



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		NETAJI MAHAVIDYALAYA
Name of the head of the Institution		Dr. Asim Kumar De
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03211255012
Mobile no.		9434122585
Registered Email		netajimahavidyalaya@rediffmail.com
Alternate Email		netajimahavidyalaya@gmail.com
Address		Ward no 18, PO - Arambagh
City/Town		Arambagh
State/UT		West Bengal
Pincode		712601
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Amit S. Tiwary
Phone no/Alternate Phone no.	03211255012
Mobile no.	7908437535
Registered Email	iqacnetajimahavidyalaya@gmail.com
Alternate Email	netajimahavidyalaya@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.netajimahavidyalaya.ac.in/wp-content/uploads/2023/09/2018-2019-AQAR-report.pdf">https://www.netajimahavidyalaya.ac.in/wp-content/uploads/2023/09/2018-2019-AQAR-report.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://www.netajimahavidyalaya.ac.in/academics/academic-calendar/">https://www.netajimahavidyalaya.ac.in/academics/academic-calendar/</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	81.30	2007	31-Mar-2007	29-Feb-2012
2	B	2.73	2015	13-May-2015	12-May-2020

<b>6. Date of Establishment of IQAC</b>	29-May-2007
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Uploading data of AISHE	07-Mar-2020	2

L::asset('/','public').'/public/index.php/admin/get\_file?file\_path='.encrypt('Postacc/Special\_Status/'. \$instdata->upload\_special\_status))}

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	SC/ST Boys Hostel	Govt of WB	2019 365	5700000
Institutional	Bidhayak Elaka Unnayan Prakash	Govt of WB	2019 365	1000000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Initiated a very successful transition to online teaching enabling smooth completion of the syllabus for the ongoing Semesters during Lockdown 2. IQAC looked after the development of the departmental infrastructure through purchase of laboratory instruments, books and journals, benches, tables and chairs 3. Implementation of online feedback system from students, faculty and parents/guardians with analysis and using the received feedback for improvements. 4. Conducting Student satisfaction survey (SSS) on teaching and learning process, analysing the report and providing suggestions to the Principal related to this survey. 5. Uploading data of AISHE on 07.03.2020

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

Plan of Action	Achievements/Outcomes
Promoting the online system of Teaching and learning system in the college	After the imposition of the Covid19 induced lockdown in March 2020, IQAC hold online meetings and maintained continuous interactions with the faculty members to find out new avenues of imparting online teaching. Later on the college introduced a formal Google Classroom through which learners and instructors connected with each other very easily. Google Classroom made it easy to create classes, distribute assignments, communicate and stay organised during the pandemic
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	08-Feb-2023

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

12-May-2015

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

07-Mar-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

We have partial MIS. The college has its own LAN with a dedicated server. The office and the Accounts Section, are connected to this server. The college runs a centrally computerized system of data management. All the information regarding the students collected during admission and associated financial transaction

details is stored and developed along with those of the teachers and administrative staff members. The installed software has four modules. Apart from the office module that maintains and regulates office data, there are separate modules for the library for maintaining library data, for finance to maintain the accounts of the college, and one for maintaining the college website.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Academic Calendar is prepared in accordance with the notifications of the Govt. of WB and the University of Burdwan. Notice for the commencement of classes is given by the Principal. The College at both undergraduate and postgraduate level follows the curriculum designed by the University of Burdwan to which the college is affiliated. Through the academic calendar, the students are informed about the probable teaching days, dates of internal examinations, curricular, extension related and other co-curricular activities. A centrally organized subject Orientation Programme for each stream is conducted to get the students acquainted with the various courses offered and for selection of combination and General electives (GE) under CBCS in the 1st Semester. Routine committee of the college prepares the master routine in accordance to the number of credit points mentioned in the prescribed University syllabus of each course and it is then circulated among different departments which then conduct meetings for allotment of classes and syllabus distribution among the teachers and preparation of lesson plan. The students are provided with the details of teaching assignment or lesson plan of each department at the beginning of a session. Along with the traditional chalk and talk method, teachers use ICT enabled teaching methods, scientific software and models as per requirement, hands on Instrument handling, survey work, field work, educational tours, distribution of class notes etc to make the teaching attractive. Seminars and special talk by experts are also arranged. Intermittent meeting of the Academic Sub-Committee, meeting of the departmental teachers is held to keep track of the progress of curriculum delivery. Field tours are organized by some departments to ensure effective implementation of the prescribed curriculum. Post-graduate students in Bengali are specially trained to handle assignments, open-house seminars and dissertation to prepare themselves for academic research in future. Interactive sessions with students are held to identify problem areas. Special care is taken to address the problems of slow learners, advanced learners and first generation learners. Promotion of a positive work culture, adherence to institutional vision, staff development seminars, supervision and review through departmental meetings, and Principal's meetings with the Department are some of the structured ways which aid in effective curriculum delivery. The CBCS pattern involves Continuous and Comprehensive Evaluation (CCE), which help documentation of academic progress and lacunae. Teachings plans are modified, if necessary (as during the Covid-induced lockdown), wherein the mode of delivery of lectures also changed from offline to online). During the lock-down period, teachers have continued the mentoring process through different online modes such as Google Meet, Google Classroom,

Team Link, Zoom Cloud, Messages, Phone Calls etc. Student satisfaction survey is conducted by IQAC to improve the teaching-learning process of each department.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NA	NA

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	SEM 5	01/07/2019
BCom	SEM 5	01/07/2019
BSc	SEM 5	01/07/2019
BA	SEM 6	01/01/2020
BSc	SEM 6	01/01/2020
BCom	SEM 6	01/01/2020

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

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	0
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#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	13
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No

Alumni	No
Parents	No

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

#### Feedback Obtained

Feedback on the teaching-learning process is received from students as Students Satisfaction Survey and Overall feedback form based on structured questionnaire framed and approved by the IQAC of the college. The feedback process from 2019-2020 is completely online. The feedback received is analysed by the members assigned for the purpose. A confidential body is formed for analysing and preparing reports on the basis of the feedback received from different stakeholders of the college. Once the analysis is obtained, it is usually discussed in the next meeting of the IQAC and the loopholes and weaknesses are identified. The Principal is informed of these who then intimate the outcome of feedback received among the members of the Academic Sub-committee and decisions necessary to improve the aspects lagging behind for the overall improvement of the standard of education is taken for its implementation in the next academic session. The Principal also holds meeting with the members of the non-teaching staff to discuss the suggestions and comments received regarding functioning of college office or library.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA Hons	1981	13767	1405
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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	4803	58	55	0	6

### 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
112	88	22	2	9	7
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Mentoring is a supportive relationship that inspires young minds to bloom to their full potential. Students tend to feel awkward to seek professional help for their concerns either due to inhibitions or are simply confused as to whom to approach. In such situations it is important that students approach one with whom they are familiar – a teacher who can guide them on the right path and help them address their challenges in a more effective way. With this principle the departments individually organize orientation sessions on the class commencement day for students of first semesters and explain the designing and implementation of the mentoring system of the department. In the mentoring process, all necessary information related to the student, such as the contact number, email of the student, category, gender etc are initially collected by the department through the student database. Departments maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. Departmental teachers maintain interaction with students both through individual meetings and social networking sites or apps. The biggest challenge of the mentoring system is to decrease the dropout rates of the college due to shifting of students from general courses to technical and medical courses at the beginning of each academic session. Mentoring of students is conducted by the respective departments of the institution. Mentoring of students is based on the objectives: • To increase the teacher student contact hours • To identify and address the problems faced by slow learners and first-generation learners • To encourage advanced learners • To decrease the student dropout rates • To prepare students for the competitive world every year.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4803	55	1:87

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
77	55	22	11	33

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NA
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BAH	SEM 6/part III	13/10/2020	29/10/2020
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to the University of Burdwan and follows its curricula and Examination guidelines. CBCS curricula require Internal Assessment examinations designed by the Board of Studies of different disciplines. The college has been consistently designing its teaching methodology to cater to the new curricula and examination process. Short class

tests are conducted to make students aware of the new semester examination modules. Students are continuously assessed through group discussions, power point presentations, debate competition, dissertations, short-term field tours and report preparation, assignments etc. In this way a student is being prepared and inducted to face the rigours of the semester system of study and to excel at the University level.

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

During the beginning of every academic year, the affiliating University forwards an Academic calendar to its affiliated colleges. Keeping in line with this calendar, the college prepares a calendar which includes college specific activities. The academic calendar contains the yearly schedule of the college mentioning the teaching days, the list of holidays (national level, state level, local and institutional holidays), tentative schedule of the college examinations and other forms of evaluation such as Internal Assessment, Tutorial etc. The academic calendar proves to be a useful document which contains all the important dates to guide the teachers, staffs and students.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.netajimahavidyalaya.ac.in/naacdocs/PSO2018-19.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BAH	BA	Honors	482	472	97.93
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.netajimahavidyalaya.ac.in/naacdocs/SSS-2019-20.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NA	0	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Winner in High Jump	Shampa Singh	WB Govt	15/01/2020	High Jump
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## 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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## 3.3 – Research Publications and Awards

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

## 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Botany	1	0
<a href="#">View Uploaded File</a>			

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

Department	Number of Publication
BBA	1
<a href="#">View Uploaded File</a>	

## 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A Survey on Digital Rights Management in Distance Education	Ajit Kumar Singh	International Journal of Computer Sciences and Engineering, Vol 7 2019	2019	0	YES	0
<a href="#">View Uploaded File</a>						

## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	0	0	NA
No file uploaded.						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	1	0	0
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## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Digital Class/E education (Every week we conduct NCC theoretical class through digital platform)	NCC	2	180
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### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NA	0
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### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
LALANA Project	Govt of West Bengal In Collaboration with Netaji Mahavidyalaya Arambagh	A Menstrual Hygiene Awareness Campaign Program	10	425
<a href="#">View File</a>				

## 3.5 – Collaborations

### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NA	NA	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
100.19	100.19

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL (Software of University Library)	Partially	3.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46084	1266962	525	17654	46609	1284616
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
NIL	NA	NA	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	142	86	80	6	6	12	21	80	17
Added	10	6	10	0	0	4	0	70	0
Total	152	92	90	6	6	16	21	150	17

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

80 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="https://www.netajimahavidyalaya.ac.in/">https://www.netajimahavidyalaya.ac.in/</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	2636170	0	2595186

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

<p>Infrastructure maintenance and development is a continuous process and hence, provisions are made for it every academic year. A well-structured system is in place to ensure proper maintenance of physical, academic and support facilities. The policy that all equipment in the College needs to be in working condition, else repaired or replaced through offers taken up governs maintenance of facilities and equipment. Renewal of all contracts is the responsibility of the Accounts Office and supervision over maintenance of these facilities is taken care of by the various sub-committees. There are different committees to analyse the necessity of different amenities in the library, laboratory, sports, classrooms and also to monitor the maintenance of the infrastructure and advise the Principal on matters relating to its augmentation. For all new constructions and renovations of the existing portions, the building committee of the college take initiatives to prepare plan and estimate, get it vetted and apply for fund from the competent authorities or from college fund, calls e-tender for implementation of the project.</p>
<a href="https://www.netajimahavidyalaya.ac.in/facilities/">https://www.netajimahavidyalaya.ac.in/facilities/</a>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Not allocable	0	0
Financial Support from Other Sources			
a) National	1. Schedule Caste	641	3333200
b) International	NA	0	0
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Workshop on "Industry Linked Interview Skills for Multi Industry Job Interview"	06/07/2019	70	TCS
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	TCS-YEP	221	221	37	29
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#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	15

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCS	221	29	NA	0	6
<a href="#">View File</a>					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.Sc	Botany	The University of Burdwan	M.Sc
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	10
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Teachers Day	Institutional	3200
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Inter collegiate Handball Tournament (Men) : Runners -Up (2nd Position)	National	1	Nill	NA	Team
<a href="#">View File</a>						

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

The Student Union (Council) plays a constructive role in the general activities and the overall development of the college. The College administration enjoys a healthy relationship with the Student Union (Council). The Students' Union (Council) successfully organises cultural programmes like Fresher's welcome and the Annual Social and the annual College Sports in close collaboration with the College administration and faculty members. Student Council helps the cultural sub-committee to organise the annual cultural competition and different cultural programmes to observe important days such as "Netaji's birthday", "Republic Day", "Rabindra Jayanti", "Independence Day" etc. in the college campus. "Basantotsav" and "Sharadotsav" are celebrated in the college by Students' council to cultivate the sense of respect for our Indian culture and tradition. Participation of students in the students' council helps in the development of their organizational skills. Students' council puts forward its suggestions and different issues related to the academic and administrative affairs of the college to the Head of the institution and to the IQAC. Problems

faced by students are sometimes communicated to the college authority through representatives of the students' council.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

82

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NA

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The authorities of this college believe in autonomy of the different units, hence emphasis is given to the various levels of organization, working in collaboration, for the smooth running of the institution. The Governing Body, comprising the President, the Secretary (the Principal), Government and University nominees, teaching, non-teaching representatives, functions as the overall policy-maker of the institution, implementing rules for governance, framing policies and steering the institution towards a better future. In order to ensure a decentralized governance system, the institution provides an operational autonomy to various functionaries.

1. Functioning of Principal: Principal is the member secretary of the Governing Body and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees/sub-committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the Governing Body, the IQAC and the Teachers' Council.

2. Functioning of Faculty members: Faculty members are given representation in the Governing body, in the IQAC, in various committees/sub-committees nominated by the Teachers council and other Academic and administrative sub-committees. To ensure a uniform exposure of duties for academic and professional development of faculty members the composition of these committees is changed at distinct interval. Presently, the institution has the following sub-committees: Finance Sub-committee, Building Sub-committee, Academic Sub-committee, Admission Routine Sub-committee, Purchase Sub-committee, Library Sub-committee, Laboratory Sub-committee, UGC and Seminar Sub-committee, Examination Sub-committee, Provident Fund Sub-committee, Service Book Sub-committee, Sports Games Sub-committee, Placement Promotion Sub-committee, Career Counselling Cell, Income Tax Sub-committee, Grievance Redressal Cell, Cultural Sub-committee, Student Election Council, NSS Sub-committee, NCC Sub-committee, Anti Ragging committee etc.

3. Functioning of Student: At the students' level, a Students' Union/Council is formed every year through ballots and voting by the students, but since the last two years, this has not been done as per the instruction of the Higher Educational Department, Govt. of W.B. However, a few students have been nominated into various committee to assist the administration in different students' activities. Students are empowered to play important role in different co-curricular and

extension activities. Functioning of different secretaries of students' council further reinforces decentralization. 4. Functioning of Nonteaching staff: Nonteaching staff are represented in the governing body and the IQAC. Suggestions of nonteaching staff are considered while framing policies or taking important decisions. Participative management: The institution promotes the culture of participative management at the strategic level, functional level and operational level.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college is affiliated to the University of Burdwan and follows its curricula and examination guidelines. Curriculum designing and development is decided by the affiliating University. Principal and Faculty members interact with the University through the different workshops and meetings of Board of Studies and provide their views related to curriculum development.
Teaching and Learning	The College constantly tries to improve the quality of education imparted and the number of teaching days. The faculties in this college generally use the traditional "chalk and talk" method but, with the development of technology, the focus has shifted to the use of ICT induced programmes in terms of power point presentations, film clippings and audio-visual aids, to make the knowledge transfer attractive and effective. A number of Extension and Special lectures have been arranged by various departments throughout the year, to expose the students to the reality and developments in the outer world. The students were trained to participate in the Youth Parliament and inter-college competitions. Field trips and excursions have been organized by departments like Zoology, Botany, Environmental Science, Geography, History Bengali to different parts of India. Central library and departmental seminar libraries were enriched.
Examination and Evaluation	The college is affiliated to the University of Burdwan and follows its curricula and Examination guidelines. CBCS curricula require Internal Assessment examinations designed by the

	<p>Board of Studies of different disciplines. Semester examinations are conducted by the affiliating University and the internal assessment of students is conducted by the College in accordance with the University guidelines. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates etc are conducted by departments to evaluate the students from time to time.</p>
Research and Development	<p>The college has a Research Sub-committee which motivates members of faculty either to undertake sponsored Major/Minor Projects or to carry out Research works leading to Ph.D. degree or post-doctoral works. Also it regularly contributes to inflibnet-N-List. Thirdly, research is promoted through the annual publication of a UGC approved multidisciplinary refereed journal named FOCUS.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library, ICT and the infrastructure of the college are upgraded periodically, based on the recommendations of the respective sub-committees. The library has joined the NLIST programme (conducted by INFLIBNET) since 2014. E-journals and e books can be availed by this programme. The Library also offers intra-OPAC (On-line Public Access Catalogue) along with the traditional library catalogue, Browsing and Photocopying facilities for its teachers and students. The college library is partially automated with SOUL (Software for University Library)</p>
Human Resource Management	<p>The institution provides immense support to its students and staff to avail of various academic facilities to improve the overall standard of the college. Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience. College provides duty leave to the teachers for attending seminars, symposia, workshops, presenting paper, delivering invited lectures and study leave for carrying out pre-doctoral and post-doctoral research. The College has a well maintained leave record system for the teaching and nonteaching staff. The non-teaching staff have well assigned job specifications and are regularly monitored. The college</p>

	releases the faculty for attending RC, OP, Summer course, Winter course, Short term Course as well as for attending and presenting papers in different National /international seminars, workshop organized by other institution. Different subcommittees are nominated by the Teachers' Council to ensure academic and administrative experience of faculty members.
Industry Interaction / Collaboration	<p>The institution does not have any direct interaction or collaboration with industries. However, Educational/ Industrial visits are undertaken in many Lab-based subjects every year.</p> <p>Also some faculty members have collaborated with national and international eminent academicians and researchers and published research papers in the current year.</p>
Admission of Students	<p>In the session 2019-20, the entire admission was done on-line, as directed by the Higher Education Council, Government of W.B and the University of Burdwan. Admission of students to the different courses of study was done on the basis of notifications sent by the affiliating University in this regard. The number of seats in the Honours and General Streams was fixed by the affiliating University. Submission of forms for admission and publication of merit lists were made on line. Documents were physically scrutinized by the faculties of the respective departments. Adherence to the reservation policy of seats for different reserved categories like S.C, S.T, P.H and O.B.C candidates in the admission process was thoroughly maintained by the college.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>At the academic front, plans are being devised to increase the usage of technology to make class-room teaching and learning more productive and fruitful. At the office level, efforts have been taken to make every segment computerized, so as to have all data relating to students, teachers and non-teaching staff updated and digitized. Wide Area Network (WAN) installed in the College office is providing an efficient, high speed, wide intranet with secure internet accessibility.</p>

Administration	<p>All-important notices and updates are communicated to the students, teachers and non-teaching staff members, through the college website. The SMS gateway is used extensively to provide relevant information to the students. The electronic display board at the college premises displays relevant information to the students during college working hours. E- tendering is followed as per the guidelines of the Government in cases of purchase of commodities and construction, renovation of buildings. The Principal and other faculties use e-mails for various purposes in regard to administration.</p>
Finance and Accounts	<p>Computerization of the preparation of monthly salary bills using software package 'COSA' (Computerization of Salary Accounting) has been implemented at our college a few years back. In the year 2012, an up gradation of this software has also been done. WBIFMS (West Bengal Integrated Finance Management System) is a web portal of the Government of West Bengal for the real time management, monitoring and control of all fund allocations and financial transactions in different government departments. From 2013-14, we are using e-Pradan (e-Payment) module of IFMS for different payment transactions using DDOs DSC (Digital Signature Certificate). Salary bills are submitted to the treasury through IFMS software. Salary of faculty members and staff is transferred directly to the bank account. Receipt of admission fees of students is completely online. E-tender is notified as per the government's existing guidelines for purchase of items.</p>
Student Admission and Support	<p>Applications for admission to different courses are submitted through the online admission portal. Merit list is prepared and uploaded by fully computerized system. The entire process of admission is done on-line, from the submission of application forms, to the payment of admission fees through 'Office Management admission software CAMS 3.0'. The e-mail ids of members of important committees like the Anti Ragging Committee, Internal Complaints Committee are made available to the website for the students.</p>

<b>Examination</b>	<p>All the notices regarding examination are displayed on the college website so that they can be accessed by students at anytime from anywhere. Admit cards are downloaded by the examinees from the University of Burdwan website for year-end / semester end examination. The process of evaluation of answer scripts is manual, but the system of uploading marks on the prescribed portals is in accordance with the format set by the University of Burdwan.</p>
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### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Non-teaching orientation programme	Training on Kanyashree and Shiksharee	02/12/2019	02/12/2019	Nil	6
2020	Non-teaching orientation programme	Training on Basic Computer Skills	07/05/2020	07/05/2020	4	14
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Effective Quality Research writing, Dept.	1	07/06/2020	13/06/2020	7

#### 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
55	55	29	29

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Co-operative Credit Society, • Group Savings linked Insurance Scheme (GSLI), • Janata Policy • Gratuity and Pension Scheme of Government of West Bengal after retirement • Child Care Leave and maternity leave for female teachers • Advance salary without interest for newly appointed full-time teachers • Gymnasium facility for teachers • Sick Room facility for employees • Stress management through different recreational programmes such as Basantotsav, Sharadotsav, observing Saraswati Puja, Cultural Programs, Teachers Day, Annual Social etc</li> </ul>	<ul style="list-style-type: none"> <li>• Co-operative Credit Society, • Bonus for non-teaching casual staff • Advance salary without interest for newly appointed non-teaching staff • Festival advance for non-teaching staff • Gymnasium facility for non-teaching staff • Sick Room facility for employees • Stress management through different recreational programmes such as Basantotsav, Sharadotsav, observing Saraswati Puja, Cultural Programs, Teachers Day, Annual Social etc</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships, • Student health home, • Tuition as well as Bus fare concession, • Gymnasium • Boys' Hostel and Girls' Hostel are provided for students coming from distant places including other states • Stress management through different recreational programmes such as Basantotsav, Sharadotsav, observing Saraswati Puja, Cultural Programs, Teachers Day, Annual Social, Annual Sports and Games Meet etc</li> </ul>

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution conducts Internal Audits of all internally managed accounts of every financial transaction at the end of every financial year. All grants from agencies such as UGC, DBT, DST, RUSA face audit and inspection by External Auditors. Government audit is conducted by appointed auditors as and when the Higher Education Department fixes the schedule.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0
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#### 6.4.3 – Total corpus fund generated

**6.5 – Internal Quality Assurance System****6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	The Audit Committee, The University of Burdwan	Yes	IQAC
Administrative	Yes	The Audit Committee, The University of Burdwan	No	NA

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

1. The College holds regular interactive parent-teacher-ward meets after internal terminal examinations to discuss areas of concern and collectively resolve the arising problems. 2. Meeting with parents is also done by the teachers of some departments who have educational tour in their curriculum. 3. Meeting with parents of students participating in different cultural and sports competitions are also done at times.

**6.5.3 – Development programmes for support staff (at least three)**

1) Orientation programmes are conducted for the support staff. Some teachers of concerned departments give the training for regular computer-oriented jobs for regular official and online activities 2) They are given training on soft skill development. 3) They are also trained on firefighting measures.

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

ICT should be increased in teaching learning process: 1. All arts departments have been provided with new computers and printers to increase the use of ICT enabled teaching and learning. Two new ICT enabled classrooms have been added to make teaching learning process attractive and more effective. 2. Faculties should be encouraged to carry out research work: Two teachers are working on minor research projects and publishing in UGC enlisted journals. 3. Faculty should be encouraged to undertake F.I.P. In the current academic session 6 faculty members have participated in different faculty improvement programmes. 4. Introduction of new courses: Certificate course in Yoga introduced in the previous year is continuing.

**6.5.5 – Internal Quality Assurance System Details**

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

**6.5.6 – Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Submission of Instituti	26/08/2019	07/03/2020	07/03/2020	6

	onal data to AISHE (2019-20)				
2019	Participat ion in NIRF-2020	22/11/2019	29/11/2019	29/11/2019	5
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Debate competition on Women Empowerment ("Vidyasagar Narimuiktir je swapno dekhechhilen ta aaj o Adhara")	23/12/2019	23/12/2019	8	14
Poster competition on Women Rights ("Narike Apon bhagyo joy koribar keno nahi dibe adhikar?")	24/12/2019	24/12/2019	3	5
Class to class interactive awareness session	01/07/2019	30/06/2020	964	944

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The college has replaced all the old bulbs and tube lights having electronic chokes with L.E.D lights to save energy. Outside every class room a MCV power switch is installed and the students are also directed to switch off the main power switches installed outside the class rooms when not in use. As an alternative/renewable energy source, the college has installed a composite solar power cell panel on the roof of the UGC building in the year 2018 from which the college is harvesting an average of 932 kWh/ month of electricity during the year 2019-2020. Power requirement met by renewable energy sources - 932 kWh/ month Total power requirement of the college - 6066 kWh/month Renewable energy generated and supplied to the grid/used - 932 kWh/ month Percentage of energy requirement of the college met from renewable source: 15.36</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	No	0
Rest Rooms	Yes	3
Scribes for examination	Yes	2
Special skill development for differently abled students	No	0
Any other similar facility	Yes	3

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	02/09/2019	1	Van Mahotsab	Planting trees at riverside area near college hostel	80
<a href="#">View File</a>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA	Nil	NIL

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day	15/08/2020	15/08/2020	355
Rally on Netaji's Birthday	23/01/2020	23/01/2020	578
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>1. Plantation of trees around the college campus. 2. Conversion of Bio-degradable waste to compost which is subsequently used in the college gardens. 3. Rain water harvesting. 4. Creation of plastic carry bag free zone. 5. Maintaining the campus as tobacco free zone. 6. Declaration of silence zone. 7. Solar cell panel has been set up for campus lighting. 8. The campus uses LED Lighting to reduce electricity consumption. 9. Campus cleaning campaign by NSS</p>
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unit of the college.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Free Studentship for students getting First Class in the First year of the University Examination conducted by the affiliating University. Practice in Yoga by the supervision of the department of Physical Education of this college. Unique Energy and Space Saving Measures. Clean and tobacco free college campus. Organising Annual tree plantation and blood donation camps.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.netajimahavidyalaya.ac.in/facilities/students-support-servicefacilities/>

## 7.3 – Institutional Distinctiveness

### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

This college is one of the oldest educational institutions in South Hooghly area, and at the same time it is also one of the most modern and technically updated one. This integration between tradition and modernity is the distinctive feature that sets the college apart from other institutions. The college aspires to become an institution known for 1. Providing quality education with a minimal fee structure 2. Effective conjunction between teaching and research 3. Promoting academic, physical, moral and cultural development of students. 4. Preparing students for the competitive world 5. Academic and professional development of teachers and staff. Many girl students of this college hailing from ST community come from as long as 150km away to get enrolled in the Dept. of Santhali to pursue Honours course of the same subject as the first-generation learners. They are provided food and lodging in the ST girls Hostel of the college at free of cost. They are also provided some land adjacent to the said hostel where they produce different types of crops with their experience of cultivation back home where they used to help their parents in the same. The college also tries to develop their skill in sports and games in different ways. Most notably, special training is given to them along with the SC students under Affirmative Action Program of TCS. It not only ensures their employability in future but also their mixing with the students of the general category, the kind of cohesion which is rarely found in the general classes. Their performance in their specific culture is also encouraged on different occasions. In a word, the college tries in every possible way to develop their academic, cultural development as well as the development in sports and games which creates job opportunities for them in the days ahead. It endeavours in that way to integrate them with the mainstream of the society, which is in keeping with the vision of the college related to the issue of gender equity side by side with the socio-economic mobilization of the so far neglected section of society.

Provide the weblink of the institution

<https://www.netajimahavidyalaya.ac.in/>

## 8.Future Plans of Actions for Next Academic Year

1. Introduction of advance course in Physical Education (B.P.Ed) at sports complex. 2. Establishment of PG courses and shifting of open university study centres at Platinum Jubilee Building of second campus. 3. Expansion of the capacity of solar grid project. 4. Extension of existing Rain Water Harvesting system throughout the other buildings of the college.

