



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

NETAJI NAGAR COLLEGE

**NETAJI NAGAR COLLEGE, 170/436 NSC BOSE ROAD, REGENT ESTATE
700092**

www.netajinagarcollege.ac.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Born on 25th September, 1967, Netaji Nagar College symbolises the unshakeable determination and grit of those innumerable displaced citizens of East Pakistan (now Bangladesh) who settled locally and prioritized higher education. ‘Crowdfunding’ enabled the construction of its own building in 1969 and the College shifted therein, the same year.

The College operative in the evening hours stood as a messiah for those students who aspired for a graduation degree but were forced to earn their living in the daylight hours. The introduction of the BCom and BA disciplines, with their gradual progression to Honours courses led to surge in students intake and extension of the College to day hours and an exclusive shift had to be dedicated for the girl students. Such expansion was practically infeasible to be managed under the same governance and the College was trifurcated under a specific government order in 1986 – giving birth to three independent colleges on their own. Significantly enough, Netaji Nagar College, working in the evening shift, stands as the parent institution.

While in its core it is still the ‘go-to’ undergraduate college for the local community, catering to the first-generation learners as always, the institution has over the years attracted students from far flung areas including different states. The students, by and large, belong to the lower tiers of the socio-economic pyramid. They critically depend upon the governmental welfare measures for which the College acts like a conduit to continue their education, adequately complemented by concessional support from the institution, itself.

The College continuously strives to create a conducive academic infrastructure for its students. The eligibility for Rashtriya Uchchar Shiksha Abhiyan (RUSA) 2.0 grants after the 2nd Cycle of NAAC assessment in 2016 gave a mammoth infrastructural boost to the institution. For an institution operating out of shared premises, mainly past sundown and located in the extremely southern fringes of Kolkata, finding its place in the select eligibility list of colleges for RUSA 2.0 grants is an affirmation for stakeholders’ synergy like no other, and a major fillip to self-belief and commitment for renewed goal setting.

Vision

Vision: To be an excellent institution of higher education ensuring high quality general education to all sections of the society.

Netaji Nagar College was established to meet the higher education need of those local settlers who were dislodged from East Pakistan (Bangladesh), post Partition of India in 1947. Resolute to carve out a renewed existence, more out of compulsion than choice, these settlers prioritized higher education as a future tool to ensure a comprehensive escape from material deprivation and Netaji Nagar College till date has never failed this founding spirit.

Resultantly, the main draw of the students is from the neighbouring areas, although the College attracts wards from the adjoining states, too. The hinterland provides first generation learners in abundance and quite naturally they come with their unique baggage. To empathetically resolve the relevant issues, to guide and counsel has been the forte of the faculties all along and a critical factor for the wards to work towards earning their degrees, because the College intrinsically believes that congenial environment vis-à-vis amicable interpersonal relationship is the key to the flourishing of young minds and productivity augmentation.

It won't be an exaggeration here to point out that the bonding between the teachers and taught in the College though exclusive in the current day and times, extends even to the entire student community, past and present.

The students, by and large, belong to the lower tiers of the socio-economic pyramid. The evening hours of the College specifically suit those students aspiring a graduation degree but are obliged to earn their living during the day. Most of them critically depend upon the governmental welfare measures, to continue their education, adequately complemented by concessional support from the institution, itself. The College adheres to the policy of utilizing available governmental grants to make its library increasingly resourceful, make sports equipments available on a regular basis, so that an all round growth of its students can be ensured. The College also strives to raise the employability quotient of its students by routinely honing their writing, speaking and soft skills and ties up with professional bodies for the purpose.

Mission

Mission

- To sustain the tradition of providing higher education to the wards of the common people of the locality;

The College was founded to principally cater to the higher education needs of the local residents whose fortitude in the face of tremendous adversity built it up, in the first place. Five decades from its inception, the major surge of students is locally settled.

- To provide affordable education to all irrespective of caste, creed and economic background;

The College acts like a conduit for the governmental welfare measures for its students to facilitate their education apart from concessional support from the institution, itself including assistance from SRF.

- To be a forward looking institution with efficient, resilient, student-friendly and dedicated staff;

The College is poised to leap into the future based on the universal platform of hardwork, cooperation and amicability of all its stakeholders. All its members are united in their mission to develop this institution of higher learning to gain esteem in the world of quality higher education.

- To inculcate value system in the students;

The students are regularly exposed to value-based lectures by monks from internationally acclaimed institutes which act as an antidote for the modern-day stress- filled lifestyles and moral hurdles.

- To give opportunities of higher education to the students who are otherwise engaged during the day time;

The College operative in the evening hours is a messiah for those students who aspire for a graduation degree but are forced to earn their living in the daylight hours.

- To create an ideal academic environment for the enhancement of quality of teaching, learning and research

The College has utilized RUSA 2.0 grants (first instalment) to upgrade its teaching- learning infrastructure to keep abreast of the current times. In spite of their workload in the College, teachers actively engage in academic pursuits like research publications in reputed journals, seminar presentations, participating in Orientation Programmes, Refresher Courses *et al.* The library has N-List subscription which provides e-source material for the research.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Hardworking teaching and support staff who ensure smooth performance of College activities. In spite of unfilled vacancies arising out of superannuation of office staffs, the regular activities continue unhindered due to the emotional commitment of the current incumbents to take on additional workload for the welfare of the institution.
- Polite and obedient students.
- Amicable relationship among the three core fraternities – students, teachers and teaching support staff
- Alert and co-operative Governing Body.
- Equal access to educational facilities from diverse background, as per government facilities.
- Introduction of Education as a subject option for students.
- The *Academic Calendar, Course Outcome and Programme Outcome, Detailed Lesson Plan* specific to the disciplines are clearly published in the College website for the newly admitted students to get acclimatized to the undergraduate course in which they have enrolled.
- Identification of *Slow Learners* from every batch of newly admitted students through structured examination.
- Slow Learners so identified attend a fortnight long *Bridge Course* beyond the usual College hours organized by every department at the beginning of the session to attain the requisite standards.
- *Continuous Internal Evaluation* as a tested method to progressively optimize the academic prospect of the students.
- Resourceful Library strengthened by KOHA software has a medley of reference books, text books and rare editions as well as N-List subscription which provides e-source material for research.
- Concession in College tuition fees for deserving students.
- The College acts as a conduit for the governmental welfare measures specifically meant for students.

- The Career Counselling Cell of the College provides ample exposure to students regarding myriad career options by regularly organizing seminars in association with different experts and professional bodies; it also runs courses by tying up with specialized institutes to make students job-ready along with their graduation course.
- The Seminar Sub-committee of the College in association with the different departments organizes plethora of *invited lectures, Students' Seminars, Value-based seminars* and so on year round.
- Financial transparency is reflected through regular Internal and External audits.
- Ragging free environment since inception.

Institutional Weakness

- The College is located in the southern fringes of Kolkata district and attracts students from economically challenged strata, who are often first generation learners.
- The College shares its premises with Netaji Nagar Day College which is a separate college. This severely impinges on its time and space for academic activities and its future vertical and horizontal expansion.
- The evening college functions in a highly structured time-frame spanning not beyond five to six teaching hours which limits it to take on specific day-time activities.
- Netaji Nagar College admits students at its undergraduate courses with minimum marks eligibility stipulated by its affiliating University which often results in poor communication, language and comprehension skills especially in their first year of College.
- Lack of individual computer laboratory for departments requiring separate laboratories due to lack of space in shared building. The Computer Lab is used by multiple departments.
- Due to absence of auditorium, the gallery room functions as one, as per need.
- Limited availability of research fund.

Institutional Opportunity

- The College has adequate road and metro connectivity.
- Some of the former students of the College presently occupying teaching positions.
- RUSA 2.0 grants for infrastructural expansion including second campus of the College. This can help alleviate the space and time crunch issue of the College to a large extent.
- The College has signed MOUs with reputed institutions, NGOs including an international university which will accelerate collaborations in future academic and outreach activities.
- The College has developed smart classrooms for dynamic learning experience of its students.
- The College plans to take on more meaningful extension and NSS activities to boost up outreach activities in future.
- The College plans to augment its waste management and recycle programmes and similar other activities in response to environmental protection and to draw the attention of the students regarding

environmental threats.

- Full automation of the library with KOHA software is on the cards.
- The Career Counselling Cell of the College plans to organize more sessions on evolving job opportunities and increase the number of Add-on courses than is on the rolls currently, to raise the awareness and employability of the students in the job market.
- Greater involvement of guardians and alumni in the future endeavors of the College
- Scope of academic research by faculties under the Research Cell.
- There has been spate of College publications currently, motivating more such endeavors carrying ISSN/ISBN in future.
- The College has mobilized Research Development Fund in collaboration with an NGO to facilitate research activities of students.
- Motivating students through *Mentor-Mentee programmes* to deal with their classroom and curriculum issues as also their future prospects
- Self-defence training sessions focusing on girl students.

Institutional Challenge

- To closely monitor drop- out rate among first generation learners and economically distressed and working students.
- Continued efforts to raise attendance in classes despite roadblocks. The College has a formalized '*Mentor-Mentee Programme*', through which it seeks to mentor the employed students for augmenting their attendance.
- Developing communicative English skills among students who are conversant only in vernacular.
- As said earlier, since we function in a highly structured time-frame we have little elbow room for actualizing what we intend to do in terms of increasing the number of classes. Undeterred by 'time structure' we constantly negotiate with the day college (much bigger in size) in a persuasive manner to arrange for us some class rooms so that we can start our academic activities a little bit early keeping in mind the students' interest until our second campus gets ready.
- Betterment of academic performance through structured initiatives.
- Pursuing concerned government authorities to optimally fill vacancy in College office posts.
- The College seeks to further accelerate its value education initiatives among its students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Summary

Criterion 1

The CBCS syllabus has been framed and introduced by the University of Calcutta to provide emphasis on the overall development of a student. The CBCS curriculum is taught in our college through a well chalked out Academic Calendar of its own according to the guidelines set by the University of Calcutta. At the beginning of each academic session and semester, each department divides the workload of their syllabus (DLP) into

different teaching modules.

Educationally backward students/ slow learners are identified at the beginning of the 1st semester classes and are taught by the teachers of the department in remedial classes beyond the regular lecture hours. There is space for continuous interaction between teachers and students on the 'mentor-mentee forum'. To assess students' performances, most of the departments follow a system of class test, open text book examinations, home assignments, preparation of question bank and MCQ framing by students. Along with the conventional 'chalk and duster' method, classroom teaching is also carried out with the use of ICT, Youtube assisted learning, motivational classes, collaborative learning, experiential learning, project work and field-based study. Along with the regular classes, some classes are allotted to Tutorials, Group Discussions, Seminars by students. Feedback has been sought periodically from different stakeholders of the institution from 2017-2018 onwards by the departments.

During the lockdown period CIE was conducted by the departments through online mode by preparing Google forms along with MCQ. 'A joy ride' through Criterion-I will assure its discerning reader of the stamp of the institutions' distinctive identity at every step inspite of functioning in a highly structured CBCS regime of the affiliating University. Always keeping in perspective the very nature of the institution, and the profile of those who come here for higher education, the institution spares no effort to explore possible 'X factors' that could be implemented both in CIA and CIE. A pragmatic approach of decentralizing governance with participative management involving all stakeholders blended with the urge to continuously redefine itself is reflected in this 'ride', as it were, for the reader.

Teaching-learning and Evaluation

Criterion 2 showcases the institution's insatiable urge to continuously experiment with 'Teaching - Learning Process' - i.e. going beyond the conventional ways of teaching, and making it participative in the truest sense. It deals with how the institution ensures that this process is mutually beneficial and how the institution experiments with innovative mechanisms to transform the otherwise weak students so that they eventually find their place in the sun. Dealing with their weaknesses and coming up with remedial measures is not an easy proposition. Its absolutely humane approach to resolve issues connected with the holistic growth of its pupils is remarkable.

Its inbuilt mechanism of dealing with problems related to academic, personal, even psychological are scientific and focused. Supplemented by latest technology, teaching-learning

finds a new dimension here. Nurturing students with empathy coupled with unadulterated commitment to bring out the best of them in every possible way is manifested in the activities the institution undertakes. The institution's conviction that only academic performance is not the 'be all and all' of everything in life of a

student, and there are other areas for him/her to excel is manifested in the unique nature of programmes that the institution arranges. A clear picture of the road ahead, as it were, is impressed upon students in the form of Course and Programme Outcomes at the very outset and how to embark on the journey for its logical culmination is continuously monitored.

The institution firmly believes that the onus is on it to take every student through such a grind that at the end of three years— or shall we say 'magic years' spent in the institution they brim with confidence to navigate into their future journey. Constantly assessing its strengths and weaknesses and putting itself to 'reality check', it has never failed to break the 'stereo-types' in its 'teaching-learning process' and come up with practices almost unheard of. The spirit of functioning as a cohesive unit involving all stakeholders has ensured all round growth in a sustainable way over the years and it is reflected in a most unambiguous manner in CRITERION-2.

Research, Innovations and Extension

For an institution of higher learning to be taken seriously and recognised as a formidable force, it must unflinchingly try to reinvent itself beyond the conventional 'teaching-learning practices' and explore areas of research, innovations and self extension. The institution appreciates this and over the years has taken several constructive steps to create an ideal atmosphere that would encourage both faculties and students to engage themselves wholeheartedly in not only research oriented activities but also in various extension programmes that would provide a distinctive identity to the institution. The criterion exactly envelops these areas of its activities undertaken by the faculty, NSS and the Gender Equality Cell. The institution realizes how important it is to have a proper ambience for research and thus offers infrastructural facilities like internet, reference books, journals and magazines. A robust library with N-list subscription provides e-source materials for necessary research support to both students and faculties.

The institution encourages the faculty to participate in Orientation Programmes, Refresher Courses and other FDPs to update their academic skills. The college has organized Faculty Development Programmes on Research Methodologies for faculty members keen on pursuing various research works. The Seminar Sub-Committee in association with the IQAC encourages all departments to organize different seminars, symposia, 'invited lectures', Webinar series.

In order to patronise research activities, different departments encourage students to present 'their papers in 'Students Seminars'. Besides this— most of the departments invite eminent personalities from different fields to participate in seminars to inspire students and the faculties.

The institution promotes the faculty members to write research papers, books and publish articles in reputed peer reviewed and UGC approved journals bearing ISSN/ISBN. The institution motivates its faculties to undertake PhD programmes in various universities. An impressive number of faculties is pursuing their PhD programmes in various universities and two faculties have the distinction of guiding research scholars also.

The college has functional MOUs with reputed institutions and NGOs. Social responsibilities are fulfilled

through different extension activities organized by the NSS Unit, the Gender Equality Cell and various departments.

Infrastructure and Learning Resources

For an institution of higher education to be taken seriously, its imperative that it has a robust physical infrastructure. The institution appreciates it pretty well in spite of the fact that it is a prisoner of certain circumstances beyond control – i.e. the grappling issue of paucity of space since the institution shares its premises with Netaji Nagar Day College. Despite this constraint, the institution has never ignored the importance of a well equipped library.

The main working hours of the college extend through the evening since there is a separate college functioning in the day time. On any major expense regarding the maintenance of the five storied building, there is a Coordination Committee in place which takes decisions on the basis of the prescribed ratio of sharing common expenses.

At the beginning of a new academic session the college prepares a budget on the basis of its students' strength. Minor repair and renovation work is funded by the college itself.

The college has a common playground which is shared by two more colleges. Various sports and games equipments are procured by the college to be extensively used by the students.

The college library began its journey on 25th September, 1967, the day the college was founded. The membership of the library is open to all bona fide students, teachers and non-teaching staff employees of the college. It also provides 'reading room' facilities to the ex-students. The library provides Open Access System. The library is partially automated with ILMS (Integrated Library Management Software). 'KOHA' and 'OPAC Search' are also available. The library subscribes 24 periodicals and the e-journal INFLIBNET which further assist in research work. The library follows DDC 19th ed. for classification & AACR-ii rev. ed. (1998) for cataloguing services. Services offered to the users are :-

- i. Circulation Services
- ii. References Services
- iii. User education/ orientation services
- iv. Photo-copying services
- v. Career Guidance services
- vi. Display of new arrivals and posters
- vii. Newspaper clipping services.

Library also ensures security of materials by cleaning, dusting and spraying pesticides.

Student Support and Progression

The institution is committed to providing a well planned support service to its students. As said earlier several times in the journey of SSR that a very significant section of students comes from economically vulnerable sections of the society. The thought of providing a robust support system to its students has never escaped the attention of its policy framers; they have always been extremely sensitive to this issue. Supplemented by different types of government scholarships such as Post Matric, Kanyashree, SVMCM, Aikyashree, the institution has always given top priority to providing assistance to all eligible and meritorious students who are financially weak. Besides these scholarships, there is provision for obtaining freeship from the Students' Relief Fund. Moreover, the institution waives fees of a significant number of students every academic session because of their economic condition.

On the academic front, the institution unfailingly arranges remedial classes as well as 'Bridge-Courses' for those who have been identified as slow learners. It has a 'Safety Insurance Scheme' which covers sickness and accidents. Besides this, the institution is affiliated to the Students' Health Home for different types of medical help.

Another significant element of student support is arranging programmes for appropriate career choices. The library is a wonderful repository of not only different types of books and magazines for regular studies but also for various competitive examinations. The Anti Ragging Cell spares no effort to sensitize students about ragging related issues, however, no case of ragging has been reported till date. As part of decentralized governance, the institution has representatives from students in various administrative bodies like GB and IQAC. For the all round personality development of its students, the college organizes several extra curricular activities throughout the year. A thriving NSS Unit organizes camps and programmes on health related issues too. Students regularly participate in games and sports and also in cultural programmes, both inside and outside the college. The institution organizes quiz, poster making competitions and debates for the students to develop their creative skills.

The institution has a registered Alumni Association which acts as a bridge of communication with the alumni.

Governance, Leadership and Management

The discerning reader, courtesy his journey so far punctuated by brief 'stop over' at various criteria must now be convinced of the institution's various accomplishments and 'unheard of' practices on its way to becoming an ideal institution of higher education which is committed to imparting 'high quality education' to all sections of the society.

A prudently decentralized governance with participative management that takes all major stakeholders- the teaching and non- teaching communities and the Student's Union on board with their representation in the Governing Body has made all this possible. To ensure that 'policy decisions' taken at the apex are

expeditiously implemented at various levels, the institution has several sub-committees comprising various stakeholders in place.

Anyone familiar with the functioning of a serious seat of higher learning knows the pivotal role the IQAC plays. The IQAC actually steers the institution's journey to achieving excellence- academic and otherwise.

Major decisions and policies on development, infrastructure, financial management, academic affairs, admission, governance and administration are resolved by Governing Body in compliance with opinions of the majority, without violating the guidelines of the affiliating University and Directorate of Higher Education of Government of West Bengal.

To ascertain that the benefits of decentralized governance are enjoyed by all stakeholders, unprecedented thrust has been given to e-Governance in the areas of administration, finance & accounts, student admission and support and examinations to a reasonable extent.

The institution is committed to effectively implementing all welfare measures that are in place in accordance with the State Government., UGC & University norms for the teaching & non-teaching staff.

It has Performance Appraisal System as per UGC regulations (2010) CAS, based on API & PBAS.

Internal and external audits are conducted regularly reflecting financial transparency. Other than the routine government. and UGC grants, the institution has secured additional funding from various agencies such as RUSA, NSS, State Government. grant etc.

In a nutshell, the institution is focused on a comprehensively incremental growth.

Institutional Values and Best Practices

The institution has made significant strides in several areas, including gender equality, green campus initiatives, energy saving initiatives, developing constitutional responsibilities among students, model code of conduct, celebrating national and international commemorative days, outreach programmes and camps, and societal activities by NSS in spite of severe limitations in resources, funds, and staffs - both teaching and non-teaching.

Gender equality is a top priority here and the institution has taken several steps to promote gender sensitivity and equality and also Gender Audit. The college has established a Gender Equality Cell that provides counselling and support services to female students, faculty members, and the staff. The Gender Equality Cell organizes seminars, workshops, and other events on gender issues.

The college has taken several green campus initiatives with a range of programmes aimed at reducing its carbon footprint, and promoting sustainable practices. It has conducted Green Audit and is trying to implement a number of measures to reduce energy consumption. The college also encourages students to reduce their carbon footprint by promoting the use of public transport, bicycles, and car pooling.

The institution is committed to promoting constitutional responsibilities among students. The college is committed to promoting constitutional responsibilities among students. The college is committed to promoting constitutional responsibilities among students. **Model Code of Conduct** to ensure that students are aware of their rights and responsibilities as citizens. The college also regularly organizes events to celebrate national and international commemorative days, such as Independence Day, Republic Day, International Women's Day, and International Mother Language Day among others. These events serve as an opportunity for students to develop a sense of national and global awareness and responsibility.

Outreach programmes and camps are also an important aspect of the college's social responsibility initiatives. The college's NSS unit organizes a range of activities aimed at improving the lives of people in the local community, such as Blood Donation Drives, health camps, and tree plantation initiatives. The NSS unit also collaborates with other organizations to provide societal work during crisis like the pandemic.

The college's commitment to these areas has helped create a safe, sustainable and inclusive environment for all students, and has served as a model for other institutions in the region.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NETAJI NAGAR COLLEGE
Address	NETAJI NAGAR COLLEGE, 170/436 NSC BOSE ROAD, REGENT ESTATE
City	KOLKATA
State	West Bengal
Pin	700092
Website	www.netajinagarcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Amrita Dutta	033-24115445	9433702810	-	netajinagarcollege@rediffmail.com
IQAC / CIQA coordinator	Pinaki Ranjan De	-	8585847958	-	pinakide74@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
West Bengal	University of Calcutta	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	31-12-1984	View Document
12B of UGC	31-12-1984	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	NETAJI NAGAR COLLEGE, 170/436 NSC BOSE ROAD, REGENT ESTATE	Urban	0.9925	1014.77

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	HS	Bengali	35	4
UG	BA,English	36	HS	English	35	17
UG	BA,History	36	HS	English,Bengali	10	3
UG	BA,Geography	36	HS	English,Bengali	2	1
UG	BA,Journalism And Mass Communication	36	HS	English,Bengali	45	31
UG	BSc,Geography Bsc	36	HS	English,Bengali	28	16
UG	BA,General	36	HS	English,Bengali	220	125
UG	BSc,General Bsc	36	HS	English,Bengali	5	0
UG	BCom,Commerce	36	HS	English,Bengali	150	60
UG	BCom,Commerce General	36	HS	English,Bengali	150	44

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				9				18			
Recruited	0	1	0	1	5	4	0	9	8	10	0	18
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						15
Recruited	3		0		0	3
Yet to Recruit						12
Sanctioned by the Management/Society or Other Authorized Bodies						6
Recruited	5		1		0	6
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	3	3	0	0	2	0	9
M.Phil.	0	0	0	0	0	0	3	3	0	6
PG	0	0	0	2	1	0	5	5	0	13
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	3	0	0	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	204	2	0	0	206
	Female	95	0	0	0	95
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Category		Year 1	Year 2	Year 3	Year 4	
SC	Male	32	32	35	49	
	Female	10	10	14	17	
	Others	0	0	0	0	
ST	Male	7	0	0	0	
	Female	2	0	0	0	
	Others	0	0	0	0	
OBC	Male	24	5	2	7	
	Female	4	0	0	3	
	Others	0	0	0	0	
General	Male	181	216	210	257	
	Female	77	112	92	83	
	Others	0	0	0	0	
Others	Male	12	10	10	19	
	Female	4	2	13	8	
	Others	0	0	0	0	
Total		353	387	376	443	

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Netaji Nagar College stringently adheres to all rules and regulations of University of Calcutta. Interdisciplinary/multidisciplinary learnings are essential for holistic education, and they are included in the curriculum framed by the affiliating University (viz., students of BA, B Sc & B Com study AECC). Apart from their chosen disciplines, students can select any Generic Elective offered by the departments. College level orientation programmes, invited lectures and conferences, seminars, and special talks organised across departments give students further interdisciplinary exposure.</p>
2. Academic bank of credits (ABC):	<p>As already mentioned, the College is an affiliated under graduate college under the University of Calcutta. The affiliating University conducts the semester-end examinations centrally and evaluates the students by the teacher of the same or other colleges. The total marks and the credits lie with the University and are presented in the award lists to the concerned students. So here free entry or exit of students as mandated under the CBCS system is in no way in the hands of the College, till date. However if the rules change, the College as always will sincerely apply itself to do the needful.</p>
3. Skill development:	<p>The College gives credence to the critical need of the students to develop employable skills along with their graduation degree. Certain add-on courses run by the College are pertinent to be mentioned here [viz., GIS (Department of Geography), Book Publishing (Department of Bengali), Business Skills for Industry Readiness (Department of Commerce), Communicative English. Regarding STEM or STEAM the College looks up to the Government for guidance and its notification to go-ahead. Additionally, the College has applied for Computer Science course to West Bengal State Council for Higher Education, for approval.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>There is Honours Course in Bengali. Seminars and lectures organised by Seminar Sub-committee in association with IQAC and cells/departments provide students with a broad and varied introduction to performing arts from different regions of the nation. Value-education seminars seek to educate students on Indian tradition and culture.</p>
5. Focus on Outcome based education (OBE):	<p>Netaji Nagar College from the beginning of every</p>

	<p>academic session drives awareness of COPO attainment to its students, along with structured efforts to improve their employability. Hence the Career Counselling Cell of the College organizes seminars with experts from varying backgrounds so that students have a clear understanding of their career options. It also organizes Add-on course for the students. Also, certain other departments like Geography, Bengali and Commerce are also engaged in running Add-on courses. It is pertinent to mention here that the Add-on courses run by Geography and Bengali are onto their second batch.</p>
6. Distance education/online education:	<p>During 2020, Netaji Nagar College emerged as a frontrunning institution to resume academic activities like routine classes – progressively on conference call, Zoom application or Google Meet/ Google Classroom application within a week of going into lockdown. Teachers urged the students to enroll for SWAYAM and MOOC courses, utilizing such opportunities in the Covid-19 induced crisis.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral Literacy Club (ELC) has not yet been set up in the College
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Since ELC has not been set up in the College, its formation and functionality are absent. However the College authority is considering the formation of a relevant team in the near future.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Since ELC has not been set up, programmes and initiatives under it have not been performed in the College banner. However members of the Students' Union voluntarily partake in the electoral process.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content,	The Political Science department of the institution selects students and coaches them for participating in Youth Parliament regularly at different colleges.

<p>publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Moreover, the electoral process of the country is part of the curriculum of the Department of Political Science which they have to study. The College has established a Model Code of Conduct to ensure that students are aware of their rights and responsibilities as citizens and for promoting constitutional responsibilities. As part of familiarizing students with the significance of parliamentary elections and their impact on democratic polity of the country, the Department of Journalism and Mass Communication organized a seminar on ‘2019 General Elections: Reporting from Ground Zero.’</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The College is yet to take efforts in this regard. However with the permission of College authority, it envisages to take steps in this regard.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
908	708	636	594	523
File Description		Document		
Upload supporting document		View Document		
Institutional data in the prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 28

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
28	28	27	12	13

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
27.73	24.28	58.83	102.25	68.64

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- Curriculum planning is conducted through preparation of Overall Institutional Academic Calendar by the IQAC and Departmental Academic Calendar by each department.
- Departments prepare Departmental Calendar in which detailed academic planning to be implemented throughout the academic session is formulated.
- According to such Departmental Plan, the entire syllabus is distributed among departmental faculties and they are advised to prepare Detailed Lesson Plan (DLP) on their assigned subjects and topics.
- A few number of classes are allotted in the DLP with a view to test students' level of understanding and in these classes students are asked to participate in Group discussion, Quiz, Board work.
- The utility of all these planning documents-Overall Academic Calendar, Departmental Academic Calendar, Unitised Syllabus, DLP- are clearly explained to students in the Orientation Programme organised for new- comers and subsequently soft copy of all these documents are supplied to students through Semesterwise whatsapp group and college website.
- Intermediary review about the progress of different academic activities as per above plan is made in the Departmental meeting and IQAC meeting.
- In order to cater to the specific requirements of Slow learner students, Slow learner Identification Test for newly admitted students is arranged by departments and Special Bridge Course classes are organised before normal class hours for students identified as Slow learners.
- Mentor-Mentee Programme is another initiative followed by all departments . Faculties are given responsibility of specific number of students and they take care about the individual academic problem of designated mentees. Interaction between them is documented in a Mentor-Mentee Interaction Card. Mentors also open whatsapp group to ensure continuous interaction and support to respective mentees.

Conduct of Continuous Internal Assessment :

- CIA is conducted in our institution mainly in three different forms.
- Firstly, as a perpetual process during teaching through effectively involving students. After completing discussion on a particular topic teachers take different initiatives like Group Discussion, Quiz Contest, Board work by students, MCQ framing, proficiency tests (Numerical Problem framing by students) for assessing the performance of students. With such initiatives teachers try to analyse level of understanding by students and the need for further initiatives to be taken to fill up the gap, if any, in the understanding on the topic discussed by the teacher.
- Secondly, Departments/Teachers on their own initiative conduct Periodical Class Test, Open Text Book examination, Home assignment submission, Self assessment of answer scripts and thereby assess continuously the learning gap of students, if any, and also taking classes through Google

Class-Room, ICT -Enabled classes. CIA is also undertaken by considering the quality of performance of students in different initiatives like publication of Departmental Wall Magazine, Students' Seminar, Industry Visit, Internship Programme etc.

- Another form of conducting CIA is through compliance of requirements of affiliating university . As per the prescription of the CBCS syllabus, different Internal assessment methodologies like MCQ Test, Submission of Term Paper, Project are arranged. Marks obtained by students in those tests are given weightage in the results of End Semester examination.

File Description	Document
Upload Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years	
Response: 4	
File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years				
Response: 4.51				
1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years				
2021-22	2020-21	2019-20	2018-19	2017-18
152	0	0	0	0
File Description	Document			
Upload supporting document	View Document			
Institutional data in the prescribed format	View Document			

1.3 Curriculum Enrichment

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

Response:

Different initiatives undertaken in our institution are as below :

Professional Ethics

The institution has a Code of Conduct to make the students, teaching and non-teaching staff aware the do's and don'ts of professional behavior. Besides, code of conduct it is worthy to mention that there is a subject on Business Ethics included in B. Com course and students get an idea about the professional ethics.

Gender

The institution plays pivotal role to promote the issue of Gender sensitization by organising seminars, awareness programmes, expert talks through NSS, Women cell, ICC and Grievance Redressal Cell etc .

Following programmes have been organised by various departments/cells to promote the issue of Gender sensitization-

- Orientation programme organized by Internal Complaint Cell (ICC) and Grievance Redressal Cell for creating awareness among the students on grievances and sexual harassments.
- Book Published by ICC titled “The Shadow Pandemic(Covid-19) : Impact of Lockdown on Domestic Violence in India”.
- Dept of Geography organized seminar on International Women’s Day to raise awareness about the status and dignity of women.

Human Values

The institution has taken several steps to create the sensitivity for human values. The workshops and seminars are organized on personality development and character building for the students by observing -

- Birth day celebration of Netaji Subhas Chandra Bose, Rabindranath Tagore, Swami Vivekananda.
- Observance of Independence Day, Republic Day, Teachers’ Day, Environment Day, World Habitat Day
- Organisation of special lecture on human values by senior monks of Ramakrishna Mission and other distinguished resource persons.

Environment and Sustainability

The curriculum requirements have long encouraged pupils to become more conscious of environmental challenges. Environmental Studies under the current CBCS syllabus, is available to second-semester undergraduate students. Ecology and ecosystems, natural resources, biodiversity and conservation, environmental pollution etc are the topics covered in ENVS.

Besides the above the institution has shown its keen concern over environmental issues and sustainability

and in this connection following activities are undertaken to aware the students :

- Different departments and NSS unit are conducting different activities related to environmental issues.
- The college encourages students and staff to commute to the college using their bicycle to make the college a pollution free zone as far as practicable.
- LED bulbs and tubes have been installed in all rooms of the College.
- Department of Geography organized workshop on Energy Conservation to sensitize the students on the ways of optimum energy procurement and utilization throughout the organization and to minimize energy costs/waste without affecting quality.
- Study Tour organized by Dept of Geography on “Plant Species Diversity Determination” to make the students aware about determination of relationship between soil-bio diversity, functioning and ecosystem services.
- A non-biodegradable waste (e-waste) disposal box has been installed and all stakeholders have been sensitized to dispose e-wastes in that specific container. Subsequently recycling agencies (Mother Earth Foundation, an NGO having MOU with our institution) are called upon to collect those e-wastes.
- Topics on environmental sustainability, gender and ethics are taught across various departments as per Calcutta University Curriculum.

File Description	Document
Upload Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 7.38

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 67

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 55.49

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
443	376	387	353	286

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
680	680	680	680	605

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 23.96

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
103	74	59	95	42

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
319	319	319	319	281

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 32.43

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 using ICT tools

Response:

The Institution has always given supreme priority to the teaching-learning process. It won't be an exaggeration to suggest that it has been actually obsessed with making this process absolutely efficacious. It strongly believes that this process would only deliver the goods as it were, if ICT enabled tools could be put to proper use. Given the fact that a formidable section of the institution's faculties are highly tech savvy, putting these tools to proper use has been easy. Even during the entire 2020-2021 academic session when everything was held hostage by Covid-19, the institution took several student-centric initiatives such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences through use of ICT tools. The academic wing comprising Commerce, Journalism, English, Bengali, Geography, Education, History, Political Science, Economics departments act as a cohesive unit to further academic development of the institution.

1. Initiatives taken by departments for Experiential Learning-

- **Skill Development:** Certificate Courses namely Business Skill for Industry Readiness, Book Publishing, Geographical Information System (GIS) and Communicative English suggest the institution's thrust on skill development of the students.
- **Student's Seminar, Mock Teaching, Group Discussion-** Students are encouraged to use LCD Projector for Power Point Presentation in Seminars, during sessions of mock teaching, during Group Discussion and for screening documentary and feature films.
- 'State-of-the-art' sound system is in place.
- Study/Industry Tours, Field Trips, and Visit to Museum vindicate the institution's commitment to experiential learning.

- Open Text Book Examinations, Peer Evaluation of answer scripts and Internship Programmes arranged by the departments showcase an institution's other initiatives to promote experiential learning.
- Encouraging students to inculcate creative writing skills (Sahitya Sabha) along with communication skill with the spoken word (e.g. Spoken English Course).
- Exposure to e-learning facilities, viz online classes.

2. Initiatives taken for Participative Learning -

- Cultural Competition by the Students' Union and the Cultural Sub- Committee.
- Online Photography and Short- Film Competitions, Online Debate and Film Festival, making of short films by students, Book Fair and collecting Response Papers have been organized by the departments.
- Publication of Wall Magazines, e-magazines, participation in debates, essay/quiz, Hand Written Magazine, painting and music competitions, poster competition on Covid Awareness have been arranged by various departments and relevant sub-committees, cells.
- Rally on Environmental Consciousness and Value Education Programmes.
- Meeting with eminent personalities.
- Uploading of E-content, study materials and lectures on Youtube.
- Outreach Programmes on Dengue Awareness, Covid Awareness, Karate Training, and Declamation Contest under the aegis of the NSS Unit.

Initiatives for Problem Solving Methodologies-

- Mentor-mentee arrangement.
- Open text book examinations.
- Assignment distribution and subsequent assessment of them by teachers.
- MCQ framing by students followed by checking those MCQs by teachers.
- Course evaluation by teachers in order to assess the students' ability to grasp it.
- Framing of Practical Sums by students.
- Reflective method to evaluate students' level of understanding on topics discussed by teachers.
- Board work by students.
- Preparing Question Bank by students.

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 87.8

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
29	30	30	17	17

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 62.04

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	14	10	11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

- 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.
- External assessment is done by the affiliating University in a highly structured manner and hence there is no scope for the institution to indulge in any kind of manoeuvring. Students write their exams in away centres and their scripts are evaluated by external examiners whose selection is solely the prerogative of the affiliating varsity.
- Regarding 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. A scientific approach to grievance redressal is in place.

- Continuous follow up is done by the institution to take care of any grievances from students.
- There is provision for redressal through RTI.
- 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.
- The Examination Sub-Committee prepares detailed guidelines and routines for conducting Internal Examinations under different modes which students have to strictly follow.
- When exams were held in 'Online Mode' (particularly during Covid-19) contact numbers, email ids of teachers designated to conduct Internal Assessment of a particular subject were provided to students, and they were explained threadbare about the guidelines of the exams through several 'Google Meet Sessions' prior to the commencement of the examinations.
- According to the rules of the affiliating University, students are required to secure 'a minimum prescribed marks' for them to qualify for the main semester examinations. If a student raises any grievance relating to the fact that he/she has been declared 'not qualified' due to non fulfilment of requirements of minimum internal assessment marks inspite of having secured the necessary minimum marks in final semester examination, then his/her issue is taken up with the appropriate authority of the parent university by the institution .
- Departmental teachers are extremely sensitive so far as settling grievances of the aggrieved students are concerned.
- Teachers of all departments devote special attention to the academic requirements of working students and they often assist those students by offering extra time to cater to their specific needs.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

- 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, and what exactly does the future hold for them after the successful completion of the courses and programmes.
- Departments organize Orientation Programmes for the newly admitted students at the beginning of

the session. The aims of the programme along with 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 are 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.

Initiatives taken to evaluate COPO attainment:

- Review and analysis of results in different Semester Examinations of the University.
- Students' progression into different Post Graduate Courses acts as a parameter for attainment of POs and COs.
- Performance of students in semester examinations is a scale to measure the attainment of COs.
- At the end of three years the results of all semesters of a student is clubbed together and is analyzed for PO attainment.
- Performance of students in internal evaluations is also examined as part of the COPO evaluation.
- Internal assessment, tutorials and other indigenous practices do act as scales to evaluate the degree of COPO attainment.
- Selection for Internship Programmes and subsequent placement in the organizations who offered such programmes (Journalism) or selection for part time jobs (students of various departments) vindicate that our students are on the right track to attainment of COPOs.
- The Governing Body, IQAC, departments analyse feedback reports. This is also an effective method for evaluating COPO attainment.
- Employees' Feedback vindicates that courses and programmes offered by the institution and their subsequent execution by teachers in a scientific and result oriented manner guarantee employability of our students after the successful completion of courses and programmes.
- The IQAC has put in place a methodology for alumni progression. Departments have alumni WhatsApp groups set in proper chronological order. These groups act as a repository of information about the status, and whereabouts of the alumni and thereby act as a lianson to gauge the progression of our ex-students.

File Description	Document
Upload Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 65.58

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
139	123	98	44	40

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
241	136	109	95	96

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.87

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 3.3

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
1.20	0	0	0	2.10

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Curricular Activities

The classroom-based learning activities connect to the domains of application in a variety of ways, including through field study, study tours, industry visits, and project work. The project-works are incorporated into the curriculums of several programmes as a compulsory requirement which creates a primary research orientation among the students.

Research Activities:

- The Research Cell arranges seminars.
- Students' seminars are organized.
- The college and the ICC have published two books (ISBN) in which students have contributed articles.
- The college has published an ISSN Journal with Jodhpur Search (NGO).
- Provision has been made for Research Activities in the annual budget. A fund of Rs 120,000/- has been contributed by 'Jodhpur Search'.
- Seminar on IPR and international seminar have been organized with a publication of a seminar

volume having ISBN with Lincoln University, Malaysia.

Collaboration with other Institutes

- Regional level MOUs exist with different colleges and institutions.
- International level MOU exists with Lincoln University College, Malaysia.
- MOUs exist with NGOs like Jodhpur Search and Mother Earth Foundation to do various social works.

Faculty Development

- Faculties do research and participate in FDPs. They are invited to talk, participate, present papers and chair sessions in various seminars. Some teachers act as reviewer of reputed journals.
- The Principal and the IQAC Coordinator participate in different online, offline seminars and FDP on NAAC accreditation related topic in order to be updated about the requirements of Revised Regulatory Framework. On the basis of what they have learnt in those seminars, they sensitise teachers in IQAC meetings.
- The institute provides physical infrastructure to faculties providing INFLIBNET and other research supporting facilities for pursuing their research activities.
- Two teachers served as PhD research supervisors/co-supervisors. Various scholars have already been awarded Ph D under their supervisions.
- Some teachers are engaged as Guest Faculty in the PG Department of Universities and colleges.
- Principal acted as observer of SET examination held for recruiting college teachers and participated as expert in the interview board for recruiting non-teaching staff in Aided colleges.
- Workshops, seminars/ webinars, conferences at the international, national, and state levels are arranged.

Initiatives taken to develop research incubation

- Students prepare research project, dissertation on topics having practical application of the syllabus. While supervising students teachers try to sensitise them about the requirements of research methodology, literature review, plan of work, bibliography and different procedures for data collection required for empirical research and check whether all these requirements complied by students in final projects. These initiatives serve as a foundation for the students of our institution to do further serious research work in future.
- Journalism Department organizes film festivals and invites Resource Persons to explain the technical issues relating to film making to students.
- Students are encouraged to contribute write up in their respective departmental Wall magazines, Online magazine, New Letters, Lab journal.
- Departments organise Industry visit, field study and educational tours to introduce students to the relevance and applicability of their subjects.
- Initiative has been taken to open a museum on the life and works of Netaji Subhas Chandra Bose.

File Description	Document
Upload Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 96

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
45	26	13	8	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.68

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	3	4	5	5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years**Response:** 1.86**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
19	8	5	14	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:****Response**

Students are sensitized to social issues for their holistic development. Under the direction of the Programme Officer of the NSS unit and in association with other sub-committees following extension activities have been undertaken:

- Campus cleaning for eradication of vector borne diseases;
- Special camp programmes in nearby slum area are organised for providing the following services:
 - 1.Children of that locality are encouraged to take part in various creative work. NSS also take active initiative for promoting literacy among the children of the slum area;
 - 2.Arrangements are made for free medical camps for ill trodden people of that locality and medicines are distributed at free of cost.
 - 3.Some teachers take initiative in resuming studies of downtrodden people of the local slum area and provide financial support. They also assist those students to qualify in board/university examinations.

Relief work during Pandemic Period

- Purchased two oxygen cylinders by the Students Union.
- Donation of Rs. 60,000/- to State Emergency Relief Fund of the Government of West Bengal.
- Rs 20000/- to 'Subho' [an NGO] towards undertaking relief work to 'Umphan cyclone' affected

people in Sundarban area.

- Concession in fees are granted to the economically needy students.
- College Coperative society provides a one-time grant (Rs.10000) to the members, hospitalized with Covid-19 disease.

Awareness programmes:

- Orientation programme on various activities of NSS;
- Malaria and dengue awareness programmes;
- Yoga & Meditation for self-discovery,
- Clean India movement,
- Karate training programme
- Awareness Programme on mode of preparation for the WBCS examination.
- Awareness programme are organised by the Grievance Redressal Cell, ICC and Anti Ragging Cell for various types of harassments.

Health Related Programmes:

- Eye test camp for the students;
- Health check-up camp.
- Thalassaemia detection programme and distribution of test reports.
- Annual Blood Donation Camp and Blood-group Detection Camp are arranged. in association with the Students' Union;
- Awareness programme on the current surge of Corona Virus Infection.

Sensitising students on social issues

Students are encouraged to participate in various programmes relating to social issues for their holistic development as mentioned below :

Observance of days/programmes of National Importance

- Republic Day
- Independence Day
- World Environment Day
- International Literacy Day
- International Yoga Day
- International Mother Language Day

Sensitisation Programme

- Photography competition on “Street Photography: Emotions & Languages” by the Anti Ragging Cell
- Publication of books by the ICC on “The Shadow Pandemic (COVID-19): Impact of Lockdown on Domestic Violence in India”.

- International conference volume entitled 'Sustainable Entrepreneurship'. and a journal on the life and works of Netaji Subhas Chandra Bose entitled 'Netaji Subhas Chandra Bose-Ek Ananyao Byektityer Barnachota'
- Seminar on ethical and moral goals of educational system organised by the Women Cell.
- Workshop on Swami Vivekananda held at his Ancestral House and an essay competition was held on his life and works.
- Donated to a nearby Girls' school two old water coolers and AC machines incurring necessary overhauling costs to make the equipments in a useable condition.
- Webinar on Re-interpreting Stress during pandemic organised by the NSS.
- Declamation Contest on Patriotism & National Building was held in collaboration with Nehru Yuva Kendra, Kolkata.

File Description	Document
Upload Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

NSS unit of our college regularly arranges different extension activities. These initiatives have a role in extending the purview of working of our institution beyond the boundary of our campus and thereby assist different people in the local area in getting different types of academic, health awareness related services. Most of such programmes local councillor, representatives of different government authorities, reputed doctors of the locality remain present and all of them extend their professional assistance in making all these initiatives successful. However, no award and recognition have yet been received by the college from the government/government recognised bodies.

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 38

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

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	5	5	7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 13

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

- The college has a five storied main building which accommodates the Principal's room, Staff room, Class rooms, the Library, Students' Union room, separate common rooms for boys and girls, Computer Centre and ICT rooms.
- Classes are held across 13 well ventilated classrooms in the main building and in 6 classrooms in the adjacent building. The permanent office room of our college is located in the adjacent building.
- Each department is provided with wall board covered with net for showcasing departmental wall magazine.
- The college has four smart classrooms and one Computer Centre. Total 40 computers connected with LAN are used by students for academic purposes.
- Limited access to Wi-Fi facility is available.
- Two large class rooms are used as seminar halls.
- Departments of Geography and Journalism have separate laboratories.
- The college library has more than 16,225 books and 23 periodicals as on 30-06-2022. The college has also subscribed online search engine like INFLIBNET, N-LIST mode for assisting further research.
- Separate common rooms for boys and girls are equipped with carrom boards, Table Tennis board, Chess boards.
- Purified drinking water is available on each floor along with availability of cool drinking water in some floors.
- Girls' toilet has a vending machine.
- Sound proof Generator is available.
- Construction of a proposed three storied new building utilising RUSA 2.0 Grants in the Second Campus is in progress.
- Two CCTVs systems for safety and security have been installed – one for the campus and the other exclusively for the library.
- Fire extinguishers have been installed in different parts of the college, particularly in the library.
- The college has a separate play ground shared by two other sister colleges (Netaji Nagar Day College and Netaji Nagar College for Women).
- The State Government has provided grants for development of the college play ground through Kolkata Municipal Corporation.
- Different sports and games equipments are available under the custody of Convenor, Games and Sports Sub-committee and fully utilised by the students.
- With a view to instilling students with self-defence power, Karate training has been arranged.
- Initiatives are taken to develop consciousness among students about Yoga training.
- Different types of musical instruments have been procured by utilising RUSA 2.0 Grants. With active support from teachers, students play these instruments in different cultural programmes.
- The cultural sub-committee convenors have got substantial expertise in different fields, and they share their experience with students while training them for different cultural programmes.

- The Students Union actively plays role in finding out newly admitted students with orientation for cultural activities, and continuously encourages and nurtures them to excel.
- Public speaking is encouraged among students through student seminars, debates, extempore speeches at the departmental level, as well as at the college level to develop their communication skills.
- The college has a dynamic NSS unit with active volunteers.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 27.35

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
1.01449	5.55964	2.26732	66.44509	1.77490

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

4.2.1	<p><i>Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library.</i></p> <ul style="list-style-type: none"> • The library of Netaji Nagar College is partially automated. • The library upgraded the KOHA software from 3.18 version to 21st version . • Integrated Library Management Software (ILMS) KOHA is used to create document database a
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already bar-coded.

- The library users (students, teachers) can check the availability of books in the library through Catalogue). Two computers are available in the library for this purpose.
- Preparation of barcode, spine label of most library books as part of library automation.
- Students are able to access internet facilities for their studies.
- The library has more than 16,225 books and 23 periodicals. The library has also subscribed online INFLIBNET, N-LIST mode to encourage further research work.
- Requisition for new books and journals is obtained from the departmental heads and faculty members.
- All the requisitions are placed in the Library Sub-Committee Meeting for its approval. Budgetary approval is approved there.

Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise (in Lakhs)

Year	2017-18	2018-19	2019-20	2020-21
Number	1,46,188	5,32,809	52,313	51,183

- Membership of the library is open to all bona fide students, teachers and non-teaching employees.
- Ex-students of the college are provided reading facilities only
- Every user (students, teachers and non-teaching staff) put their signature at the time of entrance and the fee is calculated as per the library attendance register.

Library attendance for teachers and students during last five years from July,2017- June,2022

YEAR	2017-18	2018-19	2019-20	2020-2021	2021-22
PER DAY USAGE OF LIBRARY	25	28	30	06	23

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

IT facilities.

- Various student support services starting from online admission, online registration of students with the affiliating university, downloading of admit cards, availability of semester questions are provided through college website with requisite IT support by the technical service provider designated for website maintenance.
- Four smart classrooms equipped with modern ICT facilities are in place.
- 5 over head projectors, 5 laptops, 48 desktops, 9 printers, 4 scanners are used.
- All computers are connected through LAN.
- The library upgraded the KOHA software from 3.18 version to 21st version.
- Integrated Library Management Software (ILMS) KOHA is used to create document database and user database. 80% books are already bar-coded.
- The library users (students, teachers) can check the availability of books in the library through OPAC (Online Public Access Catalogue). Two computers are available in the library for this purpose.
- Barcode, spine label of most of the library books have been prepared as part of library automation.
- College also subscribed online search engine like INFLIBNET, N-List mode for providing research support to faculties and interested students.
- The college library has more than 16,225 books and 23 periodicals as on 30-06-2022. The college has also subscribed online search engine like INFLIBNET, N-LIST mode for assisting further research.
- Biometric attendance recording system is operative.
- In order to avail IT facilities in a better way, 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 have been subscribed on a monthly basis from the local vendor.
- Computers are protected by antivirus with AMC from approved service provider.
- CCTV and Fire extinguishers are installed on each floor in the main building and the library.

The college website <https://www.netajinagarcollege.ac.in> was restructured in 2022 to incorporate the latest updates about the institution, and explore new features. The idea is to digitally acquaint the user with the multi-dimensional activities of the college. Certain new tabs like IQAC, RUSA, NAAC, NIRF, AISHE were also introduced.

File Description	Document
Upload Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 22.7

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 40

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 17.24

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
4.11976	3.82615	22.38649	9.57316	8.65319

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 12.85

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
135	92	84	71	51

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 15.36

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
57	14	18	10	5

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
241	136	109	95	96

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 4

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	4	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 7.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	4	9	11	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

There is little doubt that the alumni are the brand ambassadors of an institution and thus every institution requires alumni association. . An alumni association is a wonderful platform to acknowledge one's debt to the *alma mater*. It provides networking opportunities that can connect recent graduates with established professionals who can guide the former in their career. Over the years our institution has produced many successful alumni who are spread across not only the country but also abroad. Some of them are teaching in various departments of our college as State Aided College Teachers (SACTs) and in substantive post in other colleges.

The institution has an alumni association and it is registered under the Registration of Societies West Bengal Act of 1961. The main objective of the association is to work in close association with the college authorities for the overall development of the college. The formal body of the alumni association consists of President, Vice President, Secretary, Treasurer and other committee members. Some primary proposals have been considered regarding financial contribution from registered members in the meetings of the association and some members have started contributing in the Alumni fund.

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	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Vision

To steadfastly pursue the sole objective of becoming an institution of excellence in higher learning, overcoming odds whose roots can easily be traced to colonial history and the Partition; and utilizing human resources to their fullest potentialities, and script a relatively success story. Last two decades punctuated by two NAAC assessments do showcase the remarkable change in the narrative of the institution's journey from 'a run of the mill' seat of higher learning to a force to reckon with in the scheme of higher education in Kolkata.

A humane approach to higher education, pragmatic decentralization of governance complemented duly by the practice of participative management by involving all stakeholders have not only ensured comprehensive development of the institution but also emboldened it to face the rapidly changing face of higher education globally. Having its feet firmly rooted in reality, the institution has relentlessly tried to overcome its biggest challenge of catering to the interests of mostly first generation learners, and mentoring them to face the world with both confidence and humility once they are done with their college years!

Mission

Various initiatives undertaken by the institution in accordance with the stated Mission during the assessment period following decentralized practices and encouraging participation of different stakeholders in the institutional governance are mentioned below :

Stated Mission : To sustain the tradition of providing higher education to the wards of the common people of the locality and to provide affordable education to all irrespective of caste, creed and economic background.

Initiatives :

- Reduction of fees during the Pandemic
- 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 e.g. guiding on admission procedures, University Registrations, Choosing subject combination, queries related to results, examinations etc.
- Volunteering speedy redressal of grievances and attending queries on issues mentioned above.
- Another significant dividend of decentralized approach has ensured participation of all stakeholders to ascertain that students do internalize the spirit of value based education.
- The institution has regularly organized seminars to promote value based education.
- Continuous initiatives by faculties to instil value senses during regular interaction with students

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 for the enhancement of quality of teaching, learning and research.

Initiatives:

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

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

Decentralization and participatory management as sine qua non of good governance are values upheld by Netaji Nagar College, as reflected in the institution's organogram.

The institution operates in accordance with the policy framework, acts, laws, statutes and mandates of the Ministry of Education, the Government of India, UGC, Department of Higher Education, Government of West Bengal and the University of Calcutta (the affiliating university). The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, establishes the Governing Body as the highest policy making body of the college, Principal being the in-charge of internal management. As the Secretary of Governing Body(GB), the Principal performs the role of liaison between GB and the College.

All major decisions and policies on development, infrastructure, financial management, academic-affairs, admission, governance and administration are resolved by GB rationally in compliance with the opinions of the majority of the members. Generally GB meets at least four times in a year.

In fact, the effective implementation of strategic/perspective plans and deployment documents together makes way for progress of an institution. Accordingly, the college has following different organs to carry out various academic and administrative activities commensurate with our vision and mission:

- The **Teachers' Council** is a statutory body comprising all full-time faculty members. It advises the Principal on all academic and non-academic matters. The Secretary of Teachers' Council along with Teacher Representatives acts as the liaison between Teachers' Council and the Principal.
- The **IQAC**, formed by GB, is entrusted with creating and maintaining quality sustenance activities in the institution.
- The **Office** of the college is the centre of communication. It takes various activities like admission, registration, record-keeping, accounting, conducting university examinations, collection and distribution of results and scholarship-related matters, etc.
- The **Academic Sub-Committee** oversees the college's overall academic affairs.
- The **Finance Sub-Committee(FSC)** is formed by the GB comprising mandatorily members from among it to take decision relating to financial aspects of the institution.
- The **Library Sub-Committee** comprises HODs/Coordinators and Students' representative, Librarian being the convener of this committee.
- The **Purchase Sub-Committee** takes decisions regarding purchasing of various items after getting concurrence of the Finance Committee.
- The **Building Sub-Committee** looks after all civil works of the college and decision in this regard is taken in the meeting convened by its Convener.
- The **RUSA Project Monitoring Unit** deals with all issues relating to proper execution of RUSA fund.
- The **NSS unit** headed by a full-time faculty as the Programme Officer, actively participates in various activities relating to social issues involving students, teaching and non-teaching staff of the college.
- The **ICC, Grievance Redressal Cell** and **Anti-Ragging Cell** each headed by a full-time teacher as Convener are in place for redressing any type of harassment that any employee or student (male/female) may face during his/her stay in the college hours. The management, the Principal and HOD/s resolve minor problems, if any, whereas major grievances are looked into seriously.

Last but not the least there is IQAC which is omnipresent in all affairs of the institution

File Description	Document
Upload Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Welfare Measures for Teaching and Non-teaching Staff

Sl. No.	Scheme	Beneficiaries
1	Group Life Insurance	Teaching and Non-Teaching staff appointed against
2	General Provident Fund	-do-
3	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-
4	Gratuity and Pension scheme as per govt. rule	-do-
5	Leave encashment as per govt. rules	-do-
6	A Registered Credit Cooperative Society (Netaji-Nagar College Employees' Cooperative Credit Society Ltd.) for providing hassle-free loan at a moderate rate of interest. Dividends are distributed annually to the members based on their share and loan interest.	-do-
7	Resolution (6.6.21) taken by this cooperative society-provides a one-time grant (Rs. 10000) to the members, hospitalized or dead as Covid-19 victims. Even the members retired on/after 1.1.2018 were entitled to	-do-

	avail this.		
8	Standard benefits as per the State Govt, UGC and- University norms	do-	
9	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-	
10	Bonus and Festive advance	Non-Teaching staff	
11	Ex-gratia	Casual Non-Teaching staff	
12	WB Health Scheme and LTC Programs for Grant-in- aid College and University Teachers, 2017	Teaching staff	
13	Infrastructural facilities and necessary assistance by timely sanction and disbursement of research grants to encourage research initiatives by faculties	Teaching staff	
14	Monetary benefits as per the recommendations of UGC after completion of MPhil or PhD degree	Teaching staff	
15	Leave for faculty development programs participating in seminars and workshops, orientation program, refresher course, short term course, etc.	Teaching staff	
16	Various training programs for enhancing professional knowledge, sometimes with collaboration with different colleges	Teaching and Non-Teaching staff	
17	Programs organized by IQAC on teaching-do- methodologies, ICT skills (online mode), computer training, etc.	do-	

Other measures:

1. Donation by Teachers' Council to a Non-Teaching staff (college paid) for his untimely death.
2. At the initiative of Students' Union two oxygen cylinders were purchased from the college fund and used by teaching, non-teaching ,students and other needy persons during pandemic situation.

Performance Appraisal System

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 staffs and gives necessary advices for

improving their performances.

- Non-teaching Staff Development Programmes are organised in collaboration with other colleges.
- Biometric attendance recording system for all.

File Description	Document
Upload Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 74.55

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
88	33	2	0	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	11	13	13

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institution follows transparency and democracy in the entire procedure of mobilization of funds and utilization of resources.

Resource mobilization strategies

- The budget of the institution is key to its fund mobilization. Budget is prepared by the accounts section in consultation with Bursar, Principal and is placed before Finance Sub Committee (FSC) and finally ratified by GB.
- To meet the salary of the employees the institution receives Grants from the Government of WB.
- 50% of collection of tuition fees from the students is to be statutorily deposited to government exchequer.
- UGC general development Grants.
- Infrastructural grants were received from the State Govt. during Golden Jubilee celebration.
- RUSA Grants .
- UGC Faculty Research Grants .
- Principal has donated her communication and conveyance allowances to Student Welfare fund since her joining.
- Donation of 1 year honorarium (2014-15) amounting to Rs. 12000 by the ex-coordinator of IQAC (2014-16) to Students' Relief Fund.
- Ex-Teacher-in-Charge and presently the seniormost teacher has contributed the fees received by him to college fund which he has earned by providing NAAC accreditation related consultancy services to some colleges
- Donations from Alumni, NGO and well wishers.

Strategies for optimal utilization of resources

- Income generation from fees collected from students is a recurring source which is utilized for welfare of students in terms of fee concession, other maintenance and for paying salary to

contractual non-teaching staff.

- Utilization of available financial resources is monitored by Bursar, Purchase Sub-Committee and Finance Sub-Committee guided by the Principal under the overseeing authority of GB.
- The institution utilizes funding from various agencies such as RUSA and NSS.
- Occasional special State Government. Grant.
- Based on the availability, the FSC along with Bursar allocates funds for various activities as well as non-plan activities in the annual budget
- All standard financial norms and procedures like quotations/tendering etc. are followed in procurements and purchases as per the Government rules.
- Some funds are utilized by investing on purchase of books and apparatus, sports and games. Freshers' welcome, annual social function, Saraswati Puja dinner, other cultural programs and national events.

Internal and External Audit

- The institution has a mechanism for both internal and external audits which are run on a regular basis. Generally all the transactions are done through bank, using either cheques or NEFT/RTGS/PFMS, except contingency expenses.
- Every financial transaction is carried out in accordance with GB's approval and the decisions of FSC along with active participatory role of Bursar
- Regarding Internal audit the GB issues appointment letter to the concerned Internal auditor. The Accounts section under the guidance of the Accountant, Bursar and the Convener of FSC prepares all documents and accounting records.
- External/statutory audit is carried out by Government Auditor recommended and appointed by the Department of Higher Education, Govt. of West Bengal.
- Audit objections, if any, raised by the Internal/External auditor are brought to the notice of the GB for necessary considerations and appropriate adjustment in the accounting records.
- The institution takes special care to implement the recommendations and rectifications so that propriety of all financial transactions is ensured.

File Description	Document
Upload Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:***Significant contributions of IQAC for institutionalizing the assurance strategies and processes-***

For an institution of higher learning to register all round incremental growth the role of the IQAC is pivotal. The IQAC has been extremely proactive in setting goals for the various stakeholders and in enthusing them to achieve the goals in a time bound manner. Promoting 'Quality Culture' of NAAC, updating all functional units about the Manual, Guidelines and Notifications of NAAC, emphasizing proper documentation of different activities undertaken and maintaining them strictly as per NAAC requirements have been the focal points of the IQAC, not to speak of vigorously promoting the culture of 'Participative Management' by taking on board all stakeholders with a view to implementing decentralized approaches in various institutional practices.

Keeping in perspective the very character of the institution, the demographic composition of its students, their socio-economic background, the IQAC has over the years with almost nagging persistence laid emphasis on a 'two pronged approach' – i.e making the 'teaching-learning' process, both participative and experiential. Imbuing the spirit of value based education, participation in philanthropic activities, creating social awareness, vigorously advocating student support services and progression, arranging concessions for poor students and mentoring them with empathy have been given unprecedented importance by the IQAC. Continuously monitoring strategy development by maintaining library/ICT and other physical infrastructure too have been given utmost priority by the Cell.

Overhauling the internal examination methodology in a 'result-driven' manner, holding examinations by strictly adhering to the affiliating varsity guidelines has been another 'thrust area'.

The Cell has been continuously sensitizing and guiding the academic wing, sub –committees and cells in adopting innovative quality initiatives in the teaching-learning process, and impressing upon them with coming up with interactive methodologies during times of natural calamity.

Arranged necessary interactive sessions between faculties and students on teaching-learning methods on a regular basis and patronizing the Research Cell to arrange seminars by faculties on their areas of specialization.

Reviewing of teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals and recording incremental improvement in various activities.

The IQAC has laid emphasis on coming up with innovative practices to be practised in general along with the 'department specific' ones. Identifying both slow and advanced learners at the beginning of the academic session, subsequently coming up with corrective steps to brush up the weaker ones, and encouraging the relatively advanced learners to participate in both curricular and extracurricular pursuits ----- publishing wall magazines, delivering seminar lectures, participating in debates and group discussions, internship programmes etc. Arranging internship programmes (leading to selection and subsequent employment) enthusiastic participation in industry visits, field and study tours in some way or the other reflect incremental improvement and learning outcomes of the students of the institution. That learning outcomes should guarantee holistic improvement has been stressed upon by IQAC. At the very beginning of every academic session COPO literatures are distributed to newly admitted students and possible course and programme outcomes are discussed threadbare for the benefits of the students.

File Description	Document
Upload Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

The college takes its communitarian responsibilities very seriously and discharged under the following heads-

Gender Equity Initiatives: Gender Equity Initiatives include awareness programmes, competitions, publications and women centric facilities jointly organized by Gender Equity Cell, NSS, ICC, Grievance Redressal Cell and IQAC. The college has initiated a very important practice of Gender Audit in collaboration with School of Women Studies, Jadavpur University. In the last five years the college has organized seminars, workshops and camps in collaboration with NS, debate on Science and Women and poster competition on Gender and Creativity. The Internal Complaints Cell for awareness on gender issues has published a book with contribution by students and teachers. In association with SWAYAM and NSS, the Cell has also organized several awareness programmes on gender inequality and ways to address it. The Gender Cell plans to conduct workshops on Mental Health and arrange speech competition. In order to instil a sense of security among the girl students in an evening college, CCTV, LED lights have been installed. Separate Common Room has been provided to the girls. Full time security guard and regular checking of Identity cards have been put in place. The ICC, Grievance Redressal Cell and the Gender Cell work in tandem to ensure that gender discrimination does not take place.

National /International Commemorative Days: In order to foster a sense of inclusion and nationalism, the IQAC in association with NSS, Gender Cell and Cultural Subcommittee takes initiatives to celebrate these occasions.

National Commemorative Days:

Events	Programmes Held	Objective	Organizer
Independence Day	Flag hoisting, cultural programme	Promoting the sense of nationalistic pride, unity in diversity	The College
Republic Day	Flag hoisting, cultural programme	Promoting the sense of nationalistic pride, brotherhood, pride in diversity	The College
Netaji's Birthday	Cultural programme, publication of book, proposed research centre	Promoting the sense of nationalistic pride, remembrance of history, spirit of sacrifice	The College
Rabindra Jayanti, Baishey Sharaban	Cultural programme	Awareness about the philosophy of Rabindranath, spirit of brotherhood, unity, equality	IQAC, Subcommittee
Sister Nivedita's Birthday	Awareness lecture	Spirit of sacrifice, national pride	IQAC
Ishwar Chandra Vidyasagar's Birthday	Speech Competition	Spreading awareness about Vidyasagar's philosophy, unity,	IQAC, Subcommittee

		brotherhood	
Swami Vivekananda's Birthday	Lecture organized in association with Ramkrishna Mission, programme on Swamiji and Youth	Brotherhood, pride in national history	The College, IQAC, Subcommitte
Basanta Utsav	Participative, cultural celebration	Spirit of unity, brotherhood	IQAC, Subcommitte
MatriBhasha Diwas	Awareness, knowledge about the mother tongue	Spirit of brotherhood , unity, linguistic pride, unity in diversity	IQAC, Subcommitte

International Commemorative Days:

Event	Programmes Held	Objective	Organizer
World Literacy day	Awareness Programme	Spreading awareness about the importance of universal literacy	IQAC, NSS
Environment Day	Awareness Programme, procession	Spreading awareness about the environment	IQAC, NSS
Tourism Day	Awareness programme	Awaring students about socio economic importance of tourism, unity in diversity, scope of tourism as a profession	IQAC, Dept of Geogr
Women's Day	Newsletter publication, Awareness lecture	Sensitizing students about empowerment of women, different legal provision to protect women against social injustice	IQAC, Gender Cell, English

File Description	Document
Upload Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: B. 3 of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: D. Any 1 of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institution has taken utmost care in creating and nurturing a space for inclusive growth and development of the students. Right from implementing successfully different schemes for the women and backward section of the society to celebrating different days and organizing awareness programmes, college has remained committed to the values enshrined in our constitution.

Initiatives for SC/ST/OBCs/Minority: Right from admission to disbursement of scholarships, the college has remained committed to the cause of the backward sections of the society. The admission committee takes various measures to attract students from the backward sections. Extra effort is taken to facilitate scholarships to them. The college maintains a healthy record of students among whom various scholarship programmes of the government are distributed.

Gender Initiatives: The Gender Cell of the college in association with NSS, ICC, IQAC has constantly taken initiatives like awareness programmes, inter and intra college competitions, publications, lectures by scholars. Safety measures like CCTV surveillance, posting of security guard are the initiatives of the Cell. Another area of achievement for the college is the efficient implementation of Kanyashree Scholarships meant for the girl students.

Social Responsibility: The NSS unit of the college along with other cells and subcommittees has constantly taken social initiatives that help in the growth of an inclusive environment and society.

It has organized camps on blood donation, Thalassemia testing, dengue and corona awareness. Apart from these, Clean India Initiative, Yoga and Meditation Camps, NSS camps in slums, outreach programmes, Literacy Day, Environment Day etc were also organized. For the benefit of the students it has organized Karate coaching classes in the college.

It has also organized **Clean India** drive and regularly conducts cleanliness drives in the nearby slums and the college.

In order to inculcate the habit of fitness and discipline among the students, Yoga and meditation camps are organized.

On Vivekananda's birthday a programme on Vivekananda and Youth was organized in order to spread the philosophy of Swamiji among the young generation. Inspired by Swamiji's philosophy, the college arranged a programme on his sacrifice and service which saw huge participation of students.

Constitutional Obligations: Apart from the events and activities mentioned above, the Cultural Subcommittee in association with the IQAC has organized programmes like Basanta Utsav, Rabindra Jayanti, 22 Se Sraban etc that have played important roles in fostering a sense of commitment towards the values enshrined in our constitution. Showing exceptional commitment to the students and their moral well being, even during the Pandemic such programmes were organized online and witnessed very enthusiastic participation of the students.

The college also understands the importance of Code of Conduct in an educational institution. It has a Code of Conduct Committee and a Code of Conduct guidelines for the benefit of the students and the staff.

It has also organized training programmes for the non teaching staff. Societal commitment is also reflected in the banning of plastics in the campus. As part of green initiatives, a Green Campus Policy Handbook has been circulated among the students.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

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

Response:

Best Practice I

Title

Implementation and Continuation of Innovative Teaching Learning Methodologies

Objectives

- Inclusive, interactive learning approach
- Thorough planning and goal orientated learning. Encouragement for participative and experiential learning with interactive feedback based system.

- Preparing the students for examinations and future career
- Familiarizing students to the modalities of digital learning and knowledge

The Context

- First generation learners need intense hand holding, mentoring.
- Huge graduate syllabus needs detail planning and Bridge and remedial classes.
- Constant psychological counselling apart from the crucial stage of college life.
- Students who are Primary breadwinners of families devoting less time to college need additional support
- Digital learning requires new orientation for students

The Practice

- The institution offers a unique opportunity to its students by providing them with the flexibility to work during the day and study at night.
- Identification of Slow and Advanced learners at the beginning of every 1st Semester. Bridge Courses at the beginning of the session for the weaker students .
- Distribution of COPO to provide the students with a better picture of the end goals and objectives.
- Detailed Lesson Plans (DLP) are prepared with detailed information about the modules, assigned teachers, tentative schedule and evaluation methods. It further enlightens the students on the structure of the syllabus.
- Different evaluation methodologies already mentioned in the lesson plan like **MCQ and Short Question Test, Surprise Test, Open Book Test** help the students immensely in remaining up to date with studies.
- ICT enabled learning, Reflective Methodology of teaching, participative learning through student's seminars, **Declamation Competitions in collaboration with Nehru Yuva Kendra, Youth Parliament, courses on Spoken English, Book Publication and GIS** etc showcase innovation in teaching-learning.
- A structured **Mentor-Mentee system** is in place for intensive mentoring of the students.
- **Different publications, wall magazines, blogs, departmental magazine**, help to bring quality and interactivity in the academics.

Evidence of Success:

- Better engagement and participation. High attendance in various evaluative procedures, participation in feedbacks, seminars, webinars, awareness programmes, different publications.
- Noticeable improvement in class attendance .
- Dropout percentage has decreased significantly.
- Improvement in result, interest in class, extracurricular activities and overall belongingness to the college.
- Significant improvement in the attitude of the students. The students are also slowly but steadily adapting to digital learning and new methodologies which are evident from the fact that many of them prefer to submit assignments and download 'reading materials' from the websites or the Cloud platform (Google Classroom)

Problems Encountered

- Intrinsic problem with the first generation learners who could not devote full time and energy for studies and college centric activities.
- Initial quality of the students remains low. So improvement becomes an enormously uphill task.
- Sharing of college building with Day College reduces the time limit for the college and limits the extensive student centric endeavours
- Lack of availability of adequate number of rooms and ICT enabled classes .

Best Practice II

Title

Community Upliftment and Affirmative Actions for the Weaker Sections of the Society

Objectives

The institution does not see itself only as an academic edifice but also believes in the philosophy of holistic upliftment of communities. Our college has also undertaken community centred initiatives and outreach.

The Context

- The institution is located in a refugee locality .
- Awareness of health, culture, academics is low in the locality.
- Problem of gender injustice to women who face double oppression..
- Rate of dropout remains high.
- Lack of awareness has resulted in health hazards in the past like rapid spread of dengue and Covid. The slum areas surrounding Netaji Nagar have problems of low literacy rate along with joblessness.

The Practice

NSS:

- In the difficult times of the Pandemic, awareness programme on Covid and its prevention, awareness programme on stress related issues were conducted successfully.
- Yoga/Meditation Camp, Karate Training for the students.
- Self-Empowerment classes, Awareness Camp on Clean India Movement, Anti Drug Abuse Day, slum cleaning programmes, Gender Outreach and Awareness programme. Recently it has also started celebrating Swami Vivekananda's birthday.
- Thalassemia Camp, Alzheimer's Awareness camp, Eye Checkup Camp, Blood donation camp, Dengue, Malaria Camps, WBCS Awareness Programme, environmental initiatives are some of the many areas of activities of the NSS.

Direct Assistance and Mentoring:

- Teachers had provided mentoring and direct financial help to dropout candidates and helped them pass their Secondary examinations. Their regular engagement made sure they passed with flying colours and did something worthwhile in their lives.

Donation and other Holistic Activities by Principal and Teachers:

- Principal and individual teachers have regularly donated their allowances and consultancy fees to the college fund.
- GB members also assist in teaching.

Gender Cell:

- Gender Cell of the college has worked to provide not just awareness regarding gender justice through programmes, competitions, webinars etc, but has also worked tirelessly for empowerment of women in and outside.

Evidence of Success:

- Increase of awareness among the students and the people of the locality.
- Increase in participation in programmes point towards its acceptance, and increasing interest of people.
- Covid related activities and programmes greatly increased the much needed awareness.
- The direct assistance and mentoring programme has resulted in decreased dropout rates, increase in students interest in studies and has resulted in empowering and uplifting the people of the locality.

Problems Encountered and Resources Required:

- Problem of finance is serious..
- Lack of motivation among the dropouts since they are more willing to work and earn.
- Lack of full time counsellors.
- Full time professors and staffs have little time after discharging their academic and other college duties and responsibilities to engage with further social work. This has impacted the functioning of the Gender Cell to a large extent leading to inconsistency in its implementation.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Achieving excellence as a college against all odds with limited resources:

- The institution is a shining example of an ideal academic institution that has successfully fulfilled its role in the society. The college has taken several progressive communitarian actions that have

made it stand out among its peers. One of the college's most notable achievements is its ability to inculcate the best value system among its students, ensuring that they develop into responsible and ethical citizens who will contribute positively to society. Additionally, the college has successfully spread knowledge among all, regardless of caste, creed, or economic background. This approach has ensured that the college has a diverse student body, creating an inclusive environment for all. Furthermore, the college's unique advantage of allowing students to work during the day and study at night has given many students the opportunity to pursue their education while supporting themselves financially, leading to better academic performance and increased employment opportunities. Overall, Netaji Nagar College's commitment to providing a holistic education experience that values both academic excellence and social responsibility has set it apart as a leading institution in the field of higher education. The college has excelled in spite of severe qualitative disadvantage regarding students. Composition of students constitutes substantial number of first generation learners who require intensive hand holding and constant mentoring. With limited resources and number of teachers, the burden of huge academic and administrative work, things many times look very challenging. However, the teachers and staff members have always risen up to the occasion and delivered the goods. The college prides itself for being the mentoring centre for many such students who went on to make good careers and happy breadwinners for their families.

- The institution happily functions as a centre for community upliftment. The excellent works done by NSS, Gender Cell, ICC, IQAC have created a very inclusive environment not only for the students but also for the members of the locality and beyond.
- College mostly runs in the afternoon shift and it gives the opportunity to a good percentage of students to attend classes after engaging themselves in part time jobs during the day shift. Many students also pursue career oriented vocational courses. It provides the unique opportunity of engaging in studies/training/courses to pursue further dreams while working at the same time due to its evening schedule. The college also offers skill development programmes in association with Success Scholar Group to provide intensive training to the students, and make them market and job ready.
- The college is located in a colony area. Composition of residents in the locality and vicinity includes mostly refugees from the erstwhile East Pakistan. The institution has over the years functioned and transcended its role as a community college.
- There is shortage of full time teaching staff with absence of most of the permanent nonteaching posts. In spite of that, the college provides excellent learning environment.
- Sincere, obedient and disciplined students. Highly qualified, sincere and devoted teaching faculties supported by available efficient and sincere full time and adhoc nonteaching staffs.
- Supportive and experienced management representation from all strata of the society.
- Active and cooperative Students' Council.

File Description	Document
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5. CONCLUSION

Additional Information :

Netaji Nagar College strives hard to overcome the innate handicaps of working chiefly in the evening hours from a shared building with its day counterpart. Its sincere dedication in academics and beyond manifested through its eligibility for RUSA 2.0 grants shoulder to shoulder, with select peers in the country-wide map at the aftermath of 2nd Cycle of NAAC assessment in 2016.

The College believes in delivering effectiveness to mould its wards into well-rounded individuals and not focus on academic issues alone. In response to the call of the times, the College has also worked in the recent years, appreciably in areas of gender equality, green campus initiatives, alternate sources of energy initiatives, developing constitutional responsibilities among students, model code of conduct, programmes and camps, and societal activities by NSS in spite of severe resource crunch.

The College shares a uniquely peaceful relation with the Students' Union who cooperate in every endeavor, apart from organizing socially relevant as well as cultural events throughout the session.

Concluding Remarks :

The five and a half decades journey thus far, in the lifetime of Netaji Nagar College is a tapestry of glowing opportunities and stiff challenges.

The College was founded to cater to the higher education needs of the local settlers who had suffered the cruel fate of displacement at the wake of Partition in 1947. At the very beginning, Netaji Nagar College started operating in the evening hours so that those employed during the day could also access degree education at their convenience – the practice it continued as the parent College after trifurcation and that which has also truncated its teaching hours. It shares the same building with its day counterpart (a separate entity) which has grossly limited its vertical and horizontal expansion leading to several compromises as to time and space.

However the commitment of the teaching and office staffs to tide over these intrinsic odds has made the journey possible as it is. In spite of being acutely understaffed the College office continues its vital support functions uninterrupted from unblemished emotional commitment towards the institution.

True to its form, the College admits students at its undergraduate courses with minimum marks eligibility stipulated by its affiliating University resulting in impaired communication and comprehensive skills often among them. Teachers spare no efforts to drill them to do better through structured academic procedures from day one.

Students are audience to several captivating seminars and invited lectures during their college tenure, adequately arranged by the IQAC, Seminar Subcommittee and various departments and cells. The concern of the College for its students does not end with readying them with their graduation degrees– it extends further into helping them make a suitable career choice which is manifested through the regular activities of its Career Counselling Cell.

The idea of 'kaizen' is woven into the daily workplan to imperceptibly mould the students through their

undergraduate years such that their best versions finally walk out of the campus.