



NETAJI SATABARSHIKI MAHAVIDYALAYA

(Affiliated to West Bengal State University)

NETAJI SATABARSHIKI MAHAVIDYALAYA

Annual Report (2017-18)

Name of the Institution: Netaji Satabarshiki Mahavidyalaya

Affiliated to: WBSU

Whether recognized under 2f and 12b of UGC: Yes

Financial Status: Grant-in-aid

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Name of the Head of the Institution: Dr. Sudhanath Chattopadhyay

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1. Curricular Aspects

1.1 Details about Academic Programmes:

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG	11	1	0	0

1.2 Pattern of programmes: (1+1+1) annual system

1.3 Feedback from stakeholders: Students, teachers, parents.

Mode of feedback: Manual.

1.4 Any new Department/Centre introduced during the year. If yes, give details

Hons. programme in Journalism and Mass Communications.

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

TOTAL	ASST PROF.	ASSOCIATE PROF	PROFESSOR	OTHERS
25	24	0	1	0

2.1 No. of permanent faculty with Ph.D: 04

2.2 No. of Faculty Positions Recruited (R) and Vacant (V) during the year:

ASST PROF.		ASSOCIATE PROF.		PROFESSOR		OTHERS	
R	V	R	V	R	V	R	V
0	3	0	3	0	0	0	0

2.3 No. of Guest and Visiting faculty and Temporary faculty: 19

2.4 Faculty participation in conferences and symposia:

No. of Faculty	International	National	State
Resource person	1	0	1
Participant	22	2	2

2.5 Innovative processes adopted by the institution in Teaching and Learning:

Acknowledging student's voice as central to learning experience, this institute is making sincere efforts to gradually deploy student-centric learning methods across all streams.

Methodologies:

Experiential learning, as understood and practised by the institution, is any learning that supports students in applying their knowledge and conceptual understanding to real-world problems or authentic situations where the instructor directs and facilitates learning. It provides opportunities for students to engage intellectually, creatively, emotionally, socially, and physically.

2.6. Total No. of days college remained open this academic year: **214** days

2.7. Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions)

As an affiliated college the college followed the instructions of WBSU.

2.8. No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: **3**

2.9 Average percentage of attendance of students: above 70%

2.10. Course/Programme wise distribution of pass percentage:

Title of the Programme	Total number of students appeared	No. of students passed	Percentage of pass out
BNGA	50	49	98%
ENGA	6	6	100.0%
GEOA	10	10	100.0%
HISA	8	8	100.0%
MUCA	9	9	100.0%
PLSA	6	6	100.0%
BA/BSc. GEN	595	513	86.21%

2.11. Participation in faculty development programme:

Faculty / Staff Development Programmes	Number of faculty benefitted
SHORT TERM COURSE	2
ORIENTATION COURSE	0
REFRESHER COURSE	4
WORKSHOP	29

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of positions filled temporarily
Administrative Staff	11	0	14
Technical Staff	01	0	0

2.12. How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The Internal Quality Assurance Cell contributes to the improvement of the teaching – learning process in the following ways:

1. By evaluating the quality of teaching learning and taking up such issues as regularity and punctuality of students and teachers.
2. By acting as quality checks of curriculum implementation.
3. By maintaining the Self-Appraisal Report of the Faculty Members
4. By introducing technological aids to improve the teaching-learning process and encouraging innovative practices.
5. By encouraging individual Departments to organize seminars, workshops etc. to add to the knowledge bank of the students.
6. By improving the system of teachers' evaluation by students with respect to improving the overall quality of the college.

3. Research, Consultancy and Extension:

3.1. Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

1. Persuading faculty members to undertake research projects.
2. Encouraging participation in seminars / conferences / workshops.
3. Sanctioning study leaves to teachers who are in advanced stages of research or doing advanced study in a research centre or library.
4. Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.Ds.
5. Enrichment of the library through book purchases and through N-LIST services to the faculty and students.

3.2 Details regarding UGC major/minor projects: NIL

3.3. Details on research publications:

	International	National	State	Others
Peer Reviewed Journals	0	1	3	0
Non-peer reviewed journals	0	1	1	0

3.4. No. of books published i) With ISBN No. 0

ii) Articles in edited books: 3

3.5. Revenue generated through consultancy: NIL

3.6. No. of conferences organized by the Institution: NIL

3.7. No. of Ph.D. awarded to faculty: 01

3.8. No. of students participated in NSS events: 150

3.9. No. of Extension activities organized: 5

3.11 Major Activities during the year in the sphere of extension activities, Socio-cultural activities and Institutional Social Responsibility:

- *Swachhata Pakhwada* Programme: 08.08.17
- Tree Plantation Programme : 30.8.2017
- Thalassemia Awareness and Screening Programme 7.9.2017
- Ekta Diwas 3.11.2017
- Dengue Awareness Programme 03.11.17
- World Mother Language Day 21st February 2018
- Workshop on 'Self Defence for Girl Students' 23.03.18-29.03.18
- Special Camping Programme at Bansh-anty Village of West Bengal : 23.03.18-29.03.18
- Observation of World Environment Day 5th June 2018.
- Blood donation and plantation of saplings 9th August 2017.
- Independence Day 15th August.
- Observation of Teacher's day 5th September.
- Observation of World Aids Day 1st December.
- Observation of Netaji Subhas Chandra Bose's birth anniversary 23rd January 2018
- Observation of Republic Day 26th January.
- Year-long cleanliness programmes in the college campus and adjoining areas.

4. Infrastructure and Learning Resources

4.1. Details of infrastructure facilities:

Facilities	
Campus area	6713.39 sqm.
Class rooms	17
ICT ROOM	2
Lab	2
Seminar room	1
Equipment purchased (in Rs.)	Rs. 1693244/-

4.2. Computerization of administration and library:

Regular communications with WBSU and dept.of Higher Education, WB Govt, preparation of Audit report, preparation of Pay packet and collection of fees are all now done with the help of computers. The Cash Section has been fully computerized.

The cataloguing process in the library is now getting computerized with KOHA software. Open Public Access Catalogue System (OPAC) is available too for the students.

4.3 Library services:

	Existing	Newly added	Total	Expenditure
Text Books + Reference Books	8629	714	9343	Rs. 1,53,969
e-Books	NLIST		80409	Rs. 5900
e-journals	NLIST		3828	
journals			12	Rs.27340

4.4. Technology up gradation (overall):

19 new computers were purchased and 20 new computers were gifted by DATA-Q.

4.5. Amount spent on maintenance and up gradation of physical facilities and academic support in lakhs:

Items	Amount(in lakh)
AMC	1.39
Building	29
Equipments	16.95
Computer peripherals	0.91
Furniture	13.43

5. Student Support and Progression

5.1. Total Number of students:

SESSION	MALE	FEMALE
2017-18	1301	1361
TOTAL	2662	

5.2. Details of student support mechanism for coaching for competitive examinations (If any):

Our students are given information and support services by our teachers in charge of the career counselling cell.

5.3. No. of students qualified in the competitive examinations: Complete data is unavailable.

5.4. Details of student counselling and career guidance:

The **Career Counselling Cell** of the institution organized career counselling sessions for the students on 12.11.2017, 27.1.18 and on 12.5.18 in the 2017-18 sessions. The cell has been primarily trying to make the students aware of the jobs that are available after completion of the degree course and the kind of skill they need to pick up if they want to get a foothold in the market.

Our institution has a **Personal counselling center meant** for the college students. They can approach us in times of any crises related to their studies or problems related to their personal lives as well. We have not approached a professional counsellor as yet but efforts are being made to address the concerns of the students. The idea is to remain constantly in touch with the students and to build a comfort zone where we would be able to interact without any inhibition or premeditated understanding. The college has also put in place a **mentor-mentee system** which also works on these lines to approach students' issues on a priority basis.

5.6. Details of **gender sensitization** programmes:

Session 2017-18

Date: 22.12.2018

Name of the Programme: Career opportunities for women

Career opportunities for women are a vital part of promoting gender equity in our society. The emphasis was in trying to understand a working woman's role in changing the status quo both inside and outside home. In that context a job for a woman automatically calculates into empowered decision-making in life. Our students were told to build up a cordial working relationship among them which would also be necessary when they find a career after their degree education. This programme concentrated on giving information on

career opportunities available for women as well as on developing an identity based on pursuing definite career goals.

5.7. No. of students participated in Sports, Games and cultural events:

Inter college: 26

East Zone and AIU: 6

5.8. No. of medals /awards won by students in Sports, Games and other events: 19

5.9. Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	180	Rs. 129080
Financial support from government	1391	Directly transferred into the account of the beneficiaries.

5.10. No. of social initiatives undertaken by the students: 12

5.11 Major grievances of students (if any) redressed: No major students' grievance was recorded.

5.12. Contribution of IQAC in enhancing awareness about Student Support Services:

The IQAC is concerned about providing students adequate support services and has strengthened the erstwhile services like the Career Counselling Cell and Personal and Personal Counselling Cell. There is also the provision of Students Health Home for our students. Feedback mechanism is there to take inputs from all our stakeholders to strengthen the student support system and services.

6. Governance, Leadership and Management

6.1. Vision and Mission:

Netaji Satabarshiki Mahavidyalaya (estd. in Dec 2000) was one of the many new Government sponsored colleges which were established at the turn of the century for catering to the needs of the suburban students belonging to diverse socio-economic backgrounds.

Our Vision: "Education for all"

Our Mission:

- To provide quality education at an affordable cost specially to the backward sections of the society.

- To provide equality of opportunity to all students irrespective of the differences in their backgrounds.
- To promote a sense of togetherness and spirit of cooperation.
- To instill a sense of responsibility and social welfare among the youth.
- To generate consciousness regarding Environmental Issues

6.2. Does the Institution has a management Information System?

NO

6.3. Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- a) Introducing Honours course in Journalism and mass communication.
- b) Increased participation of teachers in the curriculum and teachers training related workshops organized by different universities.

6.3.2 Teaching and Learning

1. Preparation of an institutional academic calendar in accordance with the University Academic calendar.
2. Formulation of teaching plans by individual departments.
3. Increasing use of technology based teaching methods.
4. The provision of tutorial classes in the class routine.
5. Organization of Students seminars and dept. level seminars.
6. Feedback mechanism and analysis.
7. Organization of educational tours and field works.

6.3.3 Examination and Evaluation

The college implements the examination related guidelines of the affiliating university (WBSU) and assesses students' performance through continuous evaluation including periodic class tests.

6.3.4 Research and Development.

- a) Facilitating increased participation of the faculty in national and state level seminars and Workshops by allowing them duty leaves on such occasions. The provision is also there to provide travel grant to select participants.
- b) Sanctioning study leaves to teachers who are in advanced stages of research or to facilitate advanced study in a research centre or library.
- c) Allowing duty leaves on the occasion of attending Course Works to teachers carrying out Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- a) Increasing the number of books in the central library and making available e-resources through N-LIST.
- b) Computerization of the library is underway with Online Public Access Catalogue process in place.

c). Expansion of infrastructure consistent with the growing academic requirements of the college.

6.3.6 Human Resource Management:

- a) Appointment of full time teaching faculty strictly through WBCSC recommendations.
- b) Appointment of Guest faculty through transparent selection process under the supervision of WBSU and UGC norms.
- c) Facilitating enrichment of teachers by allowing them to participate in Orientation Programmes, Refresher Courses, Summer/Winter Schools, Short Term Courses etc.

6.3.7. Admission Process:

The college ensures better publicity for the admission process. While the Institutional website carries details of the admission process including the instructions for online form fill-up and e-prospectus, the details are also displayed on the notice board at the campus. Reservation of seats according to government rules is strictly maintained, so that students from disadvantaged communities have greater access to higher education. The college has adopted fully online admission from the earlier session to maintain transparency in the admission process.

6.4. Welfare schemes for teaching, non teaching staff and students:

- a) Providing an ad hoc amount of money to its newly appointed staff for months before their pay fixation and other government formalities are complete.
- b) Providing bonus and loans to the casual non teaching staff and guest teachers from the college fund.
- c) Efforts are on to establish an Employees Credit Co-operative Society to provide financial help to the employees in a crisis.

6.4. Total corpus fund generated:

The reserve fund or corpus lying with the institution at the beginning of the accounting year 2017-18 is :

Cash: Rs. 22680.93/-

Amount in bank: Rs. 2900315.02/-

6.5. Whether annual financial audit has been done: Yes.

6.6. Whether Academic and Administrative Audit (AAA) has been done?

Internal academic audit has been done at the dept. level jointly by Academic sub-committee and IQAC.

6.7. What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No, the affiliating university does not have any provision of according autonomy to its affiliated institutions.

6.8. Activities and support from the Alumni Association:

Our alumni association is not a registered body as yet but regular meetings happened during this session to discuss relevant academic and administrative issues. The association has also approached the college authority with specific suggestions. In this session Rs.10000 was contributed by the alumnus to support research activities in the institution.

6.9. Activities and support from the Parent – Teacher Association:

A Parents-Teachers Association is formally in place which meets periodically. The parents of the students are called when the students do not perform to the expected level or when they are irregular in class. They are also informed about the new developments in the campus. The Parent-teacher interaction also helps in receiving feedback from the parents and this helps in our future planning at the institutional level.

6.10. Development programmes for support staff: NIL

6.11. Initiatives taken by the institution to make the campus eco-friendly:

This college is concerned with waste management in college premises. Various initiatives are taken to work on the large volume of waste generated within the campus from time to time. In August 2018 this college organized a programme about waste management where various types of banners and festoon are hanging up in college premises.

- **Solid waste management:** The huge volumes of waste are managed with the help of college staff and students. There are approx 20 dustbins in college ground which are used in various purposes separately.
- **Liquid waste management:** The liquid waste generated in toilets are disposed through proper mechanism.
- **E- Waste management:** a separate container is used to collect E-waste of college time to time. Awareness is generated among the students, teachers and the non-teaching staff to dump their personal e-waste into the bin. Titas Computers have taken up the responsibility of managing e-waste materials for our institution.

Green practice at the campus is encouraged by these means:

- a. **Bicycles:** Many students and non-teaching staff use bicycle for coming in the college. College provides a separate corner for parking the bicycles used by some of the non-teaching staffs and students.
- b. **Public Transport:** Most of the students, teachers and non-teaching staffs avail public transport for commuting through and fro the college. Personal cars are provided with parking space in the parking lot around the college.

- c. **Pedestrian Friendly Roads:** The College is surrounded by wide pedestrian pavements all around. Inside the college wide walking track and ramp is available.
- d. **Plastic free campus:** The College is gearing up to declare itself a Plastic Free Zone. And various steps should be used for this purpose.
- e. **Paperless office:** The office staffs have been provided with adequate computers and commendable part of the official records are maintained through soft copies.
- f. **Green landscaping with trees and plants:** The College has successfully retained a patch of green amidst the concrete landscape around. The college has a lush green ground surrounded by greeneries all around. The garden has tall flowering and fruit bearing plants interlaced by bushy flowering plants. The winter season is cherished by growing vibrant seasonal flowers and the premises become a feast for eyes. A separate corner has been identified in the garden where medicinal plants are grown.
- g. **Solar power:** a part of the total power consumed in the institution is shared by the solar panel unit situated at our campus.

7. Innovations and Best Practices

7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovations introduced include

1. Continuation of the computerization of the library catalogue and the beginning of the process of bar-coding of books using WEBOPAC.
2. Development of the departmental libraries and e-resources to facilitate the varied requirements of the students.

7.2. Give two Best Practices of the institution:

BEST PRACTICE: 1

1. Title of the Practice:

Blended teaching: Merging ICT techniques with traditional pedagogical method

2. Goal: To prepare our students (who are mostly first-generation learners) for the future with the latest, most user-friendly and convenient technological trends by blending ICT-enabled learning with traditional pedagogical means. E-learning allows higher and more effective participation and greater interaction. At the same time, for students who have been only familiar with the classical or traditional modes of learning, latest technology may be resistant to change and so, a combination of multiple approaches is employed for dissemination of knowledge.

3. The Context: In the present information-oriented society, people need to access knowledge via ICT-enabled medium to keep pace with the latest developments in all walks of life. Various ICT tools, such as e-content in the form of e-books, online journals, digital libraries, emails, multimedia, internet, online interactive learning sites are in used extensively to enhance learning skills, introduce flexibility and options to be customized to cater to all kinds of learners and reach a large cross-section of students.

4. The Practice: Blended learning is the merging of direct learning, where a teacher delivers instruction to a classroom that is merged with self-paced learning where learners read specific texts, attend film/online adaptations of such content, browse the internet and read articles referred to by faculty members. Often, classes take place at the digital classroom where the teacher uses Power Point presentations to let students understand the nitty-gritty of a topic in a structured way. Often, students are provided with downloaded materials and given useful links which they can browse, and learn. The college also has institutional membership with American Center Library where students have unlimited access to internet for their academic enrichment.

A very interesting outcome of the practice is that the use of ICT techniques in classrooms breaks the traditional teacher-taught paradigm by making both the teacher and the taught sharers of knowledge, instead of being givers and takers. In a post- modern world where hierarchies are repositioned and re-validated, the students who come from marginalized sections of society, including girl-students, become empowered and adept in using new technology very quickly and classroom discussions become more interactive. Besides enhancing technological skills, blended learning also promotes independent rational thought and improves communication skills and team-spirit.

5. Evidence of success: With television and mobile technology infiltrating every household in the country, students who are exposed to blended learning in the college become more empowered in IT skills which help them substantially in the job market that is mostly IT-driven. As teachers in later life, our students also successfully inspire their students in modern pedagogical techniques.

6. Problems encountered and resources required: Since students hail from marginalized and economically-deprived sections, they are often hesitant and resistant to use the modern gadgets themselves. The ICT equipments are also steeply priced and need constant maintenance and upkeep by experts.

BEST PRACTICE: 2

1. Title of the Practice:

Health Check-up camps and awareness Programmes

2. Target: In an effort to raise awareness among the students about health and hygiene and about deadly diseases such as cancer, AIDS and Thalassemia, health camps and health awareness programmes are regularly conducted by the college. It aims at providing primary health-related advice to students, and through them to reach out to the community at large.

4. **The Context:** The College organizes health awareness programmes and health check-ups for students at regular intervals, in association with the Students Health Home and a semi-hospital managed by the local municipality with which we have a tie-up for such purposes. Many of the students are not aware of the health related issues, and hence, they and their families suffer from various diseases, keeping them away from college. Moreover, these problems are increasing due to changing life style of the current generation. It is important to create awareness among the students so that they take good care of their health. Not only physical health, but mental health of students is also a major cause of concern for all in the present age, and students are sensitized about stress-related issues both within and outside the classrooms by teachers.
5. **The Practice:** The College is in the process of establishing the exact frame-work for such practices. For General and mental health check-ups the Students' Health Home is of immense help while *MatriSadan*, a local hospital, managed by the local municipality, is always approached in times of need.

5. Evidence of success: There are evidences that all these camps and awareness programmes have contributed to some general and mental health improvements among the students. Dropout rates are decreasing which may also be a result of this. We can also hope that a better awareness in a student would facilitate his or her family and their surroundings.

6. Problems encountered and resources required: As for now, there is no permanent medical facility at the campus. We are planning to get a structured system for regular health counselling of our students, which would require some funds.

7.3. Provide the Action Taken Report (ATR) of IQAC based on the plan of action decided upon at the beginning of the year:

ACTION TAKEN REPORT

Proposals made by IQAC of Netaji Satabarshiki Mahavidyalaya in the **2017-18** sessions and the current status of these proposals:

SL NO.	PROPOSAL	ACTION TAKEN	DATE
1	Introduction of standardized mechanism for reporting to IQAC	Approved by college authority	July,2018
2	Proposal for increasing the departmental seminar budget to Rs.10,000 per department	Approved by the finance sub-committee	July,2018
3	Online feedback system for students & other stakeholders	Available on college website	Sept,2018
4	Introduction of LMS on college website	Available on college website	Sept,2018
5	Introduction of online Mock practice for the competitive exams through college website	Available on college website	Dec,2018
6	Installation of Water cooler / purifier in each floor	Functional	Apr,2018
7	Registration of Alumni Association	Under Process	Aug,2018
8	Internal Academic Audit by IQAC	Done (17-18)	Aug,2018
10	Preparation of Yearly Academic Calendar on the basis of University Academic Calendar	Available on college website	July,2018
11	Installation of ramp and Divyangjan toilet for differently able students	Available	Aug,2018
12	Career counselling sessions	Happening periodically	July,2018
13	More Extension programmes in the locality	Regular programmes are undertaken all round the year	July,2018

7.4. Whether Green Audit was done?

Response: No.

7.5. SWOC Analysis :

Strength

1. Democratic working atmosphere.
2. Perceptive and cooperative management.
3. Committed faculty constantly on the lookout to upgrade their skill.
4. A library with adequate number of text books and reference books.
5. Good student-teacher relationship.
6. The college is conveniently located in terms of train and bus routes.
7. A gender-sensitised campus with favourable atmosphere for women.

Weakness

1. Inadequate number of full-time teaching faculty.
2. Absence of career oriented and professional courses.
3. Absence of Industry-Institution linkages.
4. Limited financial resources.

Opportunities

1. Promotion of the all round development of the first generation learners of the region.
2. Up gradation of the support services for the students and staff at the campus.
3. Facilitation of better faculty cum student exchange programme with other colleges in the neighbourhood.
4. Augmentation in the use of renewable energy.
5. Extending the opportunity of higher education to the students coming from Minorities and other socially/economically backward classes.

Institutional Challenge

1. Further improvement in the academic performance of students.
2. Procurement of grants from state and central agencies including UGC.
3. Online availability of class lectures and other learning resources through College android Application.
4. Enhancing Skill development within the framework of the syllabi.

7.6. Plans of institution for next year (2018-19)

- a) Initiation of academic industrial collaboration for new teaching programmes as well as initiating more faculty exchange programmes.
- b) Introduction of Learning Management System (LMS).
- c) Online Mock tests for competitive examinations for our students.
- d) Modernisation of laboratory and classrooms.
- e) Completion of bar-coding of books in the library..
- f) Encouraging our faculty to take up MRPs and other research projects funded by different agencies.