



## **YEARLY STATUS REPORT - 2022-2023**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Netaji Mahavidyalaya</b>
• Name of the Head of the institution	<b>Dr. Asim Kumar De</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03211255012</b>	
• Mobile No:	<b>9434122585</b>	
• Registered e-mail	<b>netajimahavidyalaya@rediffmail.com</b>	
• Alternate e-mail	<b>netajimahavidyalaya@gmail.com</b>	
• Address	<b>Ward No 18, PO: Arambagh</b>	
• City/Town	<b>Arambagh</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>712601</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Urban</b>	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	The University of Burdwan				
• Name of the IQAC Coordinator	Dr. Avijit Mukherjee				
• Phone No.	9434313601				
• Alternate phone No.	7908475337				
• Mobile	9434313601				
• IQAC e-mail address	iqacnetajimahavidyalaya@gmail.com				
• Alternate e-mail address	netajimahavidyalaya@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://www.netajimahavidyalaya.ac.in/wp-content/uploads/2024/02/AQAR-21-22.pdf">https://www.netajimahavidyalaya.ac.in/wp-content/uploads/2024/02/AQAR-21-22.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.netajimahavidyalaya.ac.in/wp-content/uploads/2024/02/BU-academic-calendar-2022-23.pdf">https://www.netajimahavidyalaya.ac.in/wp-content/uploads/2024/02/BU-academic-calendar-2022-23.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81.30	2007	31/03/2007	29/02/2012
Cycle 2	B	2.73	2015	13/05/2015	12/05/2020
6.Date of Establishment of IQAC			29/05/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	NA	State Govt	2022	115243224	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Preparation of Academic, Administrative, and Green Audit Report.	
Strengthening of ICT facilities by the installation of several wi-fi devices accessible to different departments.	
Organized various Awareness Programs and commencement of Add-on courses by several departments.	
To promote the employability of student's placement cell & initiatives to create awareness about career opportunities.	
Preparation of reports for AISHE, NIRF & NAAC.	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
Introducing the course module at the onset of the academic year	Respective departmental teachers, discuss among themselves which portions of the subject should be taught individually. Classes are conducted by the established routine, which satisfies the students' needs.
Strengthening of ICT	In addition to conducting a large number of classes in virtual classrooms, several computers have been repaired by the College to strengthen up ICT facility.
Feedback Analysis	Feedback received from primary stakeholder i.e. our students. IQAC has analyzed the feedback and prepared an action taken report accordingly. The IQAC further resolved that the action taken report will be placed at the Governing Body Meeting through the Vice Principal.
CAS of teachers	CAS of the teachers is processed and sent to the DPI, WB.
Proposal for Finance /Academic/ Green Audit	Academic and Administrative audits along with Green Audit are successfully completed by the University nominated peer review and audit team under the aegis of the IQAC Netaji Mahavidyalaya for the year 2022-23..
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022-23	28/02/2024

**15. Multidisciplinary / interdisciplinary**

A comprehensive and diversified curriculum that has the potential to transform both the learning environment and the learning process for students in higher education is being introduced under the New Education Policy, 2020, along with structural reforms. By giving students the freedom to select from a wide range of courses and programs that the university offers, it seeks to support their overall academic development.

Netaji Mahavidyalaya adheres to the curriculum of its parent university, The University of Burdwan, with whom it is affiliated to. The latter's CBCS curricula provide plenty of opportunities for liberty in academia through an interdisciplinary approach. It provides five-course categories at the undergraduate level—Core Courses, Discipline Specific Electives, Generic Electives, Ability Enhancement Compulsory Courses, and Skills Enhancement Courses—that maintain a balance between the theoretical and practical components of learning. Considering that, Netaji Mahavidyalaya provides 25 UG programs with a variety of course combinations, enabling students to make their selections based on aptitude and preference. In addition, through its NSS and NCC units, our institution engages in social outreach initiatives to promote value education and plans a variety of extension events to introduce students to social issues.

The objective of community engagement and service projects is to help students develop holistically. At these levels, CBCS curricula incorporate cross-cutting concepts related to gender, environment, sustainability, human values, and professional ethics. Our state will implement the NEP system beginning with the academic year 2023-2024.

**16. Academic bank of credits (ABC):**

One of the innovative features of the new National Education Policy 2020 (NEP 2020) is the introduction of the idea of the Academic Bank of Credit (ABC). By offering numerous access and exit points

regarding different academic programs, ABC will be beneficial to students enrolled in undergraduate and postgraduate degree programs. Students can obtain credits through the ABC. The goal of this program is to increase the gross enrolment ratio (GER) and improve qualification. The institution will follow the rules set forth by the state's Higher Education Department and the University it is affiliated to. To enable dropout and financially underprivileged learners to complete their degrees, this institution consistently supports and facilitates their registration for examinations as well as subsidises the college tuition fees and hostel accommodation charges. Therefore, ABC can be implemented to give students various entry-exit points in higher education, thereby reducing dropout rates and preparing them for a multidisciplinary approach to learning. In the very first phase of registering students in digilocker portal, Netaji Mahavidyalaya has taken initiatives and asked students to create their ABC ID. Netaji Mahavidyalaya has created one "National Academic Depository Cell" with a Nodal person to help students create their ABC id and tell them the importance of digilocker account.

#### **17.Skill development:**

The Netaji Mahavidyalaya has implemented several initiatives to enhance the learners' abilities. The main objective of teaching is to acquire the necessary abilities for effectively conveying human and societal values to students in a variety of platforms. In addition to these extracurricular student-centered initiatives, a concerted effort is made inside the syllabus framework to teach and instill value-based education in the students. The students are reared with adequate ICT skill so that they can apply that in future where and when it is needed. Subjects in the social science group, such as political science, philosophy, history, etc., are involved in imparting teachings related to constitutional values, ethics, citizenship rights, tradition, etc. Literature subjects, such as Bengali, English, Sanskrit, etc., are directly related to imparting teachings related to human values and human ethics. Courses like Physical and Life science etc. aid in the development of students' strong scientific aptitude. In the final analysis, all of these student-centered initiatives result in the learners' holistic skill development, which opens the door to employability in all industries and job markets.

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

Primarily in an ethnically diverse and multicultural country such as India, education requires the implementation of well-thought-out

curricula that incorporate teaching-learning techniques in Indian values, cultures, etc. It demands that suitable steps be taken to promote a feeling of national integration and that nurturing this idea requires sensitivity to cultural and linguistic variety. In this regard, Netaji Mahavidyalaya serves the needs of many students from a variety of socio-ethnic and religious backgrounds and creates an inclusive atmosphere that encourages harmony and a sense of community. Netaji Mahavidyalaya, which is affiliated to The University of Burdwan, adheres to the curriculum designed by its parent institution. The CBCS curricula (implemented in 2017), provide a variety of courses that guarantee the strategic integration of the Indian knowledge system, giving abundant opportunity for an interdisciplinary approach to education. The CBCS programs are appropriately designed to instill in students a sense of professional ethics and human values. Students are encouraged to engage in a range of educational, co-curricular, and awareness-raising activities both on and off campus. Multiple departments also organize study tours that help students get to know the diverse range of Indian society. The efforts of the college authority indicate how ready we are as an institution to integrate the Indian knowledge system within the framework of NEP, 2020.

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

The National Education Policy intends to establish an outcome-based education system in which educational institutions are required to provide innovative, skill-based curricula. Regarding this, Netaji Mahavidyalaya, a part of the CBCS, is adhering to academic programs that offer a crucial framework for imparting a deeper understanding of the disciplines as well as an interdisciplinary and comprehensive approach to learning. The college evaluates the improvement of the student's knowledge, abilities, research aptitude, and conceptions of the courses presented through frequent evaluations and student feedback. The three-year B.Sc., B.A., and B.Com. degree programs are designed such that knowledge development and the development of analytical and comprehensive abilities can be used to measure the desired results. Students receive instruction in developing the ability to synthesize and assess ideas and concepts to provide them with a knowledge of the world's normative and empirical attributes. The NSS and NCC units regularly carry out campaigns, fieldwork, and awareness programs for the benefit of society in addition to their normal courses. The various cultural programs, the study of indigenous languages, environmental projects, and educational excursions aid in educating students about the value of protecting our nation's natural resources. The institution prepares its students to accept an inclusive, outcome-based educational system in

addition to assisting in the creation of a democratic campus with responsible citizens for the future

## 20.Distance education/online education:

Since 2019, the nation's educational institutions have used digital platforms to create interesting lessons, conduct meetings and conferences, and more. Putting away the drawbacks of face-to-face instruction, online learning has removed obstacles based on distance, enabling professionals and students to communicate. The adoption of hybrid learning, which combines online and offline materials, has been made possible by the opening of educational institutions following the epidemic. This can be viewed as the new normal, as the National Education Policy 2020 also envisions it.

## Extended Profile

### 1.Programme

1.1

25

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1

5071

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

1285

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

1330

Number of outgoing/ final year students during the year



File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	109
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year	63
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	101
4.2 Total expenditure excluding salary during the year (INR in lakhs)	109.59990
4.3 Total number of computers on campus for academic purposes	145

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

- The organization is dedicated to a network of devoted committees that are guided by teacher coordinators and conveners. These committees organize programs that support

curriculum enrichment.

2. For the current academic year, the college is offering CBCS and NEP. Numerous committees are working to facilitate the implementation of the NEP.
3. To make sure that committees and departments operate effectively, the officiating principal interacts with conveners/committees, administration, and other departments.
4. The curriculum instruction is divided among teachers before the start of the semester using an appropriate workload distribution method inside the institution.
5. The college conducts orientation programs for students to guide them about the available Library and Computer lab resources and instruct them about the mechanism of different programs.
6. The college offers orientation programs to new students that assist them know about the resources available in the library and computer lab, as well as how various programs work.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.netajimahavidyalaya.ac.in/academics/courses/">https://www.netajimahavidyalaya.ac.in/academics/courses/</a>

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

The Academic Calendar is created by the University of Burdwan before the start of each academic session. The academic calendar includes tentative dates for internal exams as well as other events like sports tournaments cultural contests, and commemorations of important national holidays. The academic calendar also includes the probable dates for the final university exams for the semester. The academic calendar is displayed on Netaji Mahavidyalaya website for easy access to all the stakeholders of the college.

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

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

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

## 1.2 - Academic Flexibility

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

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

25

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

for year: (As per Data Template)

12

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

153

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

153

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The institution prescribes the syllabi issued by Burdwan University. The curricula adopt an inclusive approach in which various courses provided by several departments address topics of Professional Ethics, Gender, Human Values, Environment, and Sustainability.

Except technical topics like grammar, prosody, and rhetoric, language courses include gender analysis in their teaching of the subject.

The fundamental understanding of the social science subjects—particularly Economics, Geography, and History—comes from an awareness of gender and environment. There are numerous portions of the syllabi for both the social science and language courses that emphasize human values and their proactive role in contributing to

the development of civilization.

While teaching students about the fundamentals of our natural existence, chemistry, and physics make references to the environment and human values.

The life sciences courses give students the knowledge necessary to comprehend the intricacies of the environment and the necessity of sustainable development. These topics include the study of ecology and biology.

Students studying accounting are implicitly taught professional ethics through their curricula. Additionally, all students are required to participate in Environmental Studies, a program that emphasizes sustainability and the environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

5

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.netajimahavidyalaya.ac.in/naacdocs/SSS-2022-23.pdf">https://www.netajimahavidyalaya.ac.in/naacdocs/SSS-2022-23.pdf</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year****2972**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year****1049**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

Students who enroll at Netaji Mahavidyalaya have their learning levels evaluated at the start of each semester. The students come from a variety of socioeconomic backgrounds and Boards/Councils. A significant portion of the student community is first-generation because the college's surrounding communities are predominantly rural. Assessment procedures are based on midterm assessments, performance in laboratory practical sessions (for science students), and performance in class. Within a month of the session starting, the department professors are aware of the student's strengths and constraints.

The following details the specific programs that the college offers for slow learners and advanced learners.

The departments conduct regular class tests.

Special classes for the slow learners are arranged. Study materials are also provided by the teachers.

All students are allowed to borrow books from the departmental library.

Advanced learners are encouraged to read additional reference books and e-books in addition to the textbooks.

Advanced learners are encouraged to participate in various seminars, webinars, and workshops so that they can listen to talks from the resource persons and enhance their knowledge. They are also encouraged to participate in various academic events like Science Fairs/ Essay competitions/quizzes

competitions organized by the college and other Institutions.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
5071	109

File Description	Documents
Any additional information	No File Uploaded

## 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

The College works hard and consistently to help its students reach their full potential, grow as leaders, and become innovators in the community. To impart the most recent abilities, information, attitudes, and values that appropriately shape students' character, faculties employ a variety of student-centered teaching strategies. Every department uses a variety of cutting-edge teaching techniques to help students develop their creativity and problem-solving abilities. Teachers use an experiential learning approach where students acquire abilities via independent practice. This institution's faculties arrange a range of learning experiences for their students, including study trips, fieldwork, student seminars,



and more, to help them develop the skills they need. Students were given access to mentor-mentee groups where they could discuss and get help on personal as well as professional difficulties.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

1. **ICT Tools:** Teachers use ICT tools including computers, interactive whiteboards, and several software. Institute premises are wifi enabled and there are six wifi connections and CCTV also available in the institution.
2. **Teaching Pedagogies:** Teachers also use PowerPoint Presentations.
3. **Computer labs, desktops, laptops, printers, projectors, LCDs, and microphones:** The College has one computer lab, 4 projectors in classrooms and two seminar rooms, 30 desktops, 5 printers, and photocopiers.
4. **College Website:** The Website Committee of the college maintains its website which is interactive and user-friendly.
5. **Online library resources:** The college library has IP access as well as remote access to e-resources of
6. **Overcoming challenges:** ICT facilities were upgraded.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.netajimahavidyalaya.ac.in/facilities/computer-facility/">https://www.netajimahavidyalaya.ac.in/facilities/computer-facility/</a>

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

#### 2.3.3.1 - Number of mentors

109

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

109

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

1283

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Netaji Mahavidyalaya, being a constituent college of Burdawn University, is bound by the University rules regarding Internal Assessment. In CBCS system, much importance is given to internal assessment. For every course paper of 6 credits, 15 marks are allotted for internal assessment. The performance of the students is continuously assessed each semester through class tests, viva voce etc. The college has an Examination subcommittee, which organizes the internal assessment of all the semesters. The question papers are prepared by individual faculty members teaching the same topic. The quality of question papers is checked and approved by the concerned authority. The evaluated answer scripts are shown to the students. A comparative evaluation of student's performance is carried out. Marks are also allotted for regular attendance of the students. If any student was absent during a class test for a medical/valid reason and applies with proper documents, a separate examination date is arranged for the absentee student.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college closely adheres to the university's examination policies. Burdwan University conducts the final exam at the end of

each semester. Grievances relating to internal examinations, if any, are handled with the highest discretion. Students can comprehend their errors as long as they have access to the answer scripts for the class tests. Students can ask the relevant examiners any questions they may have about the evaluation procedure. Seven to ten days before the exam, the notification with the internal exam's comprehensive schedule is posted on the college website. After the exam, the evaluation process is finished in 10-15 days. The internal assessment is finished before the final examination's form fill-up deadline. The college's Marks Capturing Cell uploads the results of the internal assessment to the college portal. Cross-checks are made on the entries. There aren't any significant complaints about internal assessments this year.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The Institute uses the following avenues to make the students and faculty members aware of the learning outcomes:

1. The anticipated learning outcomes for each subject in each course are specified in the course curriculum. The University Syllabus, which is accessible on the websites of the university and Institute, informs all parties involved of the same.
2. Interactive sessions with students like Orientation Programmes, and coordinators' addresses are utilized for informing students about the learning outcomes of their course/program.
3. In addition to the previously described methods, departmental meetings led by the Head of Department are held to inform faculty members of the anticipated learning outcomes. Through an orientation session, students are made aware of the course-specific outcomes.
4. To improve their ability to achieve learning objectives while

instructing students in the classroom, the college encourages teachers to participate in workshops, seminars, conferences, and FDPs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

1. The institution can assess the attainment of program outcomes and course outcomes by evaluating how well students apply the knowledge and skills gained from add-on certificate courses to their regular coursework. Students who complete these additional courses may demonstrate enhanced competency in specific areas, contributing to the achievement of certain course outcomes.
2. Feedback from students is a valuable source of information for assessing program and course outcomes. The institution can analyze feedback to identify areas of strength and improvement in the curriculum.
3. Academic institutions assess student application of learning through project work and fieldwork, evaluating the quality and applicability of the work through reports, presentations, or portfolios.
4. The institution's effectiveness in preparing students for advanced education can be judged by tracking higher studies, alumni readiness, and acceptance rates of former students in postgraduate programs, which are key indicators of program outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

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

1328

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://www.netajimahavidyalaya.ac.in/naacdocs/SSS-2022-23.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

43

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

Netaji Mahavidyalaya is developing and taking part in a range of outreach programs and extension activities to support the neighborhood and enlighten students about the needs of the community actively and aggressively. In addition to encouraging students to participate in social and community activities that improve their awareness, the Institute is committed to helping learners, teachers, and staff become responsible members of the community and to fostering the holistic development of students across all domains. The National Cadet Corps and National Service Scheme are efficiently managed by the college. The college carries out a range of extension initiatives through these units, including Cleanliness, Gender sensitization, Donation camps, Campaign - Hygiene and Environment Awareness, Plantation drives, Empowerment activities, etc.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

**NCC/ Red Cross/ YRC etc., during the year**

1155

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

08

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college's main campus housing the Administrative Building, Bijoy Modak (BM) Building, UGC Building, and Science Building, ensure the sufficiency of classrooms and laboratories for the smooth running of classes, examinations, and co-curricular activities. There are 101 classrooms, and seminar halls, out of which there are 2 smart classrooms. The institution has 1 auditorium, 2 Seminar Rooms, and 3 computer laboratories (two for Computer Science and one for Mathematics). There is a total of 14 science laboratories for the departments of Botany, Chemistry, Environmental Science, Plant Protection, Physics, Geography, and Zoology, Zoology Specimen room, and Herbarium in Botany. Presently, there are 145 computers, 9 rooms have ICT facilities with ceiling mount overhead LCD projectors out of which two are smart class rooms. The lush greenery, gardens, open spaces, and a huge playground, provide a congenial environment for academic pursuits. There is a separate sports complex on the bank of river Dwarakeshwar for indoor games and classes of physical education department. We have yoga centre for its inmates.

Netaji Mahavidyalaya maintains exclusive units

1. Manuscript and sculpture Museum in central library 2. Medicinal Plant Garden 3. Sky Watching Centre 4. Specimen Room in Zoology department 5. Herbarium of Botany Department

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.netajimahavidyalaya.ac.in/facilities/">https://www.netajimahavidyalaya.ac.in/facilities/</a>

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

The institution has the following Indoor-outdoor games facilities with provision for full Sports and necessary practice facilities for both boys and girls: (i) Volleyball (ii) Football (iii) Kho-Kho (iv) Athletics (v) Cricket (vi) Handball (VII) Carom (VIII). Badminton Gymnasium: The College also has a fully equipped Gymnasium with the

following equipment: 2 Bicycles, 20 Different Weights, 2 Weight Machines, and 3 Weight Lifting Bars. Apart from these, we also have a Treadmill, Wrist Curl, Twister, Leg Curl, Leg Extension Machine, Inclined Bench Press, Standing Abdomen, and 16-station gym. Annual Sports and Athletic Meet is held every year to promote the holistic development of the students. The best athletes in both boy's and girls' groups are awarded special prizes and concessions in their tuition fees. Students who perform well in sports are sent as participants to the Annual Inter-College and University Sports Meet. Spacious well well-equipped Common Rooms - in the College and the Hostel offer recreational facilities with indoor games.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.netajimahavidyalaya.ac.in/facilities/sports-outreach/">https://www.netajimahavidyalaya.ac.in/facilities/sports-outreach/</a>

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

9

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

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.netajimahavidyalaya.ac.in/facilities/computer-facility/">https://www.netajimahavidyalaya.ac.in/facilities/computer-facility/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

109.5999

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Library is fully automated, using SOUL-3.0 software. Through this software, students' data can be accessed. The library provides various services and facilities like student and staff membership entry, book database entry, book issue and return, student library card printing with barcode, books barcode printing, stock checking, viewing of the reports of book issue, etc. All library data is available through this software, and there is a special website for the college library, which is integrated with the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.netajimahavidyalaya.ac.in/about-library/">https://www.netajimahavidyalaya.ac.in/about-library/</a>

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

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

569.679

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

27

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

At present all Buildings in the Main Campus is a secure Wi-Fi Zone. The total number of nodes present in the College campus is 450 which includes 14 Wi-Fi access points with 50MBPS speed.

The College has updated its IT infrastructure facilities with time and need. There has been a significant change in this regard. Upgradation is carried out from time to time regularly with the introduction of software upgradation, and new technology. Anti-virus software is updated regularly for all computers. The college website is regularly maintained by Skill Hut, Kolkata. At present, the college has 140 desktop/laptop computers, 3 printers, 7 scanner cum printers, 3 scanners, 8-photocopiers & 13 projectors, 2-Thermal scanners, and 4 barcode readers. ALLIANCE BROADBAND line of 80 MBPS speed with unlimited data plan is set up. One separate ALLIANCE BROADBAND Connection has been provided to the College Library for

**Automation.** College installed Wireless Access Points for each floor of the all-academic and administrative building. The Wi-Fi is accessible for students also. 60 CCTV Cameras installed all over the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

145

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

109.5999

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Our Institution submits plans and proposals from time to time to the Government for approval and financial sanction. For maintaining Academic-Physical and Support-Facilities, the Annual Budget for the session is approved by the Governing-Body and Finance Committee. Governing-Body and other Respective-Committees allocate finite resources for the prioritized needs as per requisitions placed by the Head-of-Department and or the convenors of the respective committee. Purchase, E-Tender, and all Financial are done in accordance to Strict-Government-Rules. The library sub-committee headed by the Librarian proposes the purchase and maintenance of the library resources, departmental allotment of books, mode of purchase, and maintenance of the existing books based on the budgetary provisions or funds available which are subsequently approved by the Principal in consultation with the Departmental Heads and the concerned units/cells. The building committee looks after all the maintenance, repair, and construction works of the college building and Physical-Infrastructure including Water and Power supply. Supervisors/Architects are assigned by the college authority to verify the work done by the contractors. A Stock-Register of Components/Instruments is maintained by a lab attendant. Maintenance Multi-Gym, Sports-Equipment, and First Aid Box is maintained by the Physical Education Department regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.netajimahavidyalaya.ac.in/college-profile/administration/">https://www.netajimahavidyalaya.ac.in/college-profile/administration/</a>

## STUDENT SUPPORT AND PROGRESSION



## 5.1 - Student Support

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

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

4808

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

4808

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**D. 1 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

167

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

167

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**E. None of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

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

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

167

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

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

450

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

examinations) during the year

16

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

07

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

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

There haven't been any rules governing the implementation or formation of student councils in colleges for a long time. Instead, university and state government regulations supervise student council development at the college level. The student council ensures that students have a voice in decision-making processes by serving as a link between the student and the college administration. On the following academic and administrative bodies of the college, however, students actively participate as representatives.

IQAC - The college's IQAC committee consists of one student representative who attends all committee meetings and provides opinions and observations.

Additionally, they are essential in getting students interested in extracurricular activities planned at the college level. The student representatives help the Teachers in organizing the Cultural Competition, Sports, Saraswati Puja, Fresher's welcome, Annual Social etc.

The Saraswati Puja, Annual Social, and Freshers' Welcome are all coordinated by the Students' Union. It honors significant occasions including International Language Day, Teachers' Day, and Rabindra Jayanti. It hosts a variety of events.

It helps the Sports Committee organize intercollegiate football and cricket tournaments as well as annual sports.

Student representatives for NSS and NCC take part in executing outreach programs under NSS.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

7

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

We currently have an unregistered alumni association at our college, but it still participates in various college activities. To foster greater engagement, the association organizes occasional events for the alumni association that are both relevant and meaningful. We are currently in the process of registering our association and opening a bank account that will be used to receive all future donations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1 Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

To provide education for knowledge, wisdom, freedom, and enhancement

of capabilities" is the primary goal of the college. The college's vision and goal can be achieved through participative management and decision-making, supported by leadership and governance. "Education for All irrespective of caste, creed, religion, gender, and economic status" is the college's objective. It incorporates the values of social accountability, responsibility, and diversity. The college meets the demands of society in the areas of education, social services, culture, and economy. These innate values are taken into consideration while framing policies.

The college offers 24 undergraduate programs in different disciplines and one post-graduate program in Bengali. It is connected with the University of Burdawan. Courses like BBA and BCA that are self-financed or add-on are designed to accommodate students' wide range of interests.

The institution promotes experiential, interactive teaching methodology. With the introduction of NEP 2020, a new set of procedures is being implemented to provide students with real-world experience. Library facilities and counseling facilities, academic as well as personal issues continued seamlessly during the pandemic period and are continuing after the opening of institutions in offline mode. The college promotes holistic development through sports and extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

#### Decentralization in academic matters:

The Principal works by the management's recommendation given by the IQAC to improve teaching and learning.

Academic matters are discussed by the Teachers' Council, which is chaired by the Principal. The faculty member participates in various subcommittees.

The admissions process is supervised by the Academic Subcommittee and the Admission Committee.

The Routine Committee coordinates with each department to develop the schedule.

The Library Committee monitors the upkeep and facilities of the library.

The Sports Committee plans to conduct events every year.

**Decentralization in administrative matters:**

The Governing Body is the apex body for all approvals related to academic and administrative activities/ reforms.

Three elected faculty are Teachers' Representatives in the Governing Body. Faculty members act as Bursar, Coordinators of Post-Graduate Studies, and distance learning centers of Netaji Subhas Open University and IGNOU, and members of committees like- Finance, Development and Purchase, Anti-Ragging, Discipline, Student Advisory, Internal Complaints Committee against Sexual Harassment, Garden, Canteen etc.

**Decentralization in extra-curricular activities:**

Teachers' representation in committees like NCC, NSS, Placement, and Student Welfare Cultural Committee. Students and Non-teaching staff representation in IQAC, Governing Body, student affairs, sports, etc. Student office bearers conduct Annual Social, Saraswati Puja, blood donation camps etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC establishes the institutional plan of action for quality enhancement through a variety of events, infrastructure development, and other activities at the beginning of the academic year. An assessment is carried out at the end of the year to see how well the plan has been implemented.

**Academic Excellence:**



By encouraging student-centric teaching and implementing digital pedagogies in the classroom.

Regular use of ICT in classrooms along with conventional methods of teaching has made learning easy for the students.

Certain departments conduct field surveys and field visits to help students learn from situations that are real.

#### Infrastructure Development:

The college will continue to invest in the infrastructure (including library and ICT) to ensure the best

possible teaching-learning experience.

The library of the college is automated with SOUL 3. E-books and e-journals are accessed through the INFLIBNET-LIST consortium. Reading room facility available for all. All Department have their seminar Libraries.

#### Admission of Students:

For undergraduate admissions, the entire process was conducted online. For admission to postgraduate courses at the university and its affiliated colleges, centralized admission was used.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Institute's organogram outlines its decentralized administrative structure, which is the result of collaboration between every stakeholder involved in achieving a shared goal. All the procedures and rules relating to the staff have been compiled into the service conditions and policy manual of the Institute and are strictly adhered to.

The Governing Body under the leadership of the President discusses issues relating to finance, infrastructure, faculty recruitment, etc.

The Departmental Head in collaboration with the Principal and their respective departments accomplishes the academic, financial, and co-curricular requirements of the departments.

The Internal Quality Assurance Cell (IQAC) ensures quality through internal academic and administrative audits and conducts skill-based and quality events.

The Bursar, appointed by the Governing Body and recommended by the Principal, manages internal finances and financial audits of the college to ensure effective utilization of funds.

The administrative decisions are implemented through the Administrative Officer, assisted by the Accountant, Cashier, and a team of staff.

#### Appointment and Service Rules:

Recruitment is done by the college as per parent university guidelines. The college follows the service rules passed by statutory bodies of parent university and grants study leave, increments, and other financial and welfare benefits.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The institution has various effective financial and non-financial welfare measures for teaching and non- teaching staff, some of them are: -

General Provident Fund (GPF) with nomination and loan facilities

West Bengal Health Scheme (WBHS) and Swastha Sathi of enrolled employees for all medical benefits

Gratuity and Pension Scheme of Government of West Bengal after retirement

Group Life Insurance cum Savings Scheme (GLI),

Child Care Leave and maternity leave for female teachers and non-teaching staff

Festival advance for non-teaching staff

Bonus for non-teaching casual staff

Loan without interest from Provident Fund for permanent employees

Advance salary without interest for newly appointed full-time teachers.

Loan facility from Employees' Co-operative Credit Society

Sick Room facility for employees

Stress management through different recreational programmes such as Basanta Utsav, Sharadotsav, Observing Saraswati Puja, Cultural Programs, Teachers' Day, Annual Social etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

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

10

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

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. In pursuance to G.O. No. 920-Edn(CS)/5P-52/98 dated 31.12.12, Memo No. ED-103/2013 dated 18.02.2013, Memo No. Ed-293/2013, 07.05.2013, and No. 361-Edn (CS)/5P-56/2017 dated 10.04.2017 and 1373-Edn(CS)/5P-52/98 dated 07.12.17 of the Government of West Bengal, the IQAC of the

institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Expert(s) from the affiliating University. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules.

For non-teaching staff, UGC regulated career advancement scheme is not applicable. They are subject to promotion in their respective fields after a period of service not less than 10 and 20 years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

**Internal Audit** - The Bursar, Accountant, Purchase Committee, Finance Committee, and Principal oversee and manage the financial matters. Procedure for purchases: quotations are asked for costs are compared. Utilization certificates are generated for grants obtained from the Higher Education Department, RUSA, and UGC. The audit was performed by a certified chartered accountant with the governing body permission. In addition, frequent meetings are held to assist in allocating the funds according to department and activity, and by the schemes' purposes.

The audit/verification process includes checking all cash bank receipts and payments, compiling a list of important cash payments, verifying the applicability of TDS, bank reconciling accounts, checking the payroll register, checking TDS, refunding admission cancelation instances, and analyzing variances from the budget. In the same manner, scholarship accounts are promptly verified.

**External Audit** The Financial audit of the College is done by government agencies at regular intervals. The external/statutory audit is carried out by a Government Auditor appointed by the

Department of Higher Education, Government of West Bengal. Reports of statutory audits were sent to the University and the UGC, following due procedures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

The college follows democracy and transparency:

**Mobilization of funds:** Netaji Mahavidyalaya receives major funds from UGC, the Higher Education Department, the Government of West Bengal, RUSA etc. Funds are also generated from students' fees, self-financed and certificate courses.

**Utilization of funds:** The Building Committee and Purchase Committee help in the preparation, allocation, and utilization of funds. Purchases are done through a tender system. All transactions are supported by the vouchers and bills are processed by the accounts section, the Bursar, and the Principal. Collections are deposited in the bank and expenditures, recurring and non-recurring, are incurred through Cheques/Electronic mode. Tally Software is used. Fees received from students are used for development. Documents are properly audited. Physical and academic facilities like libraries,

laboratories, IT infrastructure, and Sports are strengthened. Workshops, seminars, and field trips are organized.

The Institute has a Governing Body, Purchase Committee, and associated bodies that help in the preparation, division, allocation, and utilization of funds. The expenditures are made according to the given budget proposal. The utilization of these funds is ensured through financial auditing. Salaries, PF, and other incentives are provided to the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

The IQAC has taken the following steps in different areas for student enrichment and upgradation-

Introduction of subject orientation programs for freshers who did not study the subjects taken as Honours.

Establishment and maintenance of a peaceful learning environment and a responsible perspective among participants to support constructive discussion and advance a welcoming and accessible work environment.

Development of an online examination portal for continuous internal assessment. Online evaluation of PO-CO outcomes.

Access to INFLIBNET.

One practice that has been successfully implemented based on an institutional strategic plan is - 1. Teaching-Learning and Evaluation

a) Training of teachers for the use of different pedagogies has been practiced especially concerning ICT tools used for teaching-learning.

Teachers have been motivated to publish their work in UGC CARE list journals.



Flexible methods of evaluation/ assessment have been practiced by all departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institute's main educational strategy is learner-centric, transforming the role of faculty members from distributing knowledge to facilitating learners learning through appropriate practices.

#### Review- I: Academic Audit

The head of the department assigns the courses, and the teacher prepares a lesson plan for each course based on the days that are available for instruction. Information is documented in the "teacher diary," and the HOD subsequently confirms it.

Annual Academic and Administrative Audits are carried out internally by IQAC and externally by representatives of Burdwan University and the Higher Education department and by the Board of Studies.

The IQAC evaluates the academic audit, which is an integral part of a teacher's annual assessment of performance.

#### Review-II: Monitoring of teaching-learning methodology

Students' online input on the curriculum is gathered to review the teaching-learning results. Student feedback of teachers is collected and analyzed regularly and communicated to the teachers.

The IQAC encourages departments to organize seminars on themes relevant to the educational needs and futuristic growth of the students.

The Placement Cell is encouraged by the IQAC to organize frequent soft skill training workshops.

Modern books and educational resources have been acquired to provide

students with current knowledge.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The institute is committed to and attentive to the problem of gender equity. It has a strong women's development cell that raises awareness of gender parity. The centre wants students to learn that everyone is respected and favoured equally, regardless of gender, and that they should treat everybody with respect.

Measures initiated by the Institution for the promotion of gender equity during the year- The institution provides adequate amenities and fosters awareness and sensitization to gender equality through

several annual events.

The college has a Girls' common room with amenities.

CCTV cameras are installed that help monitor the safety of female students.

The college has installed a sanitary napkin vending machine. The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell and Anti-Sexual Harassment Cell. However, no such grievances have been reported to date.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Solid-Liquid Management-**

The classrooms and corridors have been provided with garbage containers. The networked drainage system receives the discharge from the toilets and washrooms and other liquid effluents of the

individual buildings and releases them into the municipal sewage. Liquid deposits from the Science Building laboratories are discharged into their chambers located in the building's rear. A rainwater drainage and harvesting system has been built on campus to avoid water logging.

#### Biomedical waste

Since there are no practical courses in the CBCS of bioscience departments like botany, zoology, and Environmental Science that could potentially produce biomedical wastes, no biomedical toxic wastes are produced on campus.

#### E-waste management

Non-functioning E resources are re-used for assembling and surplus non-usable parts are considered as garbage. These are kept in an E-waste storage room at a specific site. The Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN, facilities, Modems, Routers, and Internet facilities including Wi-Fi, broadband & amplifier.

**Waste recycling system:** Our institution has no such waste recycling system. Though all the waste is collected by the municipality.

**Hazardous chemicals and radioactive waste:** The syllabus does not include any section or topic that requires the use of hazardous chemicals or radioactive materials. Hence the institution does not require such type of waste management system.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

**C. Any 2 of the above**

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

### 7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

C. Any 2 of the above

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

### 7.1.7 - The Institution has disabled-friendly,

D. Any 1 of the above

**barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

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

The institute is committed to creating an Inclusive environment, taking care to cater to the needs of all sections and cultures of society. To inculcate harmony towards cultural diversity, several events were organized. The college has taken the initiative to educate students about socioeconomic, linguistic, cultural, and regional diversity. The College observes commemorative days

like Independence Day, Teachers Day, Republic Day, Youth Day (on the birth anniversary of Swami Vivekananda), Netaji Subhas Chandra Bose's birthday, Rabindra Jayanti, Sarad Utsav, Cultural Competition, and Basanta Utsav, International Mother Language Day, International Yoga and

so on. NCC unit took the initiative to organize 'Swachh Bharat Abhiyan'. Students in college pursue their academic projects reflecting constitutional values as a part of their academic program. Several departments organize field trips to acquaint students with diverse socio-cultural practices in our country. The

college and students arrange Fresher's Welcome and College Social. Students participated in cultural programs on the occasion of Rabindra Jayanti and Baishe Sravan respectively.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute has worked diligently all year to ensure that its staff and students comprehend not just their rights under the constitution but also their associated responsibilities so they may contribute to society. A few of the initiatives carried out at the Institute are listed below:

This college places a high priority on educating its faculty and students about the rights, duties, and responsibilities of citizens under the Constitution. This college, one of the best educational institutions in the state, frequently prepares its students for the Department of Parliamentary Affairs' annual Youth Parliament Competition. The college observes Independence Day, Republic Day, and National Youth Day to foster ongoing involvement and teamwork as well as the instillation of ideals into governance structures and decision-making processes to ensure a more responsive environment. The college empowers learners and staff to achieve their full potential socially, academically, and professionally.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code** **D. Any 1 of the above**

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

Festivals and events are highly valued at our college because we believe they are essential to education and the development of a strong sense of cultural identity. These festivities serve as a bridge between students from different backgrounds and promote tolerance and respect for different customs. These gatherings foster traits like creativity, empathy, and friendship in addition to happiness and excitement. They act as platforms for learners to be exposed to moral principles. The College observes national and international commemorative days, events, and festivals throughout the year. Republic Day and Independence Day Flag hoisting ceremonies and other cultural activities are conducted. NCC cadets of college take part in parades. Birth and Death Anniversary of Kavi guru Rabindranath Tagore Our college pays tribute to Kavi guru by offering dance, songs, and recitals from his repertoire. College celebrates its Foundation Day on 23rd January with our principal hoisting the college flag with the students, teachers, and non-teaching staff. World Environment Day is observed on June 5th with a sapling plantation. International Yoga Day, and World Environment Day are celebrated each year.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice-1:

**Title: A Holistic Approach to Physical Education and Sports Excellence**

#### Objective:

Enhance the quality of Physical Education (PE) and sports programs within the institution to promote holistic development, physical fitness, and a lifelong appreciation for a healthy and active lifestyle among students.

### Best Practice-2:

**Title: Maintaining Green Campus**

#### Objective:

To Establish and maintain green spaces, gardens, and tree-lined avenues across the campus. Implement sustainable landscaping practices to minimize water consumption and promote biodiversity.

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

## 7.3 - Institutional Distinctiveness

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

200 words

The first priority of this institution which is one of the best institutions of Hooghly District is the empowerment of all the students national and international recognition in all aspects of teaching, learning, and extra-curricular activities.

Breaking the barrier between urban and rural students, the College strives to spread education to everyone. Special focus is given to those belonging to the marginalized sections of society irrespective of caste, creed, religion and gender.

In addition, the following points may be considered to have significant impact on the success of the college:

- Dedicated teachers
- Dedicated library staff and non-teaching staff
- Admission of quality students
- Quality infrastructure
- four hostels, modern gymnasium, playgrounds, and above all the efficient management.
- Collaboration with various reputed institutions
- Modern Library with about 59,800 books, magazines, and journals
- Strict adherence to the rules and regulations.
- Strict adherence to institutional values, mission and vision.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

1. The organization is dedicated to a network of devoted committees that are guided by teacher coordinators and conveners. These committees organize programs that support curriculum enrichment.
2. For the current academic year, the college is offering CBCS and NEP. Numerous committees are working to facilitate the implementation of the NEP.
3. To make sure that committees and departments operate effectively, the officiating principal interacts with conveners/committees, administration, and other departments.
4. The curriculum instruction is divided among teachers before the start of the semester using an appropriate workload distribution method inside the institution.
5. The college conducts orientation programs for students to guide them about the available Library and Computer lab resources and instruct them about the mechanism of different programs.
6. The college offers orientation programs to new students that assist them know about the resources available in the library and computer lab, as well as how various programs work.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.netajimahavidyalaya.ac.in/academics/courses/">https://www.netajimahavidyalaya.ac.in/academics/courses/</a>

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

The Academic Calendar is created by the University of Burdwan before the start of each academic session. The academic calendar includes tentative dates for internal exams as well as other events like sports tournaments cultural contests, and commemorations of important national holidays. The academic calendar also includes the probable dates for the final university exams for the semester. The academic calendar is displayed on Netaji Mahavidyalaya website for easy access to all the stakeholders of the college.

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

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

**B. Any 3 of the above**

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

## 1.2 - Academic Flexibility

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

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

25

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

12

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

153

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

153

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The institution prescribes the syllabi issued by Burdwan University. The curricula adopt an inclusive approach in which various courses provided by several departments address topics of Professional Ethics, Gender, Human Values, Environment, and Sustainability.

Except technical topics like grammar, prosody, and rhetoric, language courses include gender analysis in their teaching of the subject.

The fundamental understanding of the social science subjects—particularly Economics, Geography, and History—comes from an awareness of gender and environment. There are numerous portions of the syllabi for both the social science and language courses that emphasize human values and their proactive role in contributing to the development of civilization.

While teaching students about the fundamentals of our natural existence, chemistry, and physics make references to the environment and human values.

The life sciences courses give students the knowledge necessary to comprehend the intricacies of the environment and the necessity of sustainable development. These topics include the study of ecology and biology.

Students studying accounting are implicitly taught professional ethics through their curricula. Additionally, all students are required to participate in Environmental Studies, a program that emphasizes sustainability and the environment.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

5

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>								
<table> <tr> <th data-bbox="100 356 539 421">File Description</th><th data-bbox="547 356 1441 421">Documents</th></tr> <tr> <td data-bbox="100 421 539 524">URL for stakeholder feedback report</td><td data-bbox="547 421 1441 524"><a href="#">View File</a></td></tr> <tr> <td data-bbox="100 524 539 741">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td><td data-bbox="547 524 1441 741"><b>No File Uploaded</b></td></tr> <tr> <td data-bbox="100 741 539 842">Any additional information(Upload)</td><td data-bbox="547 741 1441 842"><b>No File Uploaded</b></td></tr> </table>	File Description	Documents	URL for stakeholder feedback report	<a href="#">View File</a>	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>	Any additional information(Upload)	<b>No File Uploaded</b>	
File Description	Documents								
URL for stakeholder feedback report	<a href="#">View File</a>								
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>								
Any additional information(Upload)	<b>No File Uploaded</b>								
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>								
<table> <tr> <th data-bbox="100 1021 539 1086">File Description</th><th data-bbox="547 1021 1441 1086">Documents</th></tr> <tr> <td data-bbox="100 1086 539 1189">Upload any additional information</td><td data-bbox="547 1086 1441 1189"><a href="#">View File</a></td></tr> <tr> <td data-bbox="100 1189 539 1328">URL for feedback report</td><td data-bbox="547 1189 1441 1328"><a href="https://www.netajimahavidyalaya.ac.in/naac/docs/SSS-2022-23.pdf">https://www.netajimahavidyalaya.ac.in/naac/docs/SSS-2022-23.pdf</a></td></tr> </table>	File Description	Documents	Upload any additional information	<a href="#">View File</a>	URL for feedback report	<a href="https://www.netajimahavidyalaya.ac.in/naac/docs/SSS-2022-23.pdf">https://www.netajimahavidyalaya.ac.in/naac/docs/SSS-2022-23.pdf</a>			
File Description	Documents								
Upload any additional information	<a href="#">View File</a>								
URL for feedback report	<a href="https://www.netajimahavidyalaya.ac.in/naac/docs/SSS-2022-23.pdf">https://www.netajimahavidyalaya.ac.in/naac/docs/SSS-2022-23.pdf</a>								
<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
<b>2972</b>									
<table> <tr> <th data-bbox="100 1697 539 1762">File Description</th><th data-bbox="547 1697 1441 1762">Documents</th></tr> <tr> <td data-bbox="100 1762 539 1830">Any additional information</td><td data-bbox="547 1762 1441 1830"><b>No File Uploaded</b></td></tr> <tr> <td data-bbox="100 1830 539 1933">Institutional data in prescribed format</td><td data-bbox="547 1830 1441 1933"><a href="#">View File</a></td></tr> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Institutional data in prescribed format	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Institutional data in prescribed format	<a href="#">View File</a>								
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of</b>									



supernumerary seats)	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
1049	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>Students who enroll at Netaji Mahavidyalaya have their learning levels evaluated at the start of each semester. The students come from a variety of socioeconomic backgrounds and Boards/Councils. A significant portion of the student community is first-generation because the college's surrounding communities are predominantly rural. Assessment procedures are based on midterm assessments, performance in laboratory practical sessions (for science students), and performance in class. Within a month of the session starting, the department professors are aware of the student's strengths and constraints.</p> <p>The following details the specific programs that the college offers for slow learners and advanced learners.</p> <p>The departments conduct regular class tests.</p> <p>Special classes for the slow learners are arranged. Study materials are also provided by the teachers.</p> <p>All students are allowed to borrow books from the departmental library.</p> <p>Advanced learners are encouraged to read additional reference books and e-books in addition to the textbooks.</p> <p>Advanced learners are encouraged to participate in various seminars, webinars, and workshops so that they can listen to talks from the resource persons and enhance their knowledge. They are also encouraged to participate in various academic events like Science Fairs/ Essay competitions/quiz</p>	

competitions organized by the college and other Institutions.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
5071	109

File Description	Documents
Any additional information	No File Uploaded

### 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

The College works hard and consistently to help its students reach their full potential, grow as leaders, and become innovators in the community. To impart the most recent abilities, information, attitudes, and values that appropriately shape students' character, faculties employ a variety of student-centered teaching strategies. Every department uses a variety of cutting-edge teaching techniques to help students develop their creativity and problem-solving abilities. Teachers use an experiential learning approach where students acquire abilities via independent practice. This institution's faculties arrange a range of learning experiences for their students, including study trips, fieldwork, student seminars, and more, to help them develop the skills they need. Students were given access to mentor-mentee groups where they could discuss and get help on personal as well as professional difficulties.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

1. **ICT Tools:** Teachers use ICT tools including computers, interactive whiteboards, and several software. Institute premises are wifi enabled and there are six wifi connections and CCTV also available in the institution.
2. **Teaching Pedagogies:** Teachers also use PowerPoint Presentations.
3. **Computer labs, desktops, laptops, printers, projectors, LCDs, and microphones:** The College has one computer lab, 4 projectors in classrooms and two seminar rooms, 30 desktops, 5 printers, and photocopiers.
4. **College Website:** The Website Committee of the college maintains its website which is interactive and user-friendly.
5. **Online library resources:** The college library has IP access as well as remote access to e-resources of
6. **Overcoming challenges:** ICT facilities were upgraded.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.netajimahavidyalaya.ac.in/facilities/computer-facility/">https://www.netajimahavidyalaya.ac.in/facilities/computer-facility/</a>

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

**2.3.3.1 - Number of mentors**

109

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

109

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

30

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

1283

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Netaji Mahavidyalaya, being a constituent college of Burdawn University, is bound by the University rules regarding Internal Assessment. In CBCS system, much importance is given to internal assessment. For every course paper of 6 credits, 15 marks are allotted for internal assessment. The performance of the students is continuously assessed each semester through class tests, viva voce etc. The college has an Examination subcommittee, which organizes the internal assessment of all the semesters. The question papers are prepared by individual faculty members teaching the same topic. The quality of question papers is checked and approved by the concerned authority. The evaluated answer scripts are shown to the students. A comparative evaluation of student's performance is carried out. Marks are also allotted for regular attendance of the students. If any student was absent during a class test for a medical/valid reason and applies with proper documents, a separate examination date is arranged for the absentee student.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college closely adheres to the university's examination policies. Burdwan University conducts the final exam at the end of each semester. Grievances relating to internal examinations, if any, are handled with the highest discretion. Students can comprehend their errors as long as they have access to the answer

scripts for the class tests. Students can ask the relevant examiners any questions they may have about the evaluation procedure. Seven to ten days before the exam, the notification with the internal exam's comprehensive schedule is posted on the college website. After the exam, the evaluation process is finished in 10-15 days. The internal assessment is finished before the final examination's form fill-up deadline. The college's Marks Capturing Cell uploads the results of the internal assessment to the college portal. Cross-checks are made on the entries. There aren't any significant complaints about internal assessments this year.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The Institute uses the following avenues to make the students and faculty members aware of the learning outcomes:

1. The anticipated learning outcomes for each subject in each course are specified in the course curriculum. The University Syllabus, which is accessible on the websites of the university and Institute, informs all parties involved of the same.
2. Interactive sessions with students like Orientation Programmes, and coordinators' addresses are utilized for informing students about the learning outcomes of their course/program.
3. In addition to the previously described methods, departmental meetings led by the Head of Department are held to inform faculty members of the anticipated learning outcomes. Through an orientation session, students are made aware of the course-specific outcomes.
4. To improve their ability to achieve learning objectives while instructing students in the classroom, the college encourages teachers to participate in workshops, seminars,

conferences, and FDPs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

1. The institution can assess the attainment of program outcomes and course outcomes by evaluating how well students apply the knowledge and skills gained from add-on certificate courses to their regular coursework. Students who complete these additional courses may demonstrate enhanced competency in specific areas, contributing to the achievement of certain course outcomes.
2. Feedback from students is a valuable source of information for assessing program and course outcomes. The institution can analyze feedback to identify areas of strength and improvement in the curriculum.
3. Academic institutions assess student application of learning through project work and fieldwork, evaluating the quality and applicability of the work through reports, presentations, or portfolios.
4. The institution's effectiveness in preparing students for advanced education can be judged by tracking higher studies, alumni readiness, and acceptance rates of former students in postgraduate programs, which are key indicators of program outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

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

1328

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

<https://www.netajimahavidyalaya.ac.in/naacdocs/SSS-2022-23.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0



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

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

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

0

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****43**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****11**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

Netaji Mahavidyalaya is developing and taking part in a range of outreach programs and extension activities to support the neighborhood and enlighten students about the needs of the community actively and aggressively. In addition to encouraging students to participate in social and community activities that improve their awareness, the Institute is committed to helping learners, teachers, and staff become responsible members of the community and to fostering the holistic development of students across all domains. The National Cadet Corps and National Service Scheme are efficiently managed by the college. The college carries out a range of extension initiatives through these units, including Cleanliness, Gender sensitization, Donation camps,

**Campaign - Hygiene and Environment Awareness, Plantation drives, Empowerment activities, etc.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1155

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

08

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college's main campus housing the Administrative Building, Bijoy Modak (BM) Building, UGC Building, and Science Building, ensure the sufficiency of classrooms and laboratories for the smooth running of classes, examinations, and co-curricular activities. There are 101 classrooms, and seminar halls, out of which there are 2 smart classrooms. The institution has 1 auditorium, 2 Seminar Rooms, and 3 computer laboratories (two for Computer Science and one for Mathematics). There is a total of 14 science laboratories for the departments of Botany, Chemistry, Environmental Science, Plant Protection, Physics, Geography, and Zoology, Zoology Specimen room, and Herbarium in Botany. Presently, there are 145 computers, 9 rooms have ICT facilities with ceiling mount overhead LCD projectors out of which two are smart class rooms. The lush greenery, gardens, open spaces, and a huge playground, provide a congenial environment for academic pursuits. There is a separate sports complex on the bank of river Dwarakeshwar for indoor games and classes of physical education department. We have yoga centre for its inmates.

Netaji Mahavidyalaya maintains exclusive units

1. Manuscript and sculpture Museum in central library 2. Medicinal Plant Garden 3. Sky Watching Centre 4. Specimen Room in Zoology department 5. Herbarium of Botany Department

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.netajimahavidyalaya.ac.in/facilities/">https://www.netajimahavidyalaya.ac.in/facilities/</a>

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

The institution has the following Indoor-outdoor games facilities with provision for full Sports and necessary practice facilities for both boys and girls: (i) Volleyball (ii) Football (iii) Kho-Kho (iv) Athletics (v) Cricket (vi) Handball (VII) Carom (VIII). Badminton Gymnasium: The College also has a fully equipped Gymnasium with the following equipment: 2 Bicycles, 20 Different Weights, 2 Weight Machines, and 3 Weight Lifting Bars. Apart from these, we also have a Treadmill, Wrist Curl, Twister, Leg Curl, Leg Extension Machine, Inclined Bench Press, Standing Abdomen, and 16-station gym. Annual Sports and Athletic Meet is held every year to promote the holistic development of the students. The best athletes in both boy's and girls' groups are awarded special prizes and concessions in their tuition fees. Students who perform well in sports are sent as participants to the Annual Inter-College and University Sports Meet. Spacious well well-equipped Common Rooms - in the College and the Hostel offer recreational facilities with indoor games.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.netajimahavidyalaya.ac.in/facilities/sports-outreach/">https://www.netajimahavidyalaya.ac.in/facilities/sports-outreach/</a>

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.netajimahavidyalaya.ac.in/facilities/computer-facility/">https://www.netajimahavidyalaya.ac.in/facilities/computer-facility/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

109.5999

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The Library is fully automated, using SOUL-3.0 software. Through this software, students' data can be accessed. The library provides various services and facilities like student and staff membership entry, book database entry, book issue and return, student library card printing with barcode, books barcode printing, stock checking, viewing of the reports of book issue, etc. All library data is available through this software, and there is a special website for the college library, which is integrated with the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.netajimahavidyalaya.ac.in/about-library/">https://www.netajimahavidyalaya.ac.in/about-library/</a>

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

**D. Any 1 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**569.679**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

**27**



File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

At present all Buildings in the Main Campus is a secure Wi-Fi Zone. The total number of nodes present in the College campus is 450 which includes 14 Wi-Fi access points with 50MBPS speed.

The College has updated its IT infrastructure facilities with time and need. There has been a significant change in this regard. Upgradation is carried out from time to time regularly with the introduction of software upgradation, and new technology. Anti-virus software is updated regularly for all computers. The college website is regularly maintained by Skill Hut, Kolkata. At present, the college has 140 desktop/laptop computers, 3 printers, 7 scanner cum printers, 3 scanners, 8-photocopiers & 13 projectors, 2-Thermal scanners, and 4 barcode readers. ALLIANCE BROADBAND line of 80 MBPS speed with unlimited data plan is set up. One separate ALLIANCE BROADBAND Connection has been provided to the College Library for Automation. College installed Wireless Access Points for each floor of the all-academic and administrative building. The Wi-Fi is accessible for students also. 60 CCTV Cameras installed all over the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

145

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution		A. ? 50MBPS
File Description	Documents	
Upload any additional Information	No File Uploaded	
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>	
4.4 - Maintenance of Campus Infrastructure		
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)		
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)		
109.5999		
File Description	Documents	
Upload any additional information	No File Uploaded	
Audited statements of accounts.	No File Uploaded	
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>	
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.		
Our Institution submits plans and proposals from time to time to the Government for approval and financial sanction. For maintaining Academic-Physical and Support-Facilities, the Annual Budget for the session is approved by the Governing-Body and Finance Committee. Governing-Body and other Respective-Committees allocate finite resources for the prioritized needs as per requisitions placed by the Head-of-Department and or the convenors of the respective committee. Purchase, E-Tender, and all Financial are done in accordance to Strict-Government-Rules. The library sub-committee headed by the Librarian proposes the purchase and maintenance of the library resources, departmental allotment of books, mode of purchase, and maintenance of the existing books based on the budgetary provisions or funds		

available which are subsequently approved by the Principal in consultation with the Departmental Heads and the concerned units/cells. The building committee looks after all the maintenance, repair, and construction works of the college building and Physical-Infrastructure including Water and Power supply. Supervisors/Architects are assigned by the college authority to verify the work done by the contractors. A Stock-Register of Components/Instruments is maintained by a lab attendant. Maintenance Multi-Gym, Sports-Equipment, and First Aid Box is maintained by the Physical Education Department regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.netajimahavidyalaya.ac.in/college-profile/administration/">https://www.netajimahavidyalaya.ac.in/college-profile/administration/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

4808

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

4808

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**D. 1 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

167

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

167

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**E. None of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## **5.2 - Student Progression**

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

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

**167**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

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

**450**

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

16

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

07

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

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

There haven't been any rules governing the implementation or formation of student councils in colleges for a long time. Instead, university and state government regulations supervise student council development at the college level. The student council ensures that students have a voice in decision-making processes by serving as a link between the student and the college administration. On the following academic and administrative bodies of the college, however, students actively participate as representatives.

**IQAC** - The college's IQAC committee consists of one student representative who attends all committee meetings and provides opinions and observations.

Additionally, they are essential in getting students interested in extracurricular activities planned at the college level. The student representatives help the Teachers in organizing the Cultural Competition, Sports, Saraswati Puja, Fresher's welcome, Annual Social etc.

The Saraswati Puja, Annual Social, and Freshers' Welcome are all coordinated by the Students' Union. It honors significant occasions including International Language Day, Teachers' Day, and Rabindra Jayanti. It hosts a variety of events.

It helps the Sports Committee organize intercollegiate football and cricket tournaments as well as annual sports.

Student representatives for NSS and NCC take part in executing outreach programs under NSS.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the**

**Institution participated during the year**

7

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

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

We currently have an unregistered alumni association at our college, but it still participates in various college activities. To foster greater engagement, the association organizes occasional events for the alumni association that are both relevant and meaningful. We are currently in the process of registering our association and opening a bank account that will be used to receive all future donations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. &lt;1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**



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

To provide education for knowledge, wisdom, freedom, and enhancement of capabilities" is the primary goal of the college. The college's vision and goal can be achieved through participative management and decision-making, supported by leadership and governance. "Education for All irrespective of caste, creed, religion, gender, and economic status" is the college's objective. It incorporates the values of social accountability, responsibility, and diversity. The college meets the demands of society in the areas of education, social services, culture, and economy. These innate values are taken into consideration while framing policies.

The college offers 24 undergraduate programs in different disciplines and one post-graduate program in Bengali. It is connected with the University of Burdawan. Courses like BBA and BCA that are self-financed or add-on are designed to accommodate students' wide range of interests.

The institution promotes experiential, interactive teaching methodology. With the introduction of NEP 2020, a new set of procedures is being implemented to provide students with real-world experience. Library facilities and counseling facilities, academic as well as personal issues continued seamlessly during the pandemic period and are continuing after the opening of institutions in offline mode. The college promotes holistic development through sports and extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

**Decentralization in academic matters:**

The Principal works by the management's recommendation given by the IQAC to improve teaching and learning.

Academic matters are discussed by the Teachers' Council, which is

chaired by the Principal. The faculty member participates in various subcommittees.

The admissions process is supervised by the Academic Subcommittee and the Admission Committee.

The Routine Committee coordinates with each department to develop the schedule.

The Library Committee monitors the upkeep and facilities of the library.

The Sports Committee plans to conduct events every year.

Decentralization in administrative matters:

The Governing Body is the apex body for all approvals related to academic and administrative activities/ reforms.

Three elected faculty are Teachers' Representatives in the Governing Body. Faculty members act as Bursar, Coordinators of Post-Graduate Studies, and distance learning centers of Netaji Subhas Open University and IGNOU, and members of committees like-Finance, Development and Purchase, Anti-Ragging, Discipline, Student Advisory, Internal Complaints Committee against Sexual Harassment, Garden, Canteen etc.

Decentralization in extra-curricular activities:

Teachers' representation in committees like NCC, NSS, Placement, and Student Welfare Cultural Committee. Students and Non-teaching staff representation in IQAC, Governing Body, student affairs, sports, etc. Student office bearers conduct Annual Social, Saraswati Puja, blood donation camps etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC establishes the institutional plan of action for quality

enhancement through a variety of events, infrastructure development, and other activities at the beginning of the academic year. An assessment is carried out at the end of the year to see how well the plan has been implemented.

#### Academic Excellence:

By encouraging student-centric teaching and implementing digital pedagogies in the classroom.

Regular use of ICT in classrooms along with conventional methods of teaching has made learning easy for the students.

Certain departments conduct field surveys and field visits to help students learn from situations that are real.

#### Infrastructure Development:

The college will continue to invest in the infrastructure (including library and ICT) to ensure the best

possible teaching-learning experience.

The library of the college is automated with SOUL 3. E-books and e-journals are accessed through the INFLIBNET-LIST consortium. Reading room facility available for all. All Department have their seminar Libraries.

#### Admission of Students:

For undergraduate admissions, the entire process was conducted online. For admission to postgraduate courses at the university and its affiliated colleges, centralized admission was used.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Institute's organogram outlines its decentralized administrative structure, which is the result of collaboration between every stakeholder involved in achieving a shared goal. All the procedures and rules relating to the staff have been compiled into the service conditions and policy manual of the Institute and are strictly adhered to.

The Governing Body under the leadership of the President discusses issues relating to finance, infrastructure, faculty recruitment, etc.

The Departmental Head in collaboration with the Principal and their respective departments accomplishes the academic, financial, and co-curricular requirements of the departments.

The Internal Quality Assurance Cell (IQAC) ensures quality through internal academic and administrative audits and conducts skill-based and quality events.

The Bursar, appointed by the Governing Body and recommended by the Principal, manages internal finances and financial audits of the college to ensure effective utilization of funds.

The administrative decisions are implemented through the Administrative Officer, assisted by the Accountant, Cashier, and a team of staff.

#### Appointment and Service Rules:

Recruitment is done by the college as per parent university guidelines. The college follows the service rules passed by statutory bodies of parent university and grants study leave, increments, and other financial and welfare benefits.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance

A. All of the above

<b>and Accounts Student Admission and Support Examination</b>	
File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The institution has various effective financial and non-financial welfare measures for teaching and non- teaching staff, some of them are: -</p> <p>General Provident Fund (GPF) with nomination and loan facilities</p> <p>West Bengal Health Scheme (WBHS) and Swastha Sathi of enrolled employees for all medical benefits</p> <p>Gratuity and Pension Scheme of Government of West Bengal after retirement</p> <p>Group Life Insurance cum Savings Scheme (GLI),</p> <p>Child Care Leave and maternity leave for female teachers and non-teaching staff</p> <p>Festival advance for non-teaching staff</p> <p>Bonus for non-teaching casual staff</p> <p>Loan without interest from Provident Fund for permanent employees</p> <p>Advance salary without interest for newly appointed full-time teachers.</p> <p>Loan facility from Employees' Co-operative Credit Society</p>	

**Sick Room facility for employees**

Stress management through different recreational programmes such as Basanta Utsav, Sharadotsav, Observing Saraswati Puja, Cultural Programs, Teachers' Day, Annual Social etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

0

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

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

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

10

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

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

The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government Guidelines. In pursuance to G.O. No. 920-Edn(CS)/5P-52/98 dated 31.12.12, Memo No. ED-103/2013 dated 18.02.2013, Memo No. Ed-293/2013, 07.05.2013,

and No. 361-Edn (CS)/5P-56/2017 dated 10.04.2017 and 1373-Edn(CS)/5P-52/98 dated 07.12.17 of the Government of West Bengal, the IQAC of the institution invites applications from the faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Expert(s) from the affiliating University. The verified files are then subsequently sent to the Department of Higher Education, Government of West Bengal for necessary action. The Performance Appraisal System of non-teaching staff is followed as per the West Bengal Service Rules.

For non-teaching staff, UGC regulated career advancement scheme is not applicable. They are subject to promotion in their respective fields after a period of service not less than 10 and 20 years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

**Internal Audit -** The Bursar, Accountant, Purchase Committee, Finance Committee, and Principal oversee and manage the financial matters. Procedure for purchases: quotations are asked for costs are compared. Utilization certificates are generated for grants obtained from the Higher Education Department, RUSA, and UGC. The audit was performed by a certified chartered accountant with the governing body permission. In addition, frequent meetings are held to assist in allocating the funds according to department and activity, and by the schemes' purposes.

The audit/verification process includes checking all cash bank receipts and payments, compiling a list of important cash payments, verifying the applicability of TDS, bank reconciling accounts, checking the payroll register, checking TDS, refunding admission cancelation instances, and analyzing variances from the budget. In the same manner, scholarship accounts are promptly verified.



**External Audit** The Financial audit of the College is done by government agencies at regular intervals. The external/statutory audit is carried out by a Government Auditor appointed by the Department of Higher Education, Government of West Bengal. Reports of statutory audits were sent to the University and the UGC, following due procedures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

**The college follows democracy and transparency:**

**Mobilization of funds:** Netaji Mahavidyalaya receives major funds from UGC, the Higher Education Department, the Government of West Bengal, RUSA etc. Funds are also generated from students' fees, self-financed and certificate courses.

**Utilization of funds:** The Building Committee and Purchase Committee help in the preparation, allocation, and utilization of funds. Purchases are done through a tender system. All transactions are supported by the vouchers and bills are processed by the accounts section, the Bursar, and the Principal. Collections are deposited in the bank and expenditures, recurring

and non-recurring, are incurred through Cheques/Electronic mode. Tally Software is used. Fees received from students are used for development. Documents are properly audited. Physical and academic facilities like libraries, laboratories, IT infrastructure, and Sports are strengthened. Workshops, seminars, and field trips are organized.

The Institute has a Governing Body, Purchase Committee, and associated bodies that help in the preparation, division, allocation, and utilization of funds. The expenditures are made according to the given budget proposal. The utilization of these funds is ensured through financial auditing. Salaries, PF, and other incentives are provided to the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

The IQAC has taken the following steps in different areas for student enrichment and upgradation-

Introduction of subject orientation programs for freshers who did not study the subjects taken as Honours.

Establishment and maintenance of a peaceful learning environment and a responsible perspective among participants to support constructive discussion and advance a welcoming and accessible work environment.

Development of an online examination portal for continuous internal assessment. Online evaluation of PO-CO outcomes.

Access to INFLIBNET.

One practice that has been successfully implemented based on an institutional strategic plan is - 1. Teaching-Learning and Evaluation

a) Training of teachers for the use of different pedagogies has

been practiced especially concerning ICT tools used for teaching-learning.

Teachers have been motivated to publish their work in UGC CARE list journals.

Flexible methods of evaluation/ assessment have been practiced by all departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institute's main educational strategy is learner-centric, transforming the role of faculty members from distributing knowledge to facilitating learners learning through appropriate practices.

**Review- I: Academic Audit**

The head of the department assigns the courses, and the teacher prepares a lesson plan for each course based on the days that are available for instruction. Information is documented in the "teacher diary," and the HOD subsequently confirms it.

Annual Academic and Administrative Audits are carried out internally by IQAC and externally by representatives of Burdwan University and the Higher Education department and by the Board of Studies.

The IQAC evaluates the academic audit, which is an integral part of a teacher's annual assessment of performance.

**Review-II: Monitoring of teaching-learning methodology**

Students' online input on the curriculum is gathered to review the teaching-learning results. Student feedback of teachers is collected and analyzed regularly and communicated to the teachers.

The IQAC encourages departments to organize seminars on themes relevant to the educational needs and futuristic growth of the students.

The Placement Cell is encouraged by the IQAC to organize frequent soft skill training workshops.

Modern books and educational resources have been acquired to provide students with current knowledge.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The institute is committed to and attentive to the problem of gender equity. It has a strong women's development cell that raises awareness of gender parity. The centre wants students to learn that everyone is respected and favoured equally, regardless of gender, and that they should treat everybody with respect.

Measures initiated by the Institution for the promotion of gender equity during the year- The institution provides adequate amenities and fosters awareness and sensitization to gender equality through several annual events.

The college has a Girls' common room with amenities.

CCTV cameras are installed that help monitor the safety of female students.

The college has installed a sanitary napkin vending machine. The College is equipped to address grievances related to sexual harassment through its active Internal Complaints Cell and Anti-Sexual Harassment Cell. However, no such grievances have been reported to date.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of**

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

#### Solid-Liquid Management-

The classrooms and corridors have been provided with garbage containers. The networked drainage system receives the discharge from the toilets and washrooms and other liquid effluents of the individual buildings and releases them into the municipal sewage. Liquid deposits from the Science Building laboratories are discharged into their chambers located in the building's rear. A rainwater drainage and harvesting system has been built on campus to avoid water logging.

#### Biomedical waste

Since there are no practical courses in the CBCS of bioscience departments like botany, zoology, and Environmental Science that could potentially produce biomedical wastes, no biomedical toxic wastes are produced on campus.

#### E-waste management

Non-functioning E resources are re-used for assembling and surplus non-usable parts are considered as garbage. These are kept in an E-waste storage room at a specific site. The Institute outsources the maintenance and repairing of IT infrastructure such as Computers, Printers, LAN, facilities, Modems, Routers, and Internet facilities including Wi-Fi, broadband & amplifier.

**Waste recycling system:** Our institution has no such waste recycling system. Though all the waste is collected by the municipality.

**Hazardous chemicals and radioactive waste:** The syllabus does not include any section or topic that requires the use of hazardous chemicals or radioactive materials. Hence the institution does not require such type of waste management system.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded
<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	
C. Any 2 of the above	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li>1.Restricted entry of automobiles</li> <li>2.Use of Bicycles/ Battery powered vehicles</li> <li>3.Pedestrian Friendly pathways</li> <li>4.Ban on use of Plastic</li> <li>5.landscaping with trees and plants</li> </ol>	
A. Any 4 or All of the above	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit</b>	
C. Any 2 of the above	

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

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

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

**D. Any 1 of the above**

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

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

**The institute is committed to creating an Inclusive environment,**



taking care to cater to the needs of all sections and cultures of society. To inculcate harmony towards cultural diversity, several events were organized. The college has taken the initiative to educate students about socioeconomic, linguistic, cultural, and regional diversity. The College observes commemorative days

like Independence Day, Teachers Day, Republic Day, Youth Day (on the birth anniversary of Swami Vivekananda), Netaji Subhas Chandra Bose's birthday, Rabindra Jayanti, Sarad Utsav, Cultural Competition, and Basanta Utsav, International Mother Language Day, International Yoga and

so on. NCC unit took the initiative to organize 'Swachh Bharat Abhiyan'. Students in college pursue their academic projects reflecting constitutional values as a part of their academic program. Several departments organize field trips to acquaint students with diverse socio-cultural practices in our country. The college and students arrange Fresher's Welcome and College Social. Students participated in cultural programs on the occasion of Rabindra Jayanti and Baishe Sraavan respectively.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute has worked diligently all year to ensure that its staff and students comprehend not just their rights under the constitution but also their associated responsibilities so they may contribute to society. A few of the initiatives carried out at the Institute are listed below:

This college places a high priority on educating its faculty and students about the rights, duties, and responsibilities of citizens under the Constitution. This college, one of the best educational institutions in the state, frequently prepares its students for the Department of Parliamentary Affairs' annual Youth Parliament Competition. The college observes Independence Day, Republic Day, and National Youth Day to foster ongoing involvement and teamwork as well as the instillation of ideals

into governance structures and decision-making processes to ensure a more responsive environment. The college empowers learners and staff to achieve their full potential socially, academically, and professionally.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

**D. Any 1 of the above**

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

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

**Festivals and events are highly valued at our college because we believe they are essential to education and the development of a strong sense of cultural identity. These festivities serve as a bridge between students from different backgrounds and promote tolerance and respect for different customs. These gatherings**

foster traits like creativity, empathy, and friendship in addition to happiness and excitement. They act as platforms for learners to be exposed to moral principles. The College observes national and international commemorative days, events, and festivals throughout the year. Republic Day and Independence Day Flag hoisting ceremonies and other cultural activities are conducted. NCC cadets of college take part in parades. Birth and Death Anniversary of Kavi guru Rabindranath Tagore Our college pays tribute to Kavi guru by offering dance, songs, and recitals from his repertoire. College celebrates its Foundation Day on 23rd January with our principal hoisting the college flag with the students, teachers, and non-teaching staff. World Environment Day is observed on June 5th with a sapling plantation. International Yoga Day, and World Environment Day are celebrated each year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice-1:

**Title: A Holistic Approach to Physical Education and Sports Excellence**

#### Objective:

Enhance the quality of Physical Education (PE) and sports programs within the institution to promote holistic development, physical fitness, and a lifelong appreciation for a healthy and active lifestyle among students.

### Best Practice-2:

**Title: Maintaining Green Campus****Objective:**

To Establish and maintain green spaces, gardens, and tree-lined avenues across the campus. Implement sustainable landscaping practices to minimize water consumption and promote biodiversity.

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

**7.3 - Institutional Distinctiveness**

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

The first priority of this institution which is one of the best institutions of Hooghly District is the empowerment of all the students national and international recognition in all aspects of teaching, learning, and extra-curricular activities.

Breaking the barrier between urban and rural students, the College strives to spread education to everyone. Special focus is given to those belonging to the marginalized sections of society irrespective of caste, creed, religion and gender.

In addition, the following points may be considered to have significant impact on the success of the college:

- Dedicated teachers
- Dedicated library staff and non-teaching staff
- Admission of quality students
- Quality infrastructure
- four hostels, modern gymnasium, playgrounds, and above all the efficient management.
- Collaboration with various reputed institutions
- Modern Library with about 59,800 books, magazines, and journals

- Strict adherence to the rules and regulations.
- Strict adherence to institutional values, mission and vision.

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

#### 7.3.2 - Plan of action for the next academic year

- Enhancement of interdisciplinary research by developing laboratories with high end instruments.
- Seminars on different current issues to ensure continuous academic excellence.
- Encourage faculty exchange programme with other colleges.
- Student internships in different soft and green skill development sector, corporate, technical and publishing houses to ensure placement.
- To keep better track of pass out students through the Alumni Association of the college.