



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

NETAJI NAGAR COLLEGE

- Name of the Head of the institution **DR. AMRITA DUTTA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **8583805567**
- Mobile No: **9836361214**
- Registered e-mail **netajinagarcollege@rediffmail.com**
- Alternate e-mail **netajinagarcollege1967@gmail.com**
- Address **170/436,NETAJI SUBHAS CHANDRA
BOSE ROAD**
- City/Town **KOLKATA**
- State/UT **WEST BENGAL**
- Pin Code **700092**

2. Institutional status

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- 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**

3. Website address (Web link of the AQAR (Previous Academic Year))

[https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/AQAR\(2020-21\).pdf](https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/AQAR(2020-21).pdf)

4. Whether Academic Calendar prepared during the year?

Yes

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

https://www.netajinagarcollege.ac.in/allupload/Academic_Calender%20_2021-22.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC

28/07/2009

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NA

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **5**

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

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

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

- If yes, mention the amount

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

- Involving all teachers, staffs, departments, sub-committees and units of the institution in the preparatory process for 3rd cycle of NAAC accreditation in a decentralised, time bound and systematic manner;
- Sensitizing all departments, subcommittees and units in undertaking different quality initiatives in a time bound manner and maintaining all documents, reports according to the requirements of NAAC Manual, SOP and Data templates ;
- Review of the progress of all quality initiatives - like feedback collection from different stakeholders, preparation for AQAR submission - in IQAC meetings held in regular intervals so that all initiatives can be completed within due time complying all requirements as per NAAC manual ;
- Reconstituting the website of the institution and showcasing all types of information, documents about the activities of different units of the institution and thereby to make the website more informative and functional ;
- Motivating different departments to introduce Add on Certificate courses and to continue different Certificate courses already run by the departments.

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 . 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.</p>	<p>All units of the institution have been involved in the process of preparation for 3rd cycle of NAAC accreditation. They are working under the guidance of the IQAC and the NAAC Steering Committee systematically and in a time bound manner. IIQA has been approved by NAAC and preparation of SSR is going on in a target specific manner . All are working in a motivated way to submit the SSR within due time.</p>
<p>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.</p>	<p>As students were not available physically during pandemic, irrespective of our best efforts, normal teaching-learning activities could not be carried on. After resuming normal teaching-learning activities in physical mode all academic and administrative departments of the institution are working to cater best academic services to our students. Different initiatives like arrangement of study Tour, Industry Visit, Book Fair have been resumed and students are participating in all these programmes in addition to the regular classroom teaching with the objective to ensure a holistic development.</p>
<p>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</p>	<p>While taking preparation for 3rd Cycle of NAAC accreditation and being accustomed with the different requirements of NAAC benchmarking under different matrices, various departments, subcommittees, units have explored what are the new areas</p>

successfully implement them for future NAAC and other quality assessments and audits.

where they can undertake new ventures and if some initiatives have already been started to what extent frequency of organising those activities has to be increased to excel further in NAAC accreditation.

Accordingly, departments are giving more emphasis in providing Mentor-Mentee services to students in a systematic manner. They are trying to convince students more about the importance and utility of Outcome based Education(OBE) along with giving stress on evaluating COPO attainment. Add on courses are being introduced by new departments and students of not only our college but also from other colleges are showing interest to get admitted into these courses. New MOUs have been signed with more colleges, NGO, foreign university to increase collaborative activities.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/12/2022

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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Name	Date of meeting(s)
Governing Body	30/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	11/12/2022

15.Multidisciplinary / interdisciplinary

Netaji Nagar College strictly abides by all policies and guidelines established by the University of Calcutta. Interdisciplinary and multi-disciplinary learnings are crucial for a holistic education, and the affiliating university has incorporated them into its curriculum (viz., students of BA, B Sc & B Com study AECC).

Students have the option of choosing any Generic Elective that the departments provide in addition to their chosen fields. Students receive additional multidisciplinary exposure through college-level orientation programs, invited lectures and conferences, seminars, and special talks coordinated across departments.

16.Academic bank of credits (ABC):

It is already stated that the College is an undergraduate college affiliated with the University of Calcutta. Examinations at the end of the semester are administered centrally by the affiliating university, and teachers from the same or different colleges award numbers to the students. The total marks and the credits lie with the University and are presented in the award lists to the concerned students. Therefore, the College currently has no control over the free access or exit of students as required by the CBCS system. The College will, as usual, sincerely apply itself to doing what is necessary if the rules alter.

17.Skill development:

The College recognises the importance of helping students gain employable skills in addition to their graduation degree. It is important to mention a few more courses offered by the college, including Communicative English, Business Skills for Industry Readiness, Book Publishing, and GIS (Department of Geography). The College looks to the Government for direction and its notification of approval with regard to STEM or STEAM. The College has also requested approval from the West Bengal State Council for Higher Education for its Computer Science course.

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

Department of Bengali offers an honours programme. Students receive a broad and varied exposure to performing arts from many regions of the country through seminars and lectures that are organised by the Seminar Subcommittee in collaboration with IQAC

and cells/departments. Indian tradition and culture are taught to kids through value-education workshops.

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

Beginning with the first day of every academic session, Netaji Nagar College makes a concerted effort to increase its students' employability while also raising awareness of COPO achievement. So that students can clearly grasp their career alternatives, the Career Counseling Cell of the College organises lectures with specialists from various backgrounds. Additionally, it arranges additional courses for the pupils. Additionally, a few other departments, including Geography, Bengali, and Commerce, are involved in offering add-on courses. It is important to note that Bengali and Geography's Add-on courses are now teaching their second group of students.

20.Distance education/online education:

Within a week of going into lockdown, Netaji Nagar College emerged as a pioneering institution that gradually resumed academic operations including regular classes via conference call, Zoom, or Google Meet/Google Classroom. Teachers made all possible efforts to influence the students to sign up for SWAYAM and MOOC courses in order to take advantage of the problem caused by COVID-19.

Extended Profile

1.Programme

1.1	14
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	443
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	680
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	149
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	28
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	40
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	24.15
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
Total number of computers on campus for academic purposes	

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

- In our college, the CBCS curriculum is taught using a carefully planned Academic Calendar. The workload of each department's syllabus is divided up into many instructional modules. The departmental meetings hold regular check-ins on the progress. Departmental teachers create Detailed Lesson Plans (DLP) for the lessons they are responsible for teaching.
- Students are paired with mentors to help them with both their academic and personal requirements.
- Aside from the examination schedule set by the university, the majority of departments use a variety of methods to evaluate students' performance, including in-class tests, open-book exams, homework assignments, student-prepared question banks, board work, quizzes, student seminars, the publication of wall magazines, multiple-choice questions (MCQ), proficiency test by problem framing by the students, google classroom and self-evaluation of answer scripts.
- Classroom instruction is carried out using ICT, You Tube-assisted learning, motivating classes, collaborative learning, experimental learning, project work, and field-based study in addition to the traditional chalk-and-duster technique.
- Feedback is routinely requested from the institution's various stakeholders. Then, the departments and IQAC analyse the feedback reports, and the college's governing body reviews all of those evaluations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

At the start of each academic year's academic session, the college creates an overall academic calendar. Additionally, each

department independently creates its own Departmental Calendar in which, in addition to the activities listed in the main academic calendar, departments also list any additional academic initiatives they plan to carry out throughout the academic session.

Throughout the academic session, events like the organisation of orientation programmes for recently admitted students, the administration of tests to identify slow learners, the holding of special bridge course classes for identified slow learners, the publication of student-written wall magazines, proficiency test by problem framing by the students, google classroom, student-led seminar presentations, etc. are all planned in advance and carried out on schedule.

At regular intervals, the departmental and IQAC meetings review various activities as outlined in the overall and departmental academic calendar. They get departmental and overall calendars during the orientation event held at the start of each new academic session.

CIE is conducted through in-person exams, term paper presentations, vivas, final exams, online multiple-choice assessments, and other methods. The teachers are in charge of preparing test questions and conducting the evaluation process. Both internal and external examiners evaluate the End of Semester Papers.

File Description	Documents
Upload relevant supporting documents	View File
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	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

139

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

during the year

139

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution works to educate our students on the subject of professional ethics and human values by planning a series of lectures on value education. Business ethics is a topic covered in the B. Com course, and students get insight into the ethics of the workplace.

In order to engage our students in the topic effectively, the Internal Complaint Cell frequently organises essay competitions with important personalities to highlight the concerns associated with gender-related problems to the students. Through this programme, students are encouraged to share the solutions to gender-related issues with both themselves and the neighbourhood women with whom they often meet. The finest student compositions have also been recognised and awarded. Additionally, this cell has taken the initiative to print an ISBN volume of writings written by our pupils.

Through the observation of Environment Day, the hosting of seminars on environmental issues, the observance of World Habitat Day, and the implementation of various projects to promote environmentally responsible behaviour, our students are routinely made aware of various environmental concerns. The environment studies has also been added as a compulsory subject in all programmes (BA/BSc/B. Com) in accordance with the parent university's curriculum.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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)	View File

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

67

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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								
<table border="1"> <thead> <tr> <th data-bbox="86 356 539 421">File Description</th> <th data-bbox="539 356 1445 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 421 539 521">URL for stakeholder feedback report</td> <td data-bbox="539 421 1445 521">View File</td> </tr> <tr> <td data-bbox="86 521 539 745">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td> <td data-bbox="539 521 1445 745">View File</td> </tr> <tr> <td data-bbox="86 745 539 846">Any additional information(Upload)</td> <td data-bbox="539 745 1445 846">View File</td> </tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	View File	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File	Any additional information(Upload)	View File	
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Any additional information(Upload)	View File								
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								
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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									
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Any additional information	View File								
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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

443

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

At the beginning of the academic year, the various departments of the college organise campaigns to identify "slow learners" and "advanced learners" among newly admitted students. Departments take the following actions for slow and advanced learners after this procedure is complete and they have been designated as such:

As seen in the points below, throughout the year all departments adhere to a set of uniform remedial programmes that are occasionally customised.

- 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	View File

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

Number of Students	Number of Teachers
443	28

File Description	Documents
Any additional information	View File

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

Experiential Learning-

- Skill Development: Certificate Courses namely Business Skill for Industry Readiness, Certificate Courses on Book Publishing, GIS and Communicative English
- Student's Seminar, Mock Teaching, Group Discussion- Students are encouraged to use LCD Projector for Power Point Presentation in Seminars
- Study/Industry Tours, Field Trips, and Visit to Museum
- Open Text Book Examinations, Peer Evaluation of answer scripts and Internship Programmes are arranged by the departments
- Exposure to e-learning facilities

Participative Learning -

- Cultural Competition
- Online Photography and Short- Film Competitions, Online

Debate and Film Festival, short films by students, Book Fair.

- Publication of Wall Magazines, e-magazines, participation in debates, essay/quiz, , poster/painting and music competitions
- Value Education Programmes.
- Uploading of E-content, study materials and lectures on Youtube.
- Outreach Programmes on Dengue Awareness, Covid Awareness, Karate Training, and Declamation Contest

Problem Solving Methodologies-

- Mentor-mentee arrangement.
- Assignment distribution and subsequent assessment of them by teachers.
- MCQ framing by students followed by checking those MCQs by teachers.
- Framing of Practical Sums by students.
- Reflective method to evaluate students' level of understanding topics discussed by teachers.
- Board work by students
- Preparing Question Bank by students

File Description	Documents
Upload any additional information	View File
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

Faculties of different departments use various ICT techniques in taking classes and rendering other academic services to students as described below :

- Computers(both laptops and desktops), projectors
- mobile phones and other IT tools
- Google meet, zoom, and stream yard
- PPTs, video and audio clippings are uploaded in the

collegewebsite

- 'Google classroom' for submission of online assignment
- Google forms are used for taking MCQ test
- Distribution of study materials through college website andWhatsApp group of individual departments
- Examinations [internal, tutorial and theory] have beenconducted through WhatsApp group andmails of individual departments as well as teachers
- Students are made to watch full-length films on varioustopics
- Students uploaded their answer scripts using google formsfor evaluation by the teachers.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

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)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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	View File
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)	View File

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	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

According to the regulatory requirements of the affiliating university all departments conduct internal assessment of their students. This internal assessment constitutes two parts - firstly, a marks is allotted for regular class attendance of students and secondly, internal examinations are taken by departments in various forms (MCQ test, project, viva voce etc.). Total Marks obtained by the students in internal assessment are uploaded on the portal of the affiliating university. A minimum marks is to be scored by the students in the internal assessment along with stipulated minimum marks in theoretical examination to qualify in the final semester examination on a particular subject.

Apart from that under the guidelines of the IQAC different departments follow the under mentioned procedures :

- 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.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

- Whatever system of internal assessment is in place- be it taking class/surprise tests, distributing assignments - everything is done in a transparent manner. Every student is

evaluated on merit and his/her performance. In case of assignments, once they are checked by the teachers they are returned to the concerned students with comments attached to them for necessary follow up action by the latter.

- Post Publication Review/Scrutiny: The Head of the Institution and the respective departmental heads take appropriate actions according to the guidelines set by the parent university in this regard. A scientific approach to grievance redressal is in place.
- Continuous follow up is done by the institution to take care of any grievance
- The institution provides all kind of official and administrative support to students for redressal of their grievances.
- Institution takes special care to facilitate (strictly complying with the affiliating varsity norms) students otherwise preoccupied with vocational pursuits with revised exam schedule if they fail to write their internal exams at the first chance offered by the institution

File Description	Documents
Any additional information	View File
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.

- Departments prepare COPOs on courses and programmes offered by the college.
- They are displayed on the official website of the institution.
- From the day of commencement of classes, departments take necessary steps to impress upon the students the possible outcomes of the course and programme they have enrolled.
- Departments organize Orientation Programmes for the newly admitted students at the beginning of the session. In such programmes the purpose of the COPOs are explained threadbare to them.
- Departments distribute copies of the COPOs to their respective students. They are also apprised of the availability of them on the institutional website.
- The faculties strongly believe that unless and until the

meaning and the purpose of the COPOs is properly comprehended by the students they can't be motivated to work on them as it were, least of all to attain the stated goals of the COPOs.

- Certificate Courses offered by certain departments and the occasional Internship Programme organized by Journalism do actually in some way supplement the spirit of the COPO and give a clear idea to the students about the promise the courses and the programmes hold for them in the future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

At the moment, our institution does not use a scientific technique to assess COPO accomplishment. However, we attempt to assess how far various objectives stated in COPOs are being reached by analysing student results in various activities that are currently being implemented. Below are a few of those initiatives:

- 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 analysed 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	View File
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

149

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.netajinagarcollege.ac.in/allupload/aqar/SSS_2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1.20Lakh

File Description	Documents
Any additional information	View File
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)	View File

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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

45

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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**

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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**

19

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

In order to sensitise students to social issues for their holistic development following activities have been undertaken by the college along with its different wings viz, NSS unit, Women Cell.

Extension Activities

- Organised National Youth Day by the NSS unit in collaboration with Dept. of Health and Welfare, Govt of West Bengal and an Essay competition on Swamiji & Youth was organised and Certificate & Prize are given to the deserving candidates.
- Yoga & Meditation for self-discovery,
- Clean India movement,

- Karate training programme
- World Environment Day was observed in the College Premises and an Inter College Debate Competition was also organised in collaboration with Mother Earth Foundation.
- International Yoga Day was celebrated
- Awareness programme on West Bengal Civil Service
- Organised 126th anniversary of Subhas Chandra Bose
- Workshop in collaboration with Rama Krishna Mission was attended by students to have an idea about the sacrifice and services of Swami Vivekananda. This event was organised by the Rama Krishna Mission and was held at the ancestral House and Cultural Centre of Swami Vivekananda
- Organised Blood Donation Camp

Women Cell & NSS unit

- Seminar organised on Gender Equality
- Poster Competition

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

639

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

12

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

12

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

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 a five storied main building which accommodates the Principals' room, staffroom, class rooms, the library, students' union room, separate common room for boys and girls room , computer centre and ICT room etc.
- College has 13 classrooms in the main building and 6 classrooms in the adjacent building. The permanent office room is 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 classroom and one computer centre with 40 computers 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 16225as on 30-06-2022 books and 23 periodicals. The college has subscribed online search engine like INFLIBNET, N-LIST.
- Separate common rooms for boys and girls are equipped with carom boards, Table Tennis board, Chess boards, etc.
- Purified drinking water is available in each floor.
- Girls' toilet has a vending machine.
- The college has play ground.
- Soundproof Generator and CCTVs are 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	View File
Paste link for additional information	Nil

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

- The college has a separate play ground shared by two other colleges (Netaji Nagar Day college and Netaji Nagar College for Women).
- All sports and games equipment are maintained and properly utilised by the convenor of Games and Sports Sub- Committee.
- 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 facilities is there.
- Our college has facilities for Yoga training.
- Active support from teachers students regularly use musical instruments while organising different cultural programmes.
- The teachers in charge of Cultural sub-committee have got substantial cultural expertise in different field 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.

- Public speaking activities are encouraged among students through student seminars, debates, extempore speeches at the departmental level as well as college level to developed their communication skill.

The college has a very dynamic NSS unit with many active volunteers

File Description	Documents
Upload any additional information	View File
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.

19

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

1,28,057

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 : 21st.

Year of Automation : 2016

File Description	Documents
Upload any additional information	View File
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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)**44,464**

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

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****23**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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

- Various students supports services starting from online admission, online registration of the students, downloading of admit cards, availability semester questions are provided through college website with requisite IT support by the website provider.
- Four smart classroom are available.
- 5 overhead projectors, 5 laptops, 55 desk, 9 printers, 4 scanners are being used.
- All the computers in the college are connected through LAN
- College library is maintained by the open - source software "KOHA" (21st. 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 search support to faculties and interested students.

- The library has 16225 as on 30.06.2022 books and 23 periodicals and e-journal through N-LIST mode.
- Biometric attendance recording system is in operation.
- In order to avail IT facilities 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.
- Computers are protected by antivirus with AMC.
- CCTV and Fire extinguishers are installed in each floor in main building and library also..

Restructuring of College Website

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

11,51,550

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Maintenance of Physical Facilities :

- 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 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 other procurements which are not related to the Netaji Nagar Day College, tender/ quotations are invited and decision regarding suppliers is taken in the Purchase Committee meeting.
- Regarding maintenance of ICT related items, AMC are taken

with approved service providers and AMC 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	View File
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

135

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

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

13

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
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	A. All of the above
File Description	Documents
Link to institutional website	https://www.netajinagarcollege.ac.in/allupload/5.1.3_removed.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent	A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

17

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

In course of running different academic and administrative activities, the college authority gives due emphasis in ensuring the representation of students in different statutory bodies and sub-committees. It is further to be mentioned that while constituting the statutory bodies the representation of students is adhered to as per different norms laid down in the guidelines for constituting such statutory bodies. Regarding representation of students in different sub-committees constituted under the Teachers' Council of the College, as approved by the Governing Body, students' representation is ensured in almost all sub-committees. While convening meeting of all statutory bodies and different sub-committees under the Teachers' Council of the college, students' representatives are informed well in advance through formal notice and in course of such meeting students give their opinion as to how a particular academic and extra-curricular initiatives should be arranged keeping in view the specific interest of the students. The Students' Union of the college always offers active and sincere cooperation to the college authority in undertaking all types of academic and other student oriented initiatives in an effective manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

9

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

The institution has a registered alumni association with a formal body to undertake different activities. The association has considered some primary proposals regarding financial contribution from registered members and some members have already started contributing in the Alumni fund. The IQAC has suggested a detailed guidelines regarding maintenance of alumni records by various departments, their progression and keeping continuous communication with them. Before constituting the Registered Alumni Association, different departments of our college were undertaking initiatives with their respective ex-students in their individual capacity during the past few years. All departments regularly 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. After formation of the Registered Alumni Association the formal body is initiating to undertake different activities in a planned manner with a view to act as a bridge between the college administration, its existing students and the ex-students. Various departments of the college are also maintaining detailed information about their ex-students, their progression following the modalities suggested by the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Stated Mission : To sustain the tradition of providing higher education to the wards of the common people of the locality etc.

Initiatives :

- Free ship to financially weak students
- Instilling value system in the students
- Providing higher education to those who are otherwise engaged in the daytime.

Stated Mission : To be a forward looking institution with efficient, resilient, student-friendly and dedicated staff and to inculcate value system in the students

Initiatives :

- A decentralized approach that promotes participative governance has ensured a dedicated staff who attend to all issues related to the overall welfare of the students.
- Volunteering speedy redressal of grievances and attending queries of students
- The institution has regularly organized seminars to promote value based education.

Stated Mission : To give opportunities of higher education to the students who are otherwise engaged during the day time and To create an ideal academic environment etc.

Initiatives :

- Job oriented Certificate Courses
- Internship programme
- COPO
- Mentoring system
- Feedback from 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	Nil
Upload any additional information	View File

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 was distributed among 7 criterion convenors. After compiling the documents and other information collected by individual convenors, the convenor of NAAC Steering Committee has finalised 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 subcommittees, 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 ex-students 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	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The entire preparation for submission of SSR for 3rd cycle of NAAC accreditation has been made during 2021-22 following some strategic plans according to the advices of the IQAC and duly implemented by the NAAC Steering Committee. The different stages of such preparation were as below :

- Taking inputs from different departments, subcommittees, units for preparation of primary write up on qualitative matrices under different criteria;
- Preparation of first draft of the write up on qualitative matrices by the Criterion Convenors ;
- Review meeting on such first draft and addition/alteration of primary write up on the basis of suggestions from the principal and other teachers;
- Finalisation of the write up on qualitative matrices and collection of necessary documents to substantiate different information given in the qualitative matrices ;
- Collection of different data as required under quantitative matrices and for extended profile ;
- Arrangement of different documents, data under qualitative

and quantitative matrices respectively with the help of technically expert teachers;

- Uploading of information, data in SSR within due time.

Completion of all the above activities within a particular deadline in a planned manner has ensured timely uploading of SSR on NAAC's portal.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The Organogram of the institution can be described under the following points:

- At the top, the Governing Body functions to supervise all activities as per the direction of the Department of Higher Education, Government of West Bengal and guidelines of the affiliating university.
- Principal acts as the administrative head and plays the leadership role in conducting all academic, financial and administrative activities in the institution.
- IQAC functions as per the guidelines of the NAAC and undertakes different quality related initiatives at all levels of the institution.
- Finance, Academic and Library subcommittees are three bodies constituted by the Governing Body to look after financial, academic and library related matters.
- Teachers' Council is another important statutory body and under its supervision different subcommittees, as approved by the Governing Body, work to deal with Examination, Routine, Cultural, Games & Sports, Students' Concession, Career Counselling, Grievance Redressal, ICC etc. related matters.
- Non-teaching staffs function under the supervision of the Principal and provide different support services to students and other stakeholders.
- Students' Union plays active role to look after different student related issues and also assists in smooth running of

the institution through their representation in different decision making bodies and subcommittees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.netajinagarcollege.ac.in/allupload/ORGANOGRAM.pdf
Upload any additional information	View File

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	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching and Non-teaching Staff

Scheme

Beneficiaries

Group Life Insurance

Teaching and Non-Teaching staff appointed against substantive posts

General Provident Fund

-do-

Financial assistance by providing loan against provident fund as per Govt. rules. Besides, there is a provision for non-refundable loan from GPF as per PF Rules of State Govt.

-do-

Gratuity and Pension scheme as per govt. rule

-do-

Leave encashment as per govt. rules

-do-

A Registered Credit Cooperative Society (Netaji Nagar College Employees' Cooperative Credit Society Ltd.) for providing hassle-free loan at a moderate rate of interest.

-do-

Standard benefits as per the State Govt, UGC and University norms

-do-

Provision of various leaves such as casual leave, earned leave and medical leave in addition to maternity leave and childcare leave for female staff as per govt. rules

-do-

Bonus and Festive advance

Non-Teaching staff

Various training programs for enhancing professional knowledge in collaboration with different colleges

Non-Teaching staff

Leave for faculty development programs participating in seminars and workshops, orientation program, refresher course, short term course, etc.

Teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

10

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

3

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

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

For teaching staff -

- Academic assignments designated to faculties are periodically appraised in Departmental, Academic Sub-Committee and IQAC meetings.
- Report on the performance of the students in different exams of the affiliating University is appraised by the GB.
- Feedback collected from various stakeholders are analyzed at the Departmental level, IQAC and GB for necessary appraisal and suggestion.
- Promotion of teachers in the substantive post following Performance Based Appraisal System (PBAS) is conducted with due compliance by the incumbent as per guidelines of UGC and State Government under Career Advancement Scheme (CAS).

For Non-teaching staff -

- Principal monitors assigned duties to non teaching staff 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 practiced by all

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 audit is conducted in the institution on a regular basis and external audit (Statutory auditor is appointed by the Higher Education Department, Government of West Bengal) is completed up to the financial year 2019-20. Internal audit, 2021-22 has been completed and the auditor has submitted report to the college. 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 and 2021-22 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	View File

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)

2,00,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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 nonteaching staffs. Out of total tuition fees collected, 50% 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. Once approval is received from the Funding Authority, it goes through various approval processes involving the Principal, Bursar, Finance subcommittee, Purchase Subcommittee, specific Subcommittee (namely RUSA committee, PMU). The institution strictly follows the Finance rules of the Government of West Bengal as well as the Government of India. Some funds have also been deposited in the college fund from the following sources :

- Principal has donated her monthly Communication and Conveyance allowances receivable as per the order of the Government of West Bengal to Students' Welfare Fund.
- Principal and teachers of some departments have contributed in the college fund the amount they have received by offering academic services in different student oriented extracurricular programmes.
- Donations from Alumni, NGO and well wisher.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 introduced a practice of submitting Plan of Work to be implemented during an academic session by all Departments, Units and Subcommittees. It has also implemented a practice of submitting an Annual Report by all the above units following a prescribed format. As a result of following this quality practice all units are performing different activities throughout the year in a systematic manner along with recording of all such activities with required documents.

Practice II : Feedback collection from different stakeholders is being undertaken by all departments in a more systematic and outcome oriented approach. After reviewing the Feedback Analysis Reports of the last year the Governing Body of the college had advised to include some questions with a view to get responses from students regarding their experiences about online education. In the current academic session feedback questionnaire has been reconstituted and endeavour has been made by all departments to get responses from as more stakeholders regarding their views on online education. All the responses have been analysed by the departments, IQAC and subsequently forwarded to the apex authority for seeking necessary suggestions regarding actions to be taken by departments on feedback analysis.

File Description	Documents
Paste link for additional information	https://www.netajinagarcollege.ac.in/page.aspx?id=3154
Upload any additional information	View File

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

Practice I : In the post pandemic period normal teaching-learning activities have been resumed- Industry visit, Field trip, Study tour, visit to museum have again been arranged by different departments to give a practical orientation of the different topics of the syllabus. This approach of rendering teaching-learning services have resulted in holistic development of students.

Practice II : Departments are conducting different Add on Certificate Courses successfully. Students of our college as well as from other institutions are showing substantial interest to get admitted into these courses. Resource persons of this courses and other faculties of the concerned departments are giving best endeavour so that after completing these certificate courses students can be able to apply their knowledge in earning their livelihood. IQAC is continuously motivating the departments to cater best possible academic services to students through these courses and also encouraging to introduce new add on courses which have substantial scope for employment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.netajinagarcollege.ac.in/page.aspx?id=3154
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 Cell, academic departments along with ICC and IQAC conducted different programmes during the year for the promotion of gender equity.

- Gender Audit in collaboration with ,Jadavpur University.
- Preparation of Annual Gender Action Plan .
- Webinar by invited speaker
- Debate organized on International Literacy Day on the topic -"Whether Men are Better in Sciences While Women are Better in Humanities"-
- The Gender Cell in association with the Internal Complaints Cell published a book containing chapters by both students and teachers on lockdown and domestic violence for dissemination of knowledge. (Cover page to be attached with the mail)
- In association with NSS, the cell has also organized several awareness programmes on gender inequality and ways to address it.
- Poster Competition in association with IQAC
- Continuous Gender Sensitization through teaching /Learning initiatives focused on women centric units of the syllabus .
- Publication of newsletter by English Department as a part of Women's Week Celebration.
- Employment of Security Guard
- CCTV installation
- Proper LED Lights
- Issue and Checking of ID cards regularly

- Proper Functioning of Gender Cell and Grievance Redressal Cell
- Separate common room for female students.

File Description	Documents
Annual gender sensitization action plan	https://netajinagarcollege.ac.in/allupload/7.1.1(Doc)%20Merged.pdf
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	https://www.netajinagarcollege.ac.in/Admin_xtrf/allupload/7.1.1(Docs).pdf

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	View File
Any other relevant information	View File

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, an environmental non-profit, non trading organization registered under the Society Act XXVI, 1961. The college has signed MoU with the organization and has continued to manage different types of waste in association with the organization.

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-

E-waste like

- computer equipment
- circuits
- digital devices
- cords
- wires and other electronic wastes were disposed with the help of the organization.

Liquid Waste:

Liquid Waste like-

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

The college has also installed its E-Waste collection box and students are encouraged to regularly use this box for E-Waste disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://netajinagarcollege.ac.in/allupload/7.1.3(Doc)Merged.pdf
Any other relevant information	View File

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	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly,

E. None of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

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

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).

Netaji Nagar college like the previous years also organized different initiatives for providing and propagating inclusivity and for inculcating a sense of tolerance and harmony among its students. The cultural Subcommittee and the NSS took a leading part in it.

The Cultural Subcommittee in association with IQAC celebrated the following:

- Student's Week in order to inculcate a spirit of brotherhood and for reminding the students regarding their responsibility towards the society.
- MatribhasaDiwas celebrated the importance of Mother Tongue and thereby fostered a sense of regional and linguistic pride.
- RabindraJayanti, BaisheyShrabon, and BosontoUtsav programmes celebrated the spirit of tolerance and harmony.

The NSS unit of the college in association with IQAC organized the following

- Webinar on Gender Equality to spread the message of Gender inclusivity.
- Essay Writing Competition on Swamiji and Youth to spread swamini's message among the youth.
- NSS camp in slums that included sanitization, medical check up, teaching and drawing competition for fulfilling societal responsibility.
- One day Workshop on Sacrifice and Service.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Netaji Nagar College has played a significant role in sensitizing the students and employees about their constitutional obligations, values, rights and duties so that the college can produce responsible and worthy citizens of India by organizing the following programmes in 2021-22:

The Cultural Subcommittee in association with IQAC celebrated

- Matribhasa Diwas to spread awareness about one's responsibility and love towards one's language and culture.
- Rabindra Jayanti, Basanta Utsav etc to sensitize the students and employees about inclusiveness and preferred values of responsible citizens.
- Independence Day for nurture the noble values of freedom, constitutional rights and obligations.

The NSS unit of the college in association with IQAC organized the following events for the purpose of inculcating values-

- An awareness programme and essay competition on Swamiji and Youth.to spread the ideology of Swamiji among the youth.
- A webinar on Netaji Subhas Chandra Bose and celebration of Har Ghar Tiranga on the occasion of 75th Independence Day to

instil a sense of national pride.

- NSS Camp in nearby slums that included teaching, drawing competition, medical check up and outreach programme and Workshop on Sacrifice and Service etc to inculcate a sense of responsibility.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	View File
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	No File Uploaded

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

The college regularly celebrates National and International commemorative days and events and ensures that purpose of them reaches the maximum number of stakeholders.

National Commemorative Days:

- The Cultural Subcommittee, the NSS unit of the college along with IQAC celebrate different commemorative days as observed in every year
- Students's Week to spread awareness among the students
- Matribhasa Diwas, Basanta Utsav, Rabindra Jayanti and Baishey Shraavan to spread inclusivity in the society
- Independence Day celebration and HarGhar Tiranga Day celebration to celebrate 75th Independence day and foster a sense of national pride.

International Commemorative Days

- World Environment Day to spread Environmental awareness
- International Yoga Day to connect the youth with spiritualism of Yoga.
- Other days like World Tourism Day, World Literacy Day to spread awareness about the need for global literacy.
- Women's Day celebration for spreading awareness about gender justice.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1

Title : Innovative Teaching Learning Initiatives

Objectives:

- **Holistic Learning**

- Goal oriented learning
- Mentoring

Context:

- First Generation learners
- Working students
- Huge graduate syllabus

Practice:

- Soft Skill Development course
- Certificate Courses
- Research initiatives through MoU with NGOs
- Research centre on Netaji

- Mentor-Mentee Programme
- ICT Teaching
- Feedback

Evidence of Success:

- Encouraging participation in certificate and soft skills courses
- Decrease in dropout
- Better participation in classes
- Improvement in result

Problems Encountered:

- Low initial quality of the students
- Problems of shared building

Best Practice 2

Title: Community Social Centric work by NSS

Objectives:

- Holistic development of learners as responsible citizens
- Upliftment of socially and economically backward localities

Context:

- Refugee locality
- Lack of awareness

- Slum areas

Practice :

- Awareness programme on Covid, Dengue, Malaria, Thalassaemia, Mental Health
- Yoga
- Karate classes
- Gender Outreach programmes
- NSS camps in slums
- Celebration of International Yoga Day, Environment Day, Har Ghar Tiranga Campaign
- Youth centric programs on Swami Vivekananda

Evidence of Success:

- Increased awareness, Participation
- Decreased dropouts

Problems Encountered :

- Lack of funds
- Available time

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

- Mentoring of first generation learners and transforming them into successful individuals not only in college but also in later stages of life
- Evening College provides unique opportunity for the students to work part time at day and study at night

Refugee locality gives the college a unique opportunity to transform itself into a community college through social work and

for more than five decades now, the college has successfully performed as a responsible community institution.

- In spite of shortage of teachers the college provides excellent learning environment
- Sincere obedient students
- Highly qualified motivated teachers
- Supportive experienced management
- Supportive students' Council

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

(1) To apply for NIRF ranking and to undertake Academic and Administrative Audit for the five year period from 2017-18 to 2021-22 ;

(2) To accomplish different initiatives required to be taken for 3rd cycle of NAAC accreditation and to present before NAAC all activities of our institution during the assessment period supported by prescribed documents with the target to improve our present grade ;

(3) While taking preparation for 3rd cycle of NAAC accreditation we have identified different areas where we can further excel and the areas where we have fared well. IQAC functioning in the next academic session will aim at taking appropriate initiatives in the former area and to sustain the present ventures in the later areas following more systematic and outcome oriented way particularly giving emphasis towards implementing different requirements of National Education Policy, 2020 in the best possible way for our institution