through online mode. In such guidelines contact number, email id of teachers designated to take internal assessment of particular subject are mentioned and students are explained in details in respect of all those guidelines by arranging separate sessions through Google meet. In those sessions specific queries of students are addressed with due care and even after that if they face any problem they are advised to contact with designated teacher. As according to the rules of affiliating university, students have to secure a minimum prescribed marks in these internal examinations in order to qualify semester examinations, if any student raises any grievance related to the fact that he/she has been declared 'not qualified' due to non-fulfilment of requirements of minimum internal assessment marks although he/she has properly appeared and secured that minimum marks, then his/her issue is properly drawn attention of the appropriate authority of the affiliating university. Departmental teachers take all hardships in settling grievances of the aggrieved student(s).

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

**2.6 - Student Performance and Learning Outcomes**

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

COs and POs for all programmes offered by the institution and different courses taught under each programme have been prepared by different departments. All Departmental COPOs have also been uploaded on the institutional website . At the beginning of each academic session, Orientation Programme is arranged for newly admitted students and in such programme meaning, purpose of COPOs are explained to the newcomers. In addition, those documents are handed over to all first semester students and they are also informed that they can access Department wise COPOs from the institutional website also . If any student raises specific query on COPOs, faculties address those queries with adequate explanation. This is because, our teachers believe that until and unless the meaning and purpose of these quality initiatives are not properly understood by students they will not be motivated to put necessary efforts, along with teachers, in attaining the stated goals in COPOs. Apart from that, in the meetings of the IQAC, Academic subcommittee and that of different Departments teachers are sensitized about their roles in achieving the academic development of our students through the practice of setting COPOs and attaining all those outcomes with the combined efforts of teachers and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Presently our institution is not following any systematic method for evaluating COPO attainment. However, through reviewing performances of students in different initiatives which are being undertaken presently, we try to evaluate how far different goals which have been set in COPOs are being achieved. Some of those initiatives are mentioned below:

- Review and analysis of results of students in different semester examination conducted by the affiliating university;

- Performances of students in separate semester examination are considered for reviewing attainment of COs and overall Programme result, accumulating results of all semesters, is analysed for evaluating PO attainment;
- Apart from reviewing separate semester's result and final result, performance of students in different internal evaluations is also examined as a process of our present COPO evaluation;
- Evaluation of attainment of COPO particularly set for advanced learners is made through their performances in Students' Seminar, contribution in wall magazine, Departmental publications, participation in Group discussion and being selected for Internship programme arranged by the department;
- Different departments, IQAC and Governing Body analyse different feedbacks reports collected from students and this practice can also be stated as a method for evaluating COPO attainment.
- IQAC has prescribed a methodology for tracking our alumis' progression.

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

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

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

83

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Annual%20Report_merged.pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Annual%20Report_merged.pdf</a>



<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/aqar/SSS%20(Final)%202020-21.pdf">https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/aqar/SSS%20(Final)%202020-21.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>NIL</b>	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
<b>NIL</b>	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

53

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

18

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

- Extension activities through NSS unit -
  - Dengue awareness program,
  - Awareness programme on the current surge of Corona Virus Infection,
  - Environmental awareness programme through observance of World Environment Day,
  - International Literacy Day,
  - Yoga & Meditation for self-discovery,
  - Clean India movement,
  - Karate training programme etc.
- Through Women Cell -
  - Organised seminar on ethical and moral goals of educational system;
- Through Students' Union -

Purchased two oxygen cylinders to provide oxygen during pandemic period to the students, teaching and non-teaching staff of the college as and when required.

- Initiatives of Teaching and non-teaching staff -
  - Donation of Rs. 60,000/- to State Emergency Relief Fund of the Government of West Bengal to combat Covid 19 pandemic situation
  - Rs 20000/- to 'Subho' [an NGO] towards undertaking relief work to 'Umphan cyclone' affected people in Sundarban area.
- Initiative of the college
  - College has donated to a nearby Girls' school two water

coolers and two AC machines (lying unused state) after incurring necessary overhauling costs to make the equipments in a useable condition.

- MOU has been signed with 'Jodhpur Search' an NGO, to undertake different extension activities.

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

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

405

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

10

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

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

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

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

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

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

- The college has five-storied main building which accommodates the Principal's room, staffroom, class rooms, library, students' union room, separate common room for boys and girls, computer centre and ICT room etc.
- Classes are held across 13 classrooms in the main building and 6 classrooms in the adjacent building. The permanent office room of our college is also located in this adjacent building.
- Each department has been provided with wall board covered with net for showcasing departmental wall magazine.
- The college has three smart classrooms and one computer centre with 40 computers all are connected with LAN
- Two large class rooms are used as seminar halls.
- Department of Geography and Journalism has separate laboratories.
- The college library has more than 16000 books and 24 periodicals. The college has also subscribed online search engine like INFLIBNET, N-LIST mode for assisting further research.
- Separate common rooms for boys, girls are equipped with carom board, Table Tennis board, Cheese board etc.
- Purified drinking water is available in each floor.
- Girl's toilet has a vending machine.

- The college has play ground.
- Soundproof Generator is available.
- Construction of a proposed three storied new building utilising RUSA 2.0 Grants in the second campus is in progress

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.netajinagarcollege.ac.in//Admin_xtrf/allupload/411%20Final.pdf">https://www.netajinagarcollege.ac.in//Admin_xtrf/allupload/411%20Final.pdf</a>

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

#### Games

- College has separate play ground shared by two other colleges (Netaji Nagar Day college and Netaji Nagar College for Women).
- The State Government has provided grants for development of college play ground. Various sports and games equipments have been purchased from RUSA 2.0 Grants.
- All sports and games equipment are maintained and properly utilised by the convenor of Games and Sports Sub- Committee along with the sports secretary of students' union.
- There are facilities for indoor games like carom, table tennis, chess separately for boys' and girls' common room.
- Recently with a view to instil students' self-defence power, facilities for Karate training have been introduced.
- Some initiatives have also been started to develop consciousness among students towards Yoga training.

#### Culture

- Different types of musical instruments have been procured by utilising RUSA 2.0 Grant and with active support from teachers students regularly use these instruments while organising different Cultural initiatives.
- The teachers in charge cultural sub-committee have got substantial cultural expertise in different fields and they share their experiences while training students for

different cultural programmes.

- Students' union actively plays role in finding out newly admitted students having cultural traits and continuously encourage nurture them in excelling their qualities.

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

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

17

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

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

107,969



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

**Library is partially automated using ILMS KOHA**

- Name of ILMS Software : KOHA
- Nature of automation (fully or Partially) : Partially
- Version : 3.18.03
- Year of Automation : 2016

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

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

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-**

**journals during the year (INR in Lakhs)****37,119**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year****12**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi****IT facilities**

- Various students support services starting from online admission, online registration of the students with the affiliating university, downloading of admit cards, availability semester questions are provided through college website with requisite IT support by the website service provider.
- Four smart classrooms are available.
- 5 overhead projectors, 5 laptops, 48desktop, 9printers, 4scanners are being used.
- All the computers in the college are connected through LAN.
- College library is maintained by the open-source software "KOHA" (3.18 version)
- The library has partially computerised catalogue supported by OPAC for catalogue search, bar-coded books.

- College also subscribed online search engine like INFLIBNET, N-List mode for providing research support to faculties and interested students.
- The library has more than 16000 books and 23 periodicals and e-journal through N-LIST mode.
- Biometric attendance recording system is in operation.
- In order to avail IT facilities in a better way recently separate wi-fi zones have been created.
- The college is under CCTV surveillance with cameras installed in various locations.

#### Updating of IT facilities

- Internet support services with workable speed has been subscribed on monthly basis from local vendor.
- Computers are protected by antivirus with AMC from approved service provider.
- Website service provider is paid annually.

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

#### 4.3.2 - Number of Computers

53

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

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****239,688**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Regarding procedures and policies for maintaining and utilising physical, academic and support facilities, it is to be mentioned at the outset that we share a common building with Netaji Nagar Day College. Now regarding any major common expense towards maintenance of building and physical resources, the Coordination Committee constituted as per parent university statute, first of all take up the issue and on the basis of a prescribed ratio of sharing common expenses both the colleges conduct the initiative.

- In case of other procurements which are not related to the Netaji Nagar Day College, tenders / quotations are invited and decision regarding suppliers is taken in the Purchase Committee meeting.
- Regarding maintenance of ICT related items, AMCs are taken with approved service providers and AMCs are renewed at regular intervals.
- In respect of any Central / State Government Grants including RUSA 2.0 Grants towards construction of physical resources and procurement strict adherence is ensured as to the policies for utilisation of such grants recommended by the Government.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

108

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

16

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>B. 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<a href="https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/Cpacity%20building%20andSkill%20Enhancement.pdf">https://www.netajinagarcollege.ac.in/admin_xtrf/allupload/Cpacity%20building%20andSkill%20Enhancement.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>5</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>5</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	
13	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
23	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations</b>	

(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

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

### 5.3 - Student Participation and Activities

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

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

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

Netaji Nagar College supports the students regarding their academic and financial issues. There are different types of government scholarships such as Post Matric, Kanyashree, SVMCM, Aikyashree and so on. The college encourages all eligible students to apply for scholarships. Besides scholarships from government agencies, there is provision for obtaining freeship



from the Students' Relief Fund of the college. Moreover, the college exempts fees every year of a number of very poor students. To support the students academically, the institution arranges for remedial classes and slow learner classes. It has a student safety insurance scheme which covers sickness and accident. The institution organizes programmes to guide students in terms of appropriate career choices and gainful employment. The institution has an Anti-Ragging Cell in place. Awareness of this body is made known to the students. The institution has representatives from students in various administrative bodies like GB and IQAC. For the development of the students, the college organizes several extra co-curricular and co-curricular activities. NSS Unit creates awareness about health related issues. The students regularly participate in games & sports, cultural programmes inside and outside the college. To develop the skills of the students, the college organizes quiz, debates, poster-making competition etc.

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

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

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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

Recently the College authority has successfully taken an initiative in constituting Registered Alumni Association under the Registration of Societies West Bengal Act XXVI of 1961. After achieving this success the authority of the college and students' union are actively undertaking initiatives in preparing the constitution of the association, formation of formal body (in detail) and future course of action. In the meantime IQAC has suggested a detailed guidelines regarding maintenance of alumni records by various departments, their progression and keeping continuous communication with them. Some primary proposals have also been considered regarding financial contribution from alumnus to be registered as member.

However, although the college authority and students' union were continuously striving to constitute registered alumni association, relevant initiative regarding alumnus of our college were being undertaken by different departments in their individual capacity during the past few years. Almost all departments arrange ex-students seminar inviting successful alumni and try to create encouragement among our existing students by showcasing success stories of those alumnus in such seminars. In addition some departments arrange annual alumni meet and informal alumni meeting have also been organized several times in our college.

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

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

##### Vision:

To be an excellent institution of higher education ensuring high quality general education to all sections of the society by teaching and touching lives

##### Mission:

Sustaining the tradition of providing higher education.

- During the academic session 2020-21, students of the local community have taken admission in 1st semester classes.
- In the higher semesters also we are providing teaching-learning services to the students who reside in the local area of the college.

Offering affordable education to all.

- In view of ongoing pandemic situation the Governing Body of the college has reduced fees payable by all students;
- Fulfilling the parameters set by the appropriate authority, eligible students have been granted concession in fees.
- Total freeships have also been granted to those students

whose financial conditions have become worst during pandemic situation.

Inculcating value system.

- Seminar by scholars offering value education;
- Organising motivational classes by all departments;
- Continuous initiatives by faculties to instil value senses during regular interaction with students.

Creating ideal academic environment

- Job oriented Certificate Courses
- Internship programme
- COPO
- Mentoring system
- Feedback from all stakeholders
- Teacher, student exchange programme
- Outreach programme
- Bridge course for Slow learners
- Seminar presentation by students
- Use of ICT enabled teaching methods

File Description	Documents
Paste link for additional information	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/6.1.1(Merged)(For%20Link).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/6.1.1(Merged)(For%20Link).pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**Decentralisation**

- While preparing for the 3rd cycle of NAAC, the entire assignment has been distributed among 7 criterion convenors. After compiling the documents and other information collected by individual convenors, the convenor of NAAC Steering Committee will finalise the preparation of SSR.
- In line with the activities/programmes planned in the central Academic Calendar of the institution, individual

departments and different sub-committees prepare Departmental Calendars and sub-committee work plans. Subsequently, responsibilities are distributed among departmental faculties and sub-committee members.

- Different sub-committees are represented by members of management, teachers, non-teaching staff and students.

#### Participative Management

- In the process of collecting feedback from different stakeholders' participation of them is given due importance in the conduct of regular teaching-learning activities of the institution.
- Guardians' meeting is organised by all departments following a particular schedule and valuable observations by the guardians are properly incorporated in the running of departmental teaching-learning activities.
- As representative of students is present in various sub-committees, their opinions and suggestions are given due weightage in conducting all type of activities of the institution.
- Most of the departments arrange seminar in which alumni are invited as resource person and thereby their participation in the quality initiatives of the institution is ensured.

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

## 6.2 - Strategy Development and Deployment

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

At the beginning of the academic session 2020-21 pandemic situation had compelled us to confine ourselves within our residence. Under that compelling perspective a strategy was taken to provide all types of teaching-learning and other support services to our students uninterruptedly and in due time. The following activities can be mentioned to substantiate successful implementation of the above strategic plan:

- Arrangement of regular online classes following a specific online class routine
- Providing softcopy of study materials in different semester

wise whatsapp group and in college website

- Taking Internal class test using Google and other online platforms
- Arrangement of special sessions by the IQAC to develop competency among teachers to use different online teaching devices
- Organising online Student seminar, Orientation Programme, Bridge Course Class for identified Slow learners
- Arranging different online Cultural Programmes/Competitions as per planning of Overall/Departmental/Subcommittee Calendar
- Conducting different Semester examinations of the affiliating university through online mode by providing all support services so that students do not suffer any inconveniences
- Organising all activities associated with online admission in first semester classes along with providing online services to newly admitted students at the time of their registration with the affiliating university

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

At the beginning of the academic session 2020-21 pandemic situation had compelled us to confine ourselves within our residence. Under that compelling perspective a strategy was taken to provide all types of teaching-learning and other support services to our students uninterruptedly and in due time. The following activities can be mentioned to substantiate successful implementation of the above strategic plan:

- Arrangement of regular online classes following a specific online class routine
- Providing softcopy of study materials in different semester

wise whatsapp group and in college website

- Taking Internal class test using Google and other online platforms
- Arrangement of special sessions by the IQAC to develop competency among teachers to use different online teaching devices
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- Conducting different Semester examinations of the affiliating university through online mode by providing all support services so that students do not suffer any inconveniences
- Organising all activities associated with online admission in first semester classes along with providing online services to newly admitted students at the time of their registration with the affiliating university

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/ORGANOGRAM.pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

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

### 6.3 - Faculty Empowerment Strategies

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

List of existing welfare measures:

- Group Life Insurance for full time teaching and non-teaching staff
- General Provident Fund facility for staff members in substantive posts
- Festival advance and Ex-gratia for all eligible non-teaching staff
- Interest free loan from GPF for teaching and non-teaching staff
- Non-refundable loan from GPF subject to fulfillment of some conditions
- A registered Credit Cooperative Society runs for all staff members to cater to their financial needs. It provides hassle-free loan at a moderate rate of interest to all full time teaching and non-teaching staff members of the society. This cooperative society provides a one-time grant (Rs. 10000) to the members, hospitalized as Covid-19 victims.
- The female staff members enjoy maternity leave and Child Care Leave (CCL) as per Govt. rule.
- Necessary infrastructural facilities are provided to encourage research initiatives by faculties.
- Promotion and CAS benefits as per the guidelines of UGC and State government.
- Assistant and Associate professors after completion of M.Phil or Ph.D degree receive monetary benefits as per UGC



**Rules.**

- In response to the appeal of the Students' Union, two Oxygen cylinders have been purchased from college fund to be used by teaching, non-teaching and students and other needy persons during pandemic situation.

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

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

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

0

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

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

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

8

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

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

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

4

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

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

- Academic assignments designated to faculties are periodically appraised in Departmental, IQAC, Academic Subcommittee meetings.
- Report on the performances of our students in different

examinations of the affiliating university is appraised by the Governing Body

- Functioning of different subcommittees and progress of different planned activities are appraised in the meeting of those subcommittees and by the Teachers' council in presence of the Principal
- Different feedbacks collected from various stakeholders are analysed at the Departmental level first. Then, Analysis Reports on different types of feedback are submitted to the IQAC and Governing Body for necessary appraisal. The apex authority after thorough review of those analysis reports offers necessary suggestions for required action to be taken
- Promotion process of all teachers in the substantive post following Performance Based Appraisal system(PBAS) is conducted with due compliance by the incumbent teacher all recommendations of the UGC under Career Advancement Scheme(CAS)
- For non-teaching staff, the Principal in course of her regular interaction with them monitors assigned duties and gives necessary advices for improving their performance
- Non-teaching Staff Development Programmes are organised in collaboration with other colleges
- Biometric attendance recording system is followed both for teaching and non-teaching staffs

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

#### 6.4 - Financial Management and Resource Mobilization

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

- Periodic Internal and external audits are conducted in the institution on a regular basis and completed up to the financial year 2019-20
- Regarding Internal audit (2020-21) the Governing Body has already issued appointment letter to the concerned Internal auditor. The Accounts section under the guidance of the Accountant, Bursar and Convenor, Finance subcommittee has already made ready all documents and accounting records

including RUSA related documents. However, the Internal auditor is yet to commence his work.

- External audit is carried out by a Government auditor recommended and appointed by the Department of Higher Education, Government of West Bengal and such notification for 2020-21 is yet to be made by the concerned Department. However, the Accounts section has already completed all work to face such audit
- Audit objections, if any, raised by the Internal/External auditor in their respective audit report are first of all brought to the notice of the Governing Body. After making necessary considerations, the governing body advises the Accounts section to make appropriate adjustment in the accounting records. Accordingly, necessary adjustments are made to give effect to the auditor's recommendations. There is no such situation as yet that Auditor's recommendations have not been incorporated in the accounting records.

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

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

**NIL**

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

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

- Income generation from fees collected from students is a recurring source. A substantial portion of such collection

is utilized for welfare of students, incurring different maintenance costs and for paying salary to contractual non-teaching staffs

- Out of collection of fees from students in the form of Tuition fees, 50% of such collection is to be statutorily deposited to government exchequer.
- Other than the routine government and UGC grants, the institution has been able to utilize additional funding from various agencies such as RUSA grant, NSS grant, special State Govt. Grant for maintenance and renovation of playgrounds on the occasion of Golden Jubilee celebration
- Once approval is received from the Funding Authority, it goes through various processes involving the Principal, Bursar, Finance subcommittee, Purchase Subcommittee, specific Subcommittee (namely RUSA committee, PMU) and the college office before it is finally disbursed to the concerned person or department/s
- The Dept. of Higher Education has instructed the institution to conduct purchase utilizing RUSA grant through the PFMS
- The institution strictly follows the Finance rules of the Government of West Bengal as well as the Government of India.

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

## 6.5 - Internal Quality Assurance System

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

Practice I :. IQAC has motivated different Departments, Sub-committees, Cells, Units to conduct quality initiatives in teaching-learning process in a systematic and time bound manner. Accordingly, it has suggested to undertake different quality initiatives like taking feedback from various stakeholders, introducing mentor-mentee system, sensitizing students about COPO and its attainment etc. IQAC has advised different Departments/Subcommittees to include the initiatives in their Departmental Academic Calendar/Subcommittee Annual plan with

tentative time of arranging the programme and most importantly to designate faculties who will be responsible to arrange the programme. IQAC periodically reviews attainment of the planned initiatives. Consequently, all quality initiatives are being accomplished in a systematic, time bound way involving all functioning units in an inclusive manner.

Practice II :Requirement of maintaining proper documents in support of different activities/programmes has been indispensable to undergo for accreditation by NAAC following RAF. Practice of e-documentation is a prerequisite of quality culture in HEIs. IQAC has convinced all functional units regarding urgency of proper documentation following NAAC's recommendations. Consequently, before 3rd cycle of accreditation we are not only well versed about uptodate prescriptions of NAAC on documentation but also well prepared in a tailor made form regarding availability of different documents

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

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

**Example 1** During lockdown period when it was not possible to serve our students without accessing different online technology and at the same time most of the faculties were not accustomed with the technique of using such technology, IQAC took initiative to develop competency among our faculties by organising a series of lecture by tech savvy young faculties of our institution. In these sessions all faculties participated with sincerity and our in house resource persons helped them to develop necessary skills to use different online devices. As a consequence of such initiative by the IQAC and due to the urge among our teachers to learn with a greater cause to serve our students in such pandemic situation, all teachers became competent in taking virtual classes using online teaching aids.

**Example 2** During pandemic period IQAC had requested different Departments to arrange 'Motivational classes' for students in order to address some problems that our students faced due to

different stresses which were adversely affecting their minds. In these classes our students participated in large number and shared their mental worries with teachers. Students received adequate mental support from teachers which helped them to continue their studies in such adverse situation.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/FINAL%20ANNUAL%20REPORT_CO_MPRESSED.pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/FINAL%20ANNUAL%20REPORT_CO_MPRESSED.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The Gender Equality Cell of Netaji Nagar College successfully organized the following Gender Centric programmes for welfare and

**awareness:**

- Successful completion of Gender Audit in collaboration with School of Women Studies Jadavpur University. The policies planned and already undertaken by our college have been highly appreciated.
- Preparation of Annual Gender Action Plan .
  
- Webinar by Prof. Sampa Bhattacharya, Associate Professor of Deshbandhu College for Girls, Kolkata on the topic "The Role of Women in the Short Stories of Ashapura Debi" The webinar was organized on 27.07.2021.
- A debate organized on 8th September 2021 to celebrate International Literacy Day. Topic: "Whether Men are better in sciences while women are better in humanities"? A panel of external judges were there to judge their performances.

**Specific Facilities Provided for Women in Terms of:**

**Safety and Security:**

- The institute has ensured the following-
- Whole time security guard
- Installation and proper maintenance of the CCTV cameras for proper surveillance
- Issue and regular checking of ID Cards.
- Installation of new LED lights in the campus.
- Proper functioning of Gender Equality Cell and Grievance Redressal Cell.

**Common Room:**

Well Equipped common room available for female students.



File Description	Documents
Annual gender sensitization action plan	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Annual%20Gender%20Sensitization%20Action%20Plan%20(1).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/Annual%20Gender%20Sensitization%20Action%20Plan%20(1).pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.1(Docs).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.1(Docs).pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

Netaji Nagar College has collaborated with Mother Earth Foundation. MOTHER EARTH FOUNDATION is an environmental and non profit and non-trading organisation registered under the Society Act XXVI of 1961. The foundation is established on the auspicious Earth day of 22nd April in the year of 2009 with a motto of multifaceted social activities towards the benefit of the world mass without profit motive. In association with Mother Earth Foundation the college has successfully managed and recycled the following types of waste:

#### **Solid Waste**

- laboratory Organic Waste like Flower Plant Pots, Medicinal Plant Pots, Soil
- Inorganic Waste like Plastics, Mops, buckets, stools, bamboo strainers, recyclable paper, books, albums, brooms,

pipes, taps

- Metal Waste: light stands, frames, rods, scrap metal, discarded office equipment, vacuum cleaners etc.

#### E-Waste

Electric boards, electronic keyboards, cords, wires, torch, sound systems and other electronic components given to Mother Earth Foundation for recycling.

#### Liquid Waste:

Laboratory solutions, organic liquid collected by Mother Earth Foundation. Apart from that the college regularly maintains its drainage system for liquid waste disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.3(Docs).pdf">https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.3(Docs).pdf</a>
Any other relevant information	<a href="#">View File</a>

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

D. Any 1 of the above

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

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. Landscaping with trees and plants</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 547 629">File Description</th> <th data-bbox="547 566 1445 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 629 547 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="547 629 1445 734" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="92 734 547 801">Any other relevant documents</td> <td data-bbox="547 734 1445 801" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	<a href="#">View File</a>	Any other relevant documents	<a href="#">View File</a>					
File Description	Documents										
Geo tagged photos / videos of the facilities	<a href="#">View File</a>										
Any other relevant documents	<a href="#">View File</a>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>C. Any 2 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1171 547 1234">File Description</th> <th data-bbox="547 1171 1445 1234">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1234 547 1379">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 1234 1445 1379" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="92 1379 547 1485">Certification by the auditing agency</td> <td data-bbox="547 1379 1445 1485" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="92 1485 547 1585">Certificates of the awards received</td> <td data-bbox="547 1485 1445 1585" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 1585 547 1653">Any other relevant information</td> <td data-bbox="547 1585 1445 1653" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>	Certification by the auditing agency	<a href="#">View File</a>	Certificates of the awards received	<b>No File Uploaded</b>	Any other relevant information	<a href="#">View File</a>	
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Certificates of the awards received	<b>No File Uploaded</b>										
Any other relevant information	<a href="#">View File</a>										
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p>	<p><b>E. None of the above</b></p>										

**5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

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

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

In order to inculcate the values of tolerance , harmony and the spirit enshrined in our constitution the college through its cultural subcommittee and NSS organized the following events:

- In order to inculcate a sense of harmony, the Cultural Sub-Committee in collaboration with the Students? Union and the IQAC had organized an online cultural programme to celebrate "Basanta Utsab" on 27.03.2021 at 6 pm onwards through Google meet platform. Basanta Utsav is a celebration of spring. Students of each and every community present in our college participate in beautiful cultural programmes. This creates a sense of togetherness and fosters a sense of brotherhood.
- The spirit of brotherhood, unity, tolerance and harmony reflected in the philosophy and writings of Rabindranath Tagore have great relevance today. The Cultural Sub-Committee and IQAC had organized an online cultural programme to celebrate "Rabindrajayanti on 09.05.2021 to disseminate the ideas of tolerance and brotherhood among the students and make them responsible citizens.
- The Cultural Sub-Committee and IQAC was organized an online cultural programme to commemorate 'Bishe Shravana' on 08.08.2021

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

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

The college is committed to sensitize the students and employees of the college to the constitutional obligations: values, rights, duties and responsibilities of citizens . Awareness of gender equality, commitment to social service and celebration of Indian Culture and tradition form the bedrock of our vision and policies. To fulfil this goal, the different cells, units, subcommittees work tirelessly. Some beneficial programmes conducted by them are as follows:

- **Gender Justice:** Women centric awareness programmes, webinars, debates, Gender Audit initiatives by Gender Equality Cell. These create an awareness about gender equity and gender justice that lead to a progressive society. The enthusiastic participation of all the students helps in creating awareness and sensitizes the students towards gender rights and duties.
- **Social duty and responsibility:** Covid Awareness Programme, International Literacy Day, World Environment Day, Yoga Meditation Camp, Clean India Initiatives, Karate Training Camp etc organized by NSS which help in fostering a sense of social duty and responsibility.
- **Brotherhood, tolerance and harmony:** Cultural programmes, commemorative events, competitions on topics of National Importance organized by Cultural Subcommittee. Programmes like Tagore's birthday, Boshonto Utsav help in creating a spirit of unity in diversity and promotes brotherhood, tolerance and harmony.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

The national and international commemorative days, events command great significance as they disseminate and spread the ideals, values that can make responsible citizens out of the young students in college. The college celebrates the following national and internal commemorative events, days making sure the spirit of these events reach the maximum number of audience.

**National Commemorative Days**

With the enthusiastic participation of a large number of students and teachers, each year the college celebrates various national commemorative days. Independence Day, Republic Day and Netaji's Birthday are celebrated with a lot a enthusiasm from the students and the teachers where cultural performances like singing, dancing, recitation are put up to spread the spirit of nationalism among the students. Apart from this , the college also organizes RabindraJayanti, 22 SheyShrabon and BasantoUtsav to spread the spirit of brotherhood, equality , tolerance and unity.

#### International Commemorative Days

In order to inculcate the spirit of internationalism among its students, the college in association with Gender Cell, NSS unit, IQAC and other departments has organized programmes to observe World Literacy Day, Environment Day, Tourism Day etc. These programmes connect and make the students aware about global events and can transform them into responsible global citizens.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice I

**Title of the Practice:**

**Successful Continuation of Teaching Learning Initiatives/methodology**

**Objectives of the Practice :**

- Inclusive, Holistic and interactive learning approach
- Multidirectional student centric academic environment
- Thorough planning and goal orientated learning, experiential learning
- Preparing the students not only for university examinations but also developing an attitude in them that may prove to be beneficial in job market or in the later stages of their career
- Psychological support

**Context:**

- Many first generation learners do not have proper orientation / idea of planning, goals, motivation for graduate studies.
- First generation learners not having enough social and cultural capital for self-study and planning require new innovative methodology and intensive hands on mentoring.
- Huge graduate syllabus, particularly under the CBCS system requires thorough planning for proper coverage of the course modules as well as incorporation of remedial classes/bridge courses for weaker students.
- College life is a crucial stage in the life of students. There is tendency to go astray, getting defocused, deviation from goal etc. So they need constant psychological counselling apart from academic guidance.
- Many students are breadwinners and are actively earning for the families. So, they need additional help and support.

**The Practice:**

- Identification of Slow and Advanced learners at the beginning of every 1st semester.
- Bridge Courses at the beginning of the session for the weaker students helping them to get a proper grip over the syllabus and also helping them to develop the attitude needed to complete the course with flying colours.
- Distribution of COPO to provide the students with a better picture of the end goals and objectives.
- Preparation of detailed lesson plans with detailed information about the modules, assigned teachers, tentative



schedule and evaluation methods adopted for a particular module. It provides the students with a clearer picture of the structure of the syllabus and helps them to get a proper idea of the huge syllabus they have at hand. Different evaluation methodologies already mentioned in the lesson plan like MCQ and Short Question test, Surprise Test, Open Book Test help the students immensely in remaining up to date with studies.

- ICT enabled teaching, chalk and talk, film screening conducted as extra initiatives.
- Structured Mentor-Mentee system for intensive mentoring of the students.
- Continuous feedbacks from students and guardians for improvement in academic atmosphere.
- Different publications, wall magazines, blogs, departmental magazine, students seminars, participation in competition etc help to bring quality and interactivity in academics. They also help in providing the students with the much needed exposure.

#### Evidence of Success:

- Better engagement and participation of the students in the class.
- Noticeable improvement in class attendance as majority of the students attend more than 65% of classes.
- Dropout percentage has decreased significantly.
- Improvement in result, interest in class, extracurricular activities and overall belonging to the college.
- Significant improvement in the attitude of the students both as learners and stakeholders of the college.

#### Problems Encountered/Resources Required:

- Intrinsic problem with the first generation learners, sole breadwinners or part time workers who could not devote full time , energy and motivation for studies and college centric activities.
- Initial quality of the students remains low. So improvement becomes an enormously uphill task.
- Sharing of college building with Day College. Lack of availability of adequate no of rooms and ICT enabled classes make it difficult to implement digital interactive learning fully.

- Shortage of full time teachers and non-teaching staffs result in overburdening of the available staffs.

## Best Practice II

### Title of the Practice:

Community Service, Social Responsibility and NSS

### Objectives of the Practice:

Netaji Nagar College does not see itself only as an academic edifice but believes in the communitarian philosophy of holistic upliftment of communities along with people. Just academic excellence among a selected few may create a class of elites and not necessarily percolate to the lowest common denominator of the society and the area. Following the footsteps of Ramakrishna Mission that believes in wholesome communitarian development and undertakes initiatives for mass empowerment and upliftment, our college has also undertaken community centred initiatives and outreach programmes to benefit the refugee locality in which it is located, mainly through NSS.

### The Context:

Netaji Nagar college is located in primarily refugee locality that was occupied during the mass migration due to partition in 1947 as a result it may be categorized as an urban backward locality. Though it is rapidly developing its profile remains occupied by low wage earners and erstwhile refugees who still lack the social and cultural capital.

- Awareness of health, culture, academics is pretty low. Rate of dropout remains high.
- Lack of awareness has resulted in health hazards in the past like rapid spread of dengue and Covid.
- The slum areas surrounding Netaji Nagar have problems of low literacy rate along with joblessness and crime.
- The college has a unique opportunity to engage, uplift and educate and thus play a great role in societal upliftment.

**The Practice:**

Mainly by NSS. The students and individuals working under the aegis of NSS engage with the people of the slums and locality regularly through Regular, Intensive, Sustained Engagement (RISE) programme and Direct Assistance and Mentoring (DAM) programme.

Under the RISE programme NSS has organized the following for community upliftment and awareness in the difficult times of the pandemic-

- Awareness programme on Covid and its prevention
- Awareness programme on stress related issues during the pandemic.
- Yoga/Meditation Camp
- Karate Training, Self-Empowerment classes
- Awareness Camp on Clean India Movement
- Anti Drug Abuse Day
- Gender Outreach and Awareness programme

Under the Direct Assistance and Mentoring (DAM) Programme

- Dr. Subhdra Dutta had provided mentoring and direct financial help to candidates appearing for Secondary Exam and her regular engagement made sure they pass with flying colors and do something worthwhile in their lives.
- Dr. Biswajit Bhadra had provided thorough mentoring and overall financial assistance to a candidate to complete his study.
- The college will try to implement these programmes every year with widening the scope and also it is planning to include Adult Education in its mentoring and assistance programme.
- We hope in the context of Indian higher education our programmes would bring down dropout cases, will increase enrolment and completion rate along with more enrolments from the marginalized section of the society and women.

**Evidence of Success:**

- Increase of awareness among the students and the people of

the locality

- Increase participation in our programmes point towards its acceptance and increasing interest of people that our Regular Intensive Sustained Engagement programme is generating. It would definitely result in community upliftment and increased level of awareness.
- Covid related activities and programmes greatly increased the much needed awareness
- The direct assistance and mentoring programme has resulted in decreased dropout rates, increase in students interest in studies and it has also resulted in empowering and uplifting the people of the locality .
- Our programs have provided them with a renewed sense of purpose and hope .

#### Problems Encountered/ Resources Required

- Problem of finance is the primary obstacle
- During Covid on field practical work could not be done so reduction in the level of engagement
- Lack of motivation among the dropouts as they are more willing to work and earn and do not have the luxury of freely pursuing studies. Some feel returning to school is purposeless and feel directionless.
- Lack of full time counsellor.
- Full time professors and staffs have little time after discharging their academic and other college duties and responsibilities to engage with further social work.

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

### 7.3 - Institutional Distinctiveness

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

- Composition of students constitutes substantial number of first generation learners. The college prides itself for being the mentoring centre for many such students who went on to make good careers and happy breadwinners for their family. It happily functions as a centre for community upliftment.
- College mostly runs in the afternoon shift and good percentage attend classes after engaging themselves in part time jobs during day shift. It provides the unique opportunity of engaging in studies to pursue further dreams while working at the same time due to its evening schedule.
- College located in a colony area. Composition of residents in the locality and vicinity includes mostly refugees from erstwhile East Pakistan. The institution has over the years functioned and transcended its role as a community college
- Shortage of full time teaching staff and most of the permanent nonteaching posts are presently vacant. In spite of that, the college provides excellent learning environment
- Sincere, obedient and disciplined students.
- Highly qualified, sincere and devoted teaching faculties supported by available efficient and sincere full time and adhoc nonteaching staffs.
- Supportive and experienced management represented from all strata of society.
- Active and cooperative students' council.

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

7.3.2 - Plan of action for the next academic year

1 . The IQAC intends to mobilize and optimize the resources available in the college to prepare for the 3rd cycle of NAAC assessment by following proper NAAC Guidelines. It intends to plan and strategize in such a way that the college not only maintains but also improves upon the grade it was awarded in the previous cycle of the NAAC assessment process.

2 .Inspite of the best efforts of the teachers, the pandemic, online education and students' physical and mental distance from the classroom and college have created a serious lacunae among the students. With the commencement of physical mode of classes, the IQAC intends to initiate continuous and dynamic teaching learning plans to make up for the loss faced by the students in the pandemic times.

3 . Rigorous preparation for the 3rd cycle of the NAAC has revealed many areas where the college has immense potential to perform. IQAC intends to involve all the stakeholders to brainstorm and identify these areas, properly plan and successfully implement them for future NAAC and other quality assessments and audits.