



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

NETAJI SATABARSHIKI MAHAVIDYALAYA

SAHIDBAG P.O. HARIPUR, 24 PARGANAS(N)

743223

www.nsmashoknagar.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Since its establishment in the year 2000, the college has completed eighteen years of teaching-learning and tried to motivate its staff and students to community work. The college now has an impressive two-storey building comprising of 36 rooms including 16 class rooms with specific rooms allotted to each Honours Departments and the Department of Physical Education which like the Department of Music is a useful addition to the institution. The college has two ICT and one projector fitted Seminar Room. There is also one virtual classroom. Our central Library has a well-furnished reading room meant for both teachers and students. The campus of the college is fully Wi-Fi enabled. The college is now affiliated to **West Bengal State University**.

The College also follows the RTI Act, and has set up a Public Information Cell. Some other Cells that need special mentioning are: a) Anti-Sexual Harassment Cell; b) Anti-Ragging Cell; c) Career Counselling Cell and d) SC/ST Cell.

Presently the number of books available in the college library is 10700. We have signed a number of MOUs with i) the local Municipality-managed hospital, *Matrisadan*, for providing medical support, check-up, etc. to the staff and students; ii) the Municipal Multi-gym both for boys and girls; iii) the local public library for extending free reading-room facility to our students; iv) We have collaborated with NIELIT for providing basic computer education and v) we are planning to initiate a spoken English course at a subsidised rate for our students.

The college is enrolled with the Students' Health Home which undertakes some health programmes and facilitates medical assistance to the college students.

We encourage our students to seriously take up co-curricular and extra-curricular activities along with academic curricula. We have a playground of our own and also provide separate indoor games facilities like carrom and table tennis for boys and girls. The Students' Union organises, with the guidance of teachers and staff of the College, annual sports, cultural programmes and various social welfare activities and helps to develop and maintain ideal and healthy student-teacher-administration relations.

Vision

Since the beginning the focus of the college has been to inculcate collegiate (degree-level) education among the economically challenged and minority community students of the area from where students throng to get admitted into this college. This vision demands introduction of modern subjects and job-oriented courses commensurate with the needs of the day along with conventional subjects of study. The college tries to impart quality knowledge and promote all-round personality development of the students, by class-room teaching and simultaneously creating awareness about their social and cultural milieu. The college has ever since its establishment remained true to its goal of developing disciplined individuals who would be at once global in outlook, national in ethos and respectful to local duties and commitments. The motto of the college is to impart true education that dreamers like Rabindranath Tagore and Swami Vivekananda once envisioned.

Mission

- Spread of degree-level education among the economically challenged and minority community.
- To provide quality higher education to the students of a semi-urban locality who cannot easily avail of a city college/urban educational facility in general.
- Introduction of job-oriented and modern subjects to cope with the needs of the day along with the conventional subjects.
- Ensuring proper and adequate academic and physical infrastructure of learning.
- Ensuring financial assistance to the economically challenged students.
- Personality development of the students on an all-round basis, developing their knowledge base and social awareness.
- Promotion of cultural activities and encouraging regular programmes to make the students conscious of the huge cultural heritage of our country.
- Adopt welfare measures for the staff and students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Democratic and gender-sensitized 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 high ratio of female and minority students.

Institutional Weakness

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

Institutional Opportunity

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. Providing higher education to the students belonging to the minorities who have a high population in the adjacent areas.
6. Introduce and develop Computer skills which are a compulsory skill in the contemporary job market, to the underprivileged students at a minimum cost.

Institutional Challenge

1. Further improvement in the academic performance of students.
2. Procurement of grants from state and central agencies including UGC.
3. To develop industry-academia linkages.
4. To introduce soft-skill courses in parallel with the core/elective courses.
5. Make students more efficient in computer skills.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular aspects of courses at Netaji Satabarshiki Mahavidyalaya are governed by WBSU regulations. Multilevel systems have been evolved in the college for planning and implementation of the curriculum in a transparent and effective manner. The curriculum has been regularly upgraded by our affiliating university and an effort has been made to maintain flexibility and responsiveness to changing demands of our stakeholders.

The emphasis is also put on Social inclusivity, Climate change related issues, Ecological issues, Human rights etc. In addition to classroom discussions, a more comprehensive approach is made by mixing the regular curricula with these issues, so that the students become cognizant of these during student life and afterwards.

As a learning organization, we have always engaged in a continuous process of obtaining feedback from different stakeholders in formal and informal manner and that has enriched the teaching-learning processes. In recent years these have been standardized and regularised for all courses. On the basis of students' feedback students' request for more books for preparation for competitive examinations as well as more books in departmental library was heeded to and appropriately addressed. From 18-19 sessions, students have also started logging into mock-practice exam. portal through the college website. LMS (Learning Management System) can also be accessed through the college website. E-resources including N-LIST materials can now be remote accessed by students and teaching faculty of the college.

The outcomes of Parent-Teachers' meetings are also discussed by teachers in Academic Sub-Committee meetings, and their suggestions are incorporated. Finally, the teachers' feedback on students reaches the Governing Body through the Principal and curriculum-related matters are discussed, deliberated and decided upon. New subjects like Sanskrit, Economics, Mathematics and Journalism and Mass communication at the General course level and Honours level have been introduced on demand of the students and parents in general. The basic computer course (NIELIT) is also available to the students.

Teaching-learning and Evaluation

The college is transparent in its admission process, ensuring that the Merit Score of all the applicants in descending order is displayed for public viewing.

Merit Score is prepared as per norms and regulations of the Government of West Bengal, Ministry of Higher Education and The West Bengal State University. Both the aggregate marks and the marks obtained in the subject the student intends to major are taken into account while preparing the Merit list. Reservation provision as per Govt. rules is maintained at all stages.

In order to bridge the knowledge gap of the enrolled students and to enable them to cope with the programme of their choice, the college has drawn and deployed the following strategies -

To ensure that the new students are able to cope up with the programmes they have selected, orientation programmes are undertaken at the beginning of the academic session. The tutorial classes are also available for the disadvantaged and weaker students. A few introductory classes are allotted at the beginning of the course to make the students aware of the syllabus. They are also given information on the learning resources available in the college like books in the Central library and other e-resources including NList. The digital material can be accessed through Wi-Fi enabled devices inside the campus. Oral tests and group discussions are a regular feature of the academic activities.

The NSS wing of the college works to build up environment related awareness among the students. Different activities of NSS as well as inclusion of Environmental Studies in the curriculum have made the college students as well the local people aware of the environmental issues. Students are encouraged to think critically and be innovative in dealing with their assignments, projects and other tasks. Library at the college is well equipped with books, journals and e-resources necessary for teaching, learning and mid-term project preparations. Continuous Internal Evaluation is done periodically and transparency and fairness of evaluation system are ensured through Academic sub- committee. The institution has an effective mechanism for redressal of all kinds of grievances including grievances around teaching-learning and evaluation.

Research, Innovations and Extension

The Institution does not have any research centre recognized by the affiliating university or any other agency / organization. But in order to promote research activity, we have made research a priority in college and framed broad parameters of conducting research activity in college, urging teachers to increasingly take up research activities as well as persuading the authorities to make allowances for teachers with research interests in the form of MRPs and PhDs. And, then, keeping the constraints of the college resources in mind we plan to mobilize UGC and other external agencies for funds and assistance.

The Institution has a Research Committee with IQAC coordinator, two faculty members, and one non-teaching staff along with the principal as members to encourage an environment of academic thinking and focused research among the faculty. It has also been successful to introduce a multi-disciplinary journal *Different Strokes* for the faculty and is now in the process of creating a physical and also an e-repository of published research works of teachers and visiting faculty.

IQAC of our institution, on the other hand, also provides valuable suggestions and insights and, thus, promotes and monitors the quality of research. It also encourages the faculty members to participate in state level, national and international level seminars and to present papers on various theoretical and empirical aspects on the concerned subjects. Various departments usually take initiative to organize seminars/ workshops/ special

lectures to create interest in the relevant areas among the students.

The faculty members usually organize seminars in which teachers of different departments visit other departments to discuss on important areas of research in a truly multi-disciplinary mode. In this connection, distinguished scholars are also invited to participate in the seminars. This provides a platform for the students to exchange ideas with the resource persons. Though the college is located in a relatively semi-urban area and serves mostly the backward minority community, it makes sincere efforts in inviting eminent scholars, researchers and teachers to interact with staff and students in order to bring about holistic development among the students of the college.

Infrastructure and Learning Resources

The institution continuously upgrades itself in terms of infrastructure and technology supported classroom teaching etc. to give optimum support to the students most of whom come from an under-privileged section of the society. Students have full access to utilize the available resources in a systematic way. The college has never received any special grants / finances from the Industry but has received grants from the State Government, MP and MLA LADS funds to build classrooms and other infrastructural support system of the college. Computers, printers, server system, air-conditioners, water purifying machines, generator and other electrical items are under annual maintenance contract.

The college campus consists of the main building and has a huge area for expansion. Plans have been drawn up to construct a science building in the vacant space as soon as substantial financial aid is received from relevant quarters. The present building has 16 classrooms along with two separate ICT rooms and one seminar room. The seminar room has fixed ICT facility, whereas a few projectors are available to cater to various needs. The Honours departments are given a separate departmental space for student-teacher interaction. Most departments have a rudimentary seminar library along with a computer and the central library mainly caters to the needs of the students. The Central Library, the core Learning and Teaching Resource Centre of the college, with 10700 books, 10 journals, and e-resources, is supporting teaching, learning and research in the college. Facilities like the use of reference books and accessing internet facilities are also extended to students and researchers. The library also has Wi-Fi connection and is part of the N-LIST programme (conducted by INFLIBNET.) to access 6,000 + e- journals and 90,000 + e books. A separate periodical section has been created in the library. The library is partially computerized and has installed the library software KOHA.

The college has also installed with the financial assistance of WB govt. a solar power unit in the campus. There is a ramp at the entrance of the main building for differently-abled students.

Student Support and Progression

The college authority remains vigilant about the progress of students in curricular and extracurricular activities. In the beginning of the session, students are informed in detail about the academic programmes, fee structure and other facilities available in college through online e-prospectus. The percentage of successful students in the university examinations is satisfactory. Tutorial classes are arranged regularly. There's a provision for competitive examinations related preparation through the college website. Students also take part with great enthusiasm in annual sports and cultural programme. The college authority encourages the students to participate in the extra-curricular activities like sports, Youth Parliament and Quiz programme, NSS and cultural programmes along with seminars and workshops related activities. They are provided with TA, DA and

car facilities to the venue whenever needed.

We collect Rs. 50 from each student every year for the Students' Aid Fund. The proceeds are used to give concessions against tuition fees to the economically weaker sections of the students. These concessions are generally given at the end of the academic year when the students need to fill up forms for the university examinations. All the reserved category students like SC, ST and Minorities receive financial assistance from the state government directly. Till 2013 -14, the minority students applied for financial assistance through the college and cheques were sent to the college for disbursal. However, from 2014 -15 session such amount is directly credited to the bank accounts of the students. Under the *Kanyasree* Prakalpa of the State Government, unmarried female students receive decent economic assistance till the age of 18 for pursuing higher education. Once they attain that age, they receive Rs 25,000 as one time assistance.

We emphasise on computer education, conversation in English inside the classrooms and other career related activities to support employment related aspirations of the students.

The college has a strong Grievance Redressal system, an Anti-ragging committee and the Anti-sexual harassment cell. Career counseling sessions are also happening regularly for the students. A mock exam practice portal has also been provided through the college website. University level progression rate of our pass out students is also satisfactory.

Governance, Leadership and Management

For fulfillment of the college mission, the leadership strives to maintain a transparent and interactive environment. All stakeholders are actively encouraged to participate and voice their opinion for effective decision making and policy formulation. The staff and administration work together to comprehend and articulate the goals of academic and administrative wings of our institution.

The administration of the college is led by the Governing Body which is constituted in accordance with the Statute of the WBSU and the guidelines of Dept. of Higher education, Government of West Bengal. The Principal is the administrative head of college. There are Academic Council, Teachers' Council and different other committees which assist the Principal in running the administration of college and look after its academic, cultural and extracurricular activities. The Bursar of the college keeps a close look into the financial matters of college. The Head Clerk of college manages the attendance and activities of the non-teaching staff. Annual Self-assessment of the staff is also assessed by the Principal.

The college has been implementing e-governance in all areas of operation – Planning and Development, Administration, Finance and Accounts and in Student Admission. The college also conducts regular internal and external audit and prepares an annual budget estimate in consultation with the Finance sub-committee and the Governing body of the college. There are six external members in the governing body including the president of the governing body. Independent assessments of academic activities are made by them. They also suggest ways and means to improve academic performance. Similarly, in the IQAC meeting and academic subcommittee meeting, academic performance appraisals are taken up.

The Principal discusses the feedback data taken from the stakeholders at different committee meetings and at the GB meeting as well. The views of the guardians and alumni are also presented to the decision-making body as and when the situation demands.

Institutional Values and Best Practices

The college's aim for embracing inclusivity and multi-culturalism in all facets of its activities is based on "Vasudhaivakutumbakam"- the Mahopanishad shloka that teaches "The world is one family" and has steered the college to contribute to its vocation of environmental sustenance. Tree planting and nurturing of the saplings is a regular duty of the NSS unit members and other student volunteers.

While minimising the use of paper, stress has been laid on use of web-based data through computers. Old computers are either sold as scrap to dealers or are stored for proper disposal through our vendor.

The college promotes gender equity and sensitivity through various gender equity promotion programmes. Several activities are also conducted for the promotion of national values and communal harmony. The college ensures facilities for the differently-abled students and works continuously towards engaging the local community through extension activities.

Organisation of Blood donation camps and distribution of reading and writing materials among local primary school children are some such initiatives. The NSS Unit of the college periodically organizes Clean Campus-Green Campus programme, sapling plantation programme, Special Camp for 'Swachh Bharat' awareness etc. The college has initiated a number of practices of academic, administrative and extra-curricular nature to bring about a positive change in the comprehensive environment of the college, keeping in mind the mission and vision of the college, as well as to inculcate positive life-values among the students.

Two of the best practices of the institution that has left positive impact on the students are enumerated below:

BEST PRACTICE: 1

Title of the Practice:

Blended teaching: Merging ICT techniques with traditional pedagogical method in the classroom to facilitate greater flexibility in teaching-learning processes.

BEST PRACTICE: 2

Title of the Practice:

Health Check-up camps and awareness Programmes

To raise awareness among the students about health and hygiene and about deadly diseases such as cancer, AIDS and Thalassaemia, 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 the community at large.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NETAJI SATABARSHIKI MAHAVIDYALAYA
Address	Sahidbag P.O. Haripur, 24 Parganas(N)
City	Ashoknagar
State	West Bengal
Pin	743223
Website	www.nsmashoknagar.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	SUDHANATH CHATTOPADHYAY	03216-236735	9932939965	-	info@nsmashoknagar.ac.in
IQAC / CIQA coordinator	JAYANTA RANA	03216-231438	9153218475	-	iqac@nsmashoknagar.ac.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	08-12-2000

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	West Bengal State University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	31-10-2011	View Document
12B of UGC	15-03-2016	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sahidbag P.O. Haripur, 24 Parganas(N)	Semi-urban	4.13	2601.29

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	HIGHER SECONDARY	Bengali	120	11
UG	BA,English	36	HIGHER SECONDARY	English	70	9
UG	BA,Political Science	36	HIGHER SECONDARY	English,Bengali	50	10
UG	BA,History	36	HIGHER SECONDARY	English,Bengali	70	16
UG	BA,Sociology	36	HIGHER SECONDARY	English,Bengali	25	0
UG	BA,Music	36	HIGHER SECONDARY	Bengali	25	10
UG	BA,Sanskrit	36	HIGHER SECONDARY	Bengali,Sanskrit	25	3
UG	BA,Education	36	HIGHER SECONDARY	English,Bengali	25	19
UG	BA (Journalism),Journalism	36	HIGHER SECONDARY	English,Bengali	35	0
UG	BSc,Geography	36	HIGHER SECONDARY	English,Bengali	70	17
UG	BSc,Economics	36	HIGHER SECONDARY	English,Bengali	20	2
UG	BSc,Mathematics	36	HIGHER SECONDARY	English,Bengali	50	4
UG	BA,Physical Education	36	HIGHER SECONDARY	English,Bengali	600	579

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				25			
Recruited	1	0	0	1	2	0	0	2	6	15	0	21
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				20			
Recruited	0	0	0	0	0	0	0	0	11	9	0	20
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	10	2	0	12
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	12	2	0	14
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	1	3	0	5
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	2	0	0	4	10	0	16

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	10	7	0	17

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		11	9	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	565	0	0	0	565
	Female	547	0	0	0	547
	Others	0	0	0	0	0
UG	Male	1222	0	0	0	1222
	Female	1332	0	0	0	1332
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	205	211	222	160
	Female	119	134	153	113
	Others	0	0	0	0
ST	Male	10	12	8	12
	Female	9	7	3	5
	Others	0	0	0	0
OBC	Male	139	148	167	130
	Female	108	118	157	123
	Others	0	0	0	0
General	Male	438	455	334	213
	Female	364	372	350	249
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1392	1457	1394	1005

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 12

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	11	9	8	8

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2662	3310	3540	4271	3855

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
962	876	789	725	443

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
601	695	562	653	621

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	19	20	19	19

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	28	28	28	28

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 19

Number of computers

Response: 51

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
167.41	206.14	107.51	110.93	79.87

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- At the beginning of each session of the college, the prospectus and academic calendar are published. These contain information about all the internal and university examinations related regulations.
- The Academic Sub-Committee of the college plans periodical strategies for effective implementation and dissemination of curricular matters.
- The Academic Sub-Committee decides the norms of evaluation. This Committee interacts with the Principal and the Governing Body as and when such needs arise.
- Each department holds periodic departmental meetings to sort out various issues including class and syllabus allotment, departmental programmes etc.. The teachers always try to complete the syllabus within time and take extra classes if necessary.
- Class tests, and midterm tests for both honours and general students are held regularly in all the departments.
- Academic Records are maintained by each department and information is provided to IQAC for documentation.
- For academically backward students, there is the provision of special as well as tutorial classes.
- The students are provided with regular effective academic materials from the central library of the college. The college Library has an enriched collection of more than 10,700 books.
- All faculty members are provided with unique user id and password to access NLIST site that offers 80409 e-books and 3828 e-journals in full-text form.
- The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars.
- Syllabus of each subject for the academic session is provided to the students.
- Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published in students' & teachers' Notice Board & College website.
- Conventional classroom teaching is empowered with reasonable use of ICT to make the teaching-learning process more learner-centric.
- Experiential learning, participative learning & problem-solving methods are also used for effective curriculum delivery.
- The college runs a Compulsory computer course for the 1st year students so that the students can be benefited.
- Departments with laboratories periodically place requisitions for lab equipment which are met with college funds.
- All the departments have their dedicated computers with internet facility. As the college is Wi-Fi enabled, internet accessibility is readily available.
- The IQAC and the Research Committee have decided to allow Travel Grants of Rs.10000 each or

the actual cost(whichever is lesser) to two teachers every financial year for Paper presentation outside the state from the session 2017-2018.

- The college organizes extension programmes for the benefit of the local people. The social outreach programmes includes providing study materials and foodstuff to local schools in backward region etc.
- The college has a big playground and conducts the annual sports, inter-college sports meets, and physical education classes there.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 29.41

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	1	4

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years	
Response: 33.33	
1.2.1.1 How many new courses are introduced within the last five years	
Response: 4	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented	
Response: 0	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years				
Response: 0				
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The College recognises that for all-round development of students, they should be aware of the major issues concerning the present day world. During regular interactions, teachers highlight the different issues like Gender-sensitisation to eliminate gender-based prejudice and thereby change stereotyped ideas around working women. The emphasis is also given to Social Inclusivity, Climate Change related issues, Ecological Issues, Human Rights etc. In addition to classroom discussion a more comprehensive approach is made by mixing the regular curriculum with these issues, so that the students become cognizant of these, during student life and afterwards.

Here is a selected list of different programmes organized at the college in the last five years:

Academic Year	Programme Name	Issue	Any Other info
2013-14	"Gender stereotypes: beliefs among college students"	Gender	

2014-15	Career opportunities for women	Gender	View report Programmes list,NSS/extensi
2015-16	Portrayal of women in tv. soaps	Gender	
2016-17	Representation of women in films :youth perceptions	Gender	
2017-18	'Self Defense for Girl students. Swachhata Pakhwada programme Tree plantation Programme	Gender Social Awareness Environment	

Besides all these programmes the college is successfully running a compulsory course on Environmental Science for the first year UG students under the UG curriculum of WBSU. With the introduction of the **CBCS system, the ENVS course is reframed as AECC following the new circular of WBSU from the academic session 2018-19.**

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 0.38

1.3.3.1 Number of students undertaking field projects or internships

Response: 10

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** C. Any 2 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: B. Feedback collected, analysed and action has been taken</p>	
File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 73.98

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1005	1394	1457	1392	1447

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2246	2053	1860	1725	1473

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 73.11

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

2017-18	2016-17	2015-16	2014-15	2013-14
543	710	630	590	296

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The Institution identifies the advanced learners and slow learners through a continuous evaluation process of question-answer sessions, problem-solving sessions, home assignments, group discussions, class tests, assignments etc.

Slow learners:

- After identifying the slow learners on the basis of their performance in internal examinations, test examinations as well as through teachers-students interaction, departments arrange special lectures and tutorials for them.
- Audio visual methods are used effectively by the teachers to make lessons more interesting.
- Each department in the institution also provides study materials to all students, specially the slow learners.
- Continuous personal level counselling and encouragements help the students gain confidence.
- Teachers encourage them to use the library reading room and the journals, newspapers available there, to make their learning process more varied.
- If necessary, teachers call their parents to have a detailed discussion on their personal problems.

Advanced Learners:

- Advanced learners are encouraged to participate in different paper and project exhibitions, poster presentations, seminars, workshops etc.
- They are motivated with prizes for outstanding achievements in the university examinations.

- They are given a special access to the reference section of the college library and helped with additional study materials.
- They are motivated with higher goals and career suggestions.
- The College library provides access to various reference books, thousands of e-resources through NLIST to help advanced learners.
- Invited lectures on a regular level within the faculties of the college is also an effective policy to grasp the attention of the students to their specific subjects, as the lectures provide other angles to their prescribed areas of study.

Teachers share their personal contact numbers with students, and the students, especially the ones who find it difficult to cope up with the syllabus, or the more curious advanced learners, contact the teachers personally over phone or WhatsApp. Through these media, teachers make themselves available to them beyond the campus. There are departmental WhatsApp groups too, between departmental teachers and students, which helps in spreading study materials quickly.

From the session 2018-19, the college has installed LMS to become more beneficial to our students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 106.48

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.3

2.2.3.1 Number of differently abled students on rolls

Response: 8

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response:

Acknowledging student's voice as central to learning experience, this institution 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.

Faculty of Science:

The Experiential teaching-learning methods adopted in the faculty of Science include:

1. Laboratory work
2. Field study (which includes pre-fieldwork, field work, post-fieldwork)
3. Paper/model/poster presentation
4. Educational visit to different institutions.
5. Students' Seminars (conducted entirely by students and only overseen by a teacher)
6. Learning through making visual aids like posters, models etc on the area of interest provided to them by the teachers/ instructors.
7. Conducting surveys both quantitative and qualitative in local areas and using the results of these surveys to plan the extension activities of the college to motivate the students to be socially responsible.

Faculty of Humanities:

The Experiential teaching-learning methods adopted in the Faculty of Arts & Humanities include:

1. Relevant films and other audio-visuals are shown and students are asked to relate these to their topic and form their own individual opinion which is then assessed by the teachers.
2. Students are encouraged to perform spontaneous performance, like small plays and recitation which provide them with a broader understanding of their syllabus.
3. Survey (both quantitative and qualitative) based learning ; Some departments regularly conduct surveys in the adjacent areas to provide the students with a better and practical understanding of the diversity and

social changes.

4. Excursions(in some departments)

5. Projects (students are provided with a topic and they are encouraged to prepare a project on the topic; the topics generally vary from social issues to environmental issues)

6. Quiz, debates, extempore in the classrooms.

7. Regular publication of wall magazines with contributions primarily from students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 140

2.3.2.1 Number of teachers using ICT

Response: 35

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 110.92

2.3.3.1 Number of mentors

Response: 24

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution acknowledges the need for innovation & creativity in teaching. Keeping this in view the institution has incorporated a number of creative and innovative methods in its teaching-learning methodology:

- Teachers use various audio visual methods optimally. Using a projector, a laptop and a white board/screen, almost every room can be turned into an audiovisual room.
- For the larger class rooms, particularly for the social science and language classes, sound-systems and microphones have been provided so that the teacher becomes perfectly audible to even the students sitting in the rear part of the room away from the lecture dais.
- A few classes are also arranged in the smart classroom for presenting audio-visual materials to increase the interest and comprehension of students.
- Students are taught in the classrooms through models, posters and other visual aids.
- All the students and teachers at present are internet and computer literate. This changed perspective has made the teaching-learning scenario more innovative. The teacher-student interaction at present is not time -bound or space-bound. A student comes in touch with the teacher anytime and from anywhere through Whatsapp, Facebook, email etc. The students enjoy the help of the teacher as and when required. Necessary articles, books, teaching materials etc. are uploaded and downloaded by the teachers concerned as well as students.
- Students across all disciplines are encouraged to participate in excursions and extension activities as part of their academic career.
- They are encouraged to submit projects where they can employ their innovative capacities.
- Taking full privilege of the fully Wi-Fi enabled campus, students are sometimes asked in the classroom to check data or resources with their mobile.
- Specific students' **Whatsapp** groups become beneficial in giving out department-specific notices, urgent notifications, circulating study materials etc.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 72.86

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 16.93

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	4	4	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 9.8

2.4.3.1 Total experience of full-time teachers

Response: 245

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 9.8

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The end term examination conducted by the university is not always sufficient to encourage the students to be comprehensive and intensive learners. Rather it makes the students syllabus oriented, attached to suggestive learning, dependent on private tuition etc. So, within its limited capacity, the institution has sought to introduce a continuous internal evaluation system.

Different committees have been formed to supervise and look after the internal examination related activities of the college. Each committee is headed by a convenor. e.g. (Examination committee -Part I ,Part II, Part III and Academic Sub Committee). Each committee is assigned with the task of conducting the different examinations .

The reforms introduced in the continuous internal evaluation system include:

- Arranging at least one internal evaluation, other than the pre-university examination, preferably, between the months of September and December every academic year;
- Notice for the evaluation are published well in advance on the college notice board and the website.
- The Internal Evaluations are arranged in a classroom atmosphere rather than an examination centre atmosphere.
- The questions are set in a manner so as to encourage students to write creative yet specific answers;
- Innovative methods- like dissertation, extempore, theatrical presentation, mock -teaching by students are adopted by different departments to keep the entire process interesting and student-friendly;
- Evaluation of the examinees are kept strictly time-bound.
- Post evaluation, the answer scripts are shown to the students and suggestions relating to improvements are given.
- In case of any grievances the students, initially, approach the concerned departments; the departments are asked to redress the grievances within a specific and realistic time-limit.
- If the department fails to resolve the case, then it is referred to the Grievances Redressal Cell. However, no such case is reported till date that the departments could not solve properly.
- With the introduction of the CBCS semester system in the current session (2018-19), the pattern and schedule of the internals have changed. Now it is taken twice a year, following the schedule of the university.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- There is an examination sub-committee which in a formal documented meeting decides the specific dates of the examination.
- The academic sub-committee decides the dates of submission of questions, and dates of relevant notification.
- The evaluations are generally held between the month of September and December every year. The dates of the evaluation are so kept to fulfil the objectives of the evaluation.
- The decision is then circulated to the departments through a notice issued by the authority.
- The questions are set strictly following the university prescribed pattern. The students are, thus, given a chance to get accustomed to a full-scale university level assessment.
- The departments then prepare the questions, which, after moderation (internal), are sent to the authority.
- The authority arranges for the distribution of the questions in the departments.
- The teachers of the department invigilate over the evaluation with help from the non-teaching staff of all capacities.
- In addition to the centrally conducted internal assessment, there are other tests at the departmental level at regular intervals.

- A few departmental tests are taken in the form of PPT presentations, mock-teaching, projects, extempore speeches to assess the results of the teaching-learning mechanism at the institution.
- The mechanism is reviewed every academic year and the examination sub-committee is suitably altered in the teachers' council meeting to keep it functional and effective.
- With the introduction of the CBCS system from the session 2018-19, students' projects have become a mandatory part of the internal evaluation system.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

- The End-Session examinations are conducted by the University. The Admit Cards are issued by the University and distributed usually one week before the scheduled date of the beginning of the Examinations. In case of any discrepancy in connection with the Admit Cards, the students are advised to write an application to the Principal. Immediate step is taken by the college to correct any such problem. The non-teaching staff of the students' section always remain alert in this connection and help the affected students in all possible ways.
- In case of any trouble in the examination centre on the part of the students the Centre-in-charge, who is usually the Principal, takes immediate step and redresses grievances, if any.
- There is provision for post-publication review of results. Students, after the distribution of Mark Sheets, can apply for such review through the college. The result of post publication review is usually published within a reasonable time by the university. The non-teaching staff extend their full cooperation to the students in applying for post-publication review.
- Even after the publication of review results, if a student remains dissatisfied with his/her result, he/she can apply, as per RTI rule, for copies of answer scripts. The university, after receiving such applications supplies the students with the photocopies of their answer scripts.
- In case of Class Tests, Mid-Term Tests, End-Term Tests and Internal Assessments conducted by the college, the students are provided with the corrected answer-scripts by the relevant faculty members. The doubt and enquiries of the students regarding the pattern of best answers are clarified by the examiners.
- If there is any tabulation related error in the assessment, corrections are duly made by the examiner.
- The college has formed a grievance redressal cell which looks into all examination related grievances. The cell, however, only comes into question if the department fails to redress the grievances of the students.
- The cell is formed in the first meeting of the teachers' council at the beginning of every academic session.
- In addition, a parents-teacher meet is held after every internal evaluation, and the responses are

documented and discussed.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Continuous Internal Evaluations are held strictly following the academic calendar. At the beginning of the session, the Academic sub-committee instructs the concerned teachers on creating the calendar. The period of the internal evaluations is clearly mentioned in the academic calendar which is strictly adhered to except in cases of emergency. The academic calendar is duly displayed on the college website and the notice board, in addition to the prospectus of the college. The academic calendar is made based on the academic calendar published by the university.

At least one internal evaluation, other than the pre-university examination, preferably, in the months between September and December of every academic year is held.

The pre-university test examination is held in the month of November every year for the Part III examinees, the month of December for the Part II examinees, and the Month of January for the Part I examinees. The results of these tests are duly notified on the notice board and parents-teacher meetings are held to communicate the academic progress of the students to their guardians.

Evaluation of the examinees is kept strictly time-bound.

Some departments also take monthly tests for their honours students in all 3 years.

However, with the introduction of CBCS from July 2018, the new schedule of internal tests is regulated by the University itself.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on the college website.

The primary objective of a specific course is communicated and explained to the students by the faculty members at the beginning of the session. The website of the college is comprehensive and is maintained by the professional web operator. The courses taught in the college, the facilities provided to the students and the teaching faculties available are given in the website. Regular updates are also provided to all concerned in relation to the courses.

Besides the college website, prospectus is given to the students. The prospectus provides all important and necessary information about all the programmes and courses along with the programme codes, fee structure and other relevant information. However, for the last two sessions the college is providing this prospectus in a separate tab in the website which remains up to date.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- **Continuous internal evaluation** helps in assessing the progress and learning capacity of the students. It also helps in their preparations for the university examinations.
- **Steady supply of study materials** to the students in the form of hand outs, books and printouts is an important part of the teaching process. Teachers also share study materials through LMS and the Whatsapp groups made between students and teachers.
- **Parents- teacher meet** is held after each internal evaluation in which teachers discuss the progress and shortcomings of the students with the parents. Parents also share their opinions, which is recorded and later taken up in the academic sub-committee meetings.
- **A well stocked central library and individual departmental libraries** are there to cater to the requirements of the students. The stocks are regularly updated based on the requisitions from the individual departments, in keeping with the change in syllabus or the necessity for updated materials.
- Students are encouraged to **access online study materials** through the computers in the library and Wi-Fi in the entire campus.
- Special emphasis is there on **regular attendance in class** and the university regulations in this regard are strictly maintained.
- **Optimal use of audio-visual techniques** helps in making the learning process more effective.
- The college has developed a structured **Feedback system**, in which the outgoing third year students are asked to fill in a form. They can express their satisfaction, grievances, suggestions about the

institution and its staff, the syllabus and the teaching-learning process in general in this form. These feedbacks are carefully collected, analysed and necessary steps are taken by the institution. From the current session, the students of all three years and the parents can submit their feedback online through the feedback button in the website.

- The **slow learners** and **the advanced learners** are identified within a few months of the session and then the different learning outcomes are set for them. The weaker learners are given **tutorial classes** and study materials suited for them, while the advanced learners are encouraged to take part in different **curricular and extra curricular activities**.
- **Students' Seminars, projects, exhibitions, lectures by external experts, educational tours and visits to different institutes** on a regular basis complement the traditional teaching methods.
- The **Career counseling Cell** of our college is quite active in helping the students with expert guidance.
- The students of the college also regularly part in **co-curricular and extra-curricular activities** through the departmental activities, NSS and games and sports. The Students' Union also organizes various programmes such as Fresher's Welcome, Annual sports, Blood Donation Camp, cultural programmes, Saraswati puja etc. The leadership skill, creativity, social skill, team-spirit, sportsmanship, ability to take responsibility, etc of the students are measured through these activities.

Level of attainment:

The efforts and measures have yielded good results which can be seen in the average pass percentages, which is increasing steadily. Moreover, students are interested in higher studies and many students enroll for Master's degree after completion of the graduation.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 87.87

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 601

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 684

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.08

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 26

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Despite the constraints of an affiliated college, **Netaji Satabarshiki Mahavidyalaya** has worked methodically to create an ambience for generating and transferring of knowledge. Our Research committee is attempting to function like an Incubation center by promoting research activities among the faculty. Here is a summary of the activities of the committee:

?To advise and assist the faculty to apply for Major/Minor Research projects whenever UGC opens its

window.

?To encourage the faculty to publish research articles in peer-reviewed journals and not in paid journals with dubious distinction.

?To undertake multi-disciplinary research.

? To publish the institutional multi-disciplinary journal *Different Strokes* from 2015-16 session.

? To organise a repeat paper presentation of the faculty members which they presented in different seminars/conferences.

The Research Committee has also facilitated flexible working schedule for the teachers engaged in research as well as duty-leave for the paper presenters in seminars. In last five academic sessions three faculty members have defended their research premises and earned their PhDs. On the other hand, two other teachers got awarded for their research activities during the same period.

Since its establishment in 2017, IQAC has also played its part in promoting research as well as organizing several inter-departmental seminars where our teachers interacted with each other and students on their research activities in emerging areas of research(<https://nsmashoknagar.ac.in/wp-content/uploads/2019/04/SEMINARS.pdf>).

The college authority has also taken care to regularly purchase books and has subscribed to academic journals (apart from Nlist) to encourage the research activities.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**Response:** Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.08**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	2	0	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 1.91**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	8	21	7

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The extension activities, at the behest of the college, are executed by our students including the NSS volunteers. Every year students from our college are admitted as volunteers and apart from their regular activity in the college campus they regularly visit the neighbouring localities to carry out extension activities. In the process, they develop an idea of integrated existence with the marginalised sections of society. The NSS camps, on the other hand, are held to create greater awareness among the students in relation to the prevailing socio-economic situations.

People in the local community are made aware of the crisis faced by the girl child. *Kanyashree Prakalpa*, introduced by the Govt. of West Bengal is a good way forward in this regard. The villagers are encouraged to support the girl child and they are encouraged to access the *sarkari* support that is on offer from govt. as well as from different NGOs. Again, our students and NSS volunteers advise the local community to maintain the sanitary conditions of toilets. To promote awareness on these issues, *Swachhata abhijaan* is taken up both at the campus and in the locality. Leaflets are also distributed to ensure that there's a method in going about this cleanliness drive away from mere sloganeering. A medical camp for women's Health check-up is also done at the campus as well as Blood-donation camps on a periodical basis. Related awareness programme on the problems around Thalassaemia are duly taken up by our student volunteers.

Extension activities also include refurbishing and reinterpreting the legends of this country. On 26th Sept. 2018 our student volunteers participated in a drama on the life of Ishwarchandra Vidyasagar. **International Mother Language Day** is also celebrated every year on 21st February. Gender Sensitisation programmes are held with the goal to motivate our students to fight the dangers of toxic masculinity in our society. A self-defence programme for our students got enthusiastic participation from our students.

Dengue Awareness programme was taken up in the neighbouring locality and distributed leaflets on prevention of the deadly disease. Other important Extension activities include distribution of books at neighbouring villages, educational tours to important historical places, tree plantation programmes as well as organising special camp at a nearby village.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 4

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 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 last five years

Response: 26

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	7	7	3	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 4.93

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
214	281	200	51	50

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has an integrated academic and administrative building. Our administrative section, Principal's room, office, canteen, students' union room etc. are on the ground floor. The faculty members of the college provide academic counselling to students regarding choice of subjects during admission. There are separate common rooms for the female students and male students with indoor playing facilities.

The college campus consists of the main building along with huge area for expansion. The present building has sixteen(16) classrooms along with two separate ICT rooms and one seminar room. The seminar room has fixed ICT facility, whereas a few projectors are available to cater to various needs in case of any demand. The Honours departments are given a separate departmental space for student -teacher interaction as well as Tutorial classes. The Geography Department has 12 computers at its disposal along with other necessary instruments in its laboratory. Most departments have a rudimentary seminar library and the central library mainly caters to the needs of the students. The library gives access to several online books and journals. The campus is fully Wi-Fi enabled.

Digital Class Rooms and ICT enabled class Rooms

- Our seminar room which can accommodate more than 50 students has a projector, Digital surround speakers and cordless microphones.
- One of the classrooms have been upgraded to smart classroom with high end interactive digital board, sound system, desktop computer along with Wi-Fi facility.
- One meeting room is also equipped with portable projector and computer.
- Other classrooms can be equipped with portable projectors to conduct classes, seminars and presentations with the help of audio-visual aids.

Library facilities:

- The Central library has been renovated and automation process is under progress which has decent and varied collection of books and academic journals, both national and international.
- INFLIBNET, NLIST and NDL facility is available for students and teachers.
- Computer and internet facility is available for the students inside the library.
- Central library has a spacious reading space for the users.

Other Facilities:

- Photocopying facilities for students and teachers are also available within the campus at library and office for quick and easy access.
- A spacious garage for cycles and four-wheelers.
- Divyangjan facilities are available at the campus.
- CCTVs are operational.

- The college has installed 5 KVA Solar Power panels to generate electricity from renewable energy source.
- 35 KVA generator to ensure uninterrupted power supply.
- The college has a computer training centre which is run by NIELIT.
- A sick room is present on the ground floor.
- Each floor of the college building and the surrounding premises of the college are installed with adequate fire safety devices.

Laboratory Facilities:

-

Two departments (Geography, Journalism & Mass Communication) have well equipped laboratories.

Music Department has its well equipped classroom.

-

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Students avail themselves of the opportunities for the extra- curricular activities provided by the college with great enthusiasm. There are adequate facilities in the college for organizing tournaments and different sports meet.

Both outdoor and indoor games are organized regularly in college for the benefit of the students. As for indoor games, students are provided the facilities for playing table tennis and carrom. Football and cricket matches are played regularly in the college ground. Our students are provided all the requirements for their necessary practice. The Student's Union of the college remains actively involved in encouraging students to take part in both indoor and outdoor games. The Annual Sports are organized in college and there is a committee including the teachers and students to look after the annual sports and other tournaments held in the college. The sports items namely Shot-put, Javelin, Discus are made available in the college. The spacious college ground holds hand-ball, volley ball, athletics events (Shot put, discus throw, javelin throw) and yoga classes including *bratachari*. There is a sports room with adequate furniture for storage of sports equipments.

The students remain busy with a diverse curriculum but they still have a life of art, culture and localised activities round the year. For overall coordination of Students' Union activities, a faculty member is assigned the role of the advisor. Our students actively participate in inter college events throughout the year and bring several laurels to the institution. There is a positive environment of Art and Culture in the college. Annual cultural Programme and College Foundation Day, Rabindra Jayanti, World Yoga Day, World environmental Day, International Women's Day and many other important dates are celebrated with cultural activities. Awards are also given to talented and meritorious students during Annual Programme. Wall Magazines are also published by the different departments to promote the creative faculty of students of the college regularly. The NSS unit of the college provides students opportunities for taking part in extra-curricular activities. Our students also take part in different cultural programmes in and out of the college. First Aid kit for everyone is present in the office room, sports room and at the office of the NSS unit.

File Description	Document
Any additional information	View Document

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

Response: 15.79

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 33.88

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
59.20	57.67	48.30	41.28	19.12

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

- Library is being automated using the open source software named **KOHA**, an integrated Library System (KOHA Version: 3.10.00 & UBUNTU Version: 12.04 LTS).
- Recently college library has started circulation process through **KOHA**.
- Our library provides full-fledged **OPAC** search facility in campus.
- Specialized Services provided to the students include reference data, photocopying facility, INFLIBNET, N-List programme.
- Barcode issue-return system has been introduced. E-resources can be accessed through Wi-Fi facility.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

As far rare books are concerned, our institution has a few Sanskrit primary texts. Here are details:

Rare Texts kept at the College library

SL NO	NAME OF THE BOOK	AUTHOR	PUBLISHER	YEAR PUBLISHED
1.	KUMARSAMBHABAM	KALIDASA	CHHATRA- PUSTAKALAYA,KOLKATA	1929
2	RAGHUBANSHAM	KALIDASA	PANDIT PUSTAKALAYA,KASHI	1855
3	SWAPNABASABADUTTA	VASA	NOT FOUND	-----
4.	CHHANDAMANJARI	GANGADAS	SANSKRIT DEPOT,KOLKATA	BOOK 1856
5	KIRATARJUNIAM	BHARABI	SANSKRIT DEPOT,KOLKATA	BOOK 1955
6	PRATIMA NATAKA	VASA	MODERN AGENCY,KOLKATA	BOOK 1958
7	SANSKRITA SAHITYA SANGRAHA	EDITED VOLUME	NOT FOUND	-----
8	BAIYAKARANSIDDHANTAKOUMUDI	BHATTAJIDIKSHIT	MOTILAL DAS,VARANASI	BANARASI 1970
9	DASHAKUMARCHARITAM	DANDIN	SIDDHANTA VIDYALAYA,KOLKATA	1875

We also provide web links to the users which can be accessed both at home and at the campus. Here's a link for example: <https://www.rarebooksocietyofindia.org/>

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.78

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.77	2.76	0.33	0.06	0.00

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library	
Response: Yes	
File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students	
Response: 0.41	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 11	
File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
<p>Response:</p> <p>Netaji Satabarshiki Mahavidyalaya has updated its IT infrastructure facilities periodically to the extent possible within our limited economic means. From the 2013-14 sessions onwards there has been a significant change in this regard. For regular maintenance of the IT infrastructure local vendor, Titas Computers has been given the AMC for five years.</p> <p>A year wise (last 5 financial year) report is given below:</p> <p>Year wise report on IT facility up gradation</p> <p>Year: 2013-14</p> <p>In the year 2013, the college purchased IBM X100 server</p>

Existing BSNL Broadband line of 2 MBPS upgraded to 4 MBPS.

Year : 2014-15

Existing BSNL Broadband line of 2 MBPS upgraded to 4 MBPS.

1 projector purchased

Purchase of Desktops, Laptops

Purchase of Printers/ scanners/ modems etc.

Year 2015-16

Purchase of Desktops, Laptops

Purchase of Printers/ scanners/ modems etc.

1 portable and 1 normal size projectors purchased

College installed 3 Wireless Access Point

Year 2016-17

Change of ISP : Internet Service Provider changed from BSNL to CABLE Connection (Allience)

College purchased 3.6 KVA Inverter with 4 nos 12v 100AMPH Battery

Purchase of Desktops, Laptops

Purchase of Printers/ scanners/ modems etc.

Purchase & installation of 14 CCTV Camera Dome with Night vision, 1 16 channel DVR Tribrid HDTV with Remote Metal Body, 16 Channel Professional Power Supply (SMPS) for CCTV Bullet & Dome Camera, Purchase regarding RG6 coaxial video cable, RG6 BNC Connector, RG6 Power Connector

1 smart classroom and 1 ICT room.

Year: 2017-18

College set up 1 new Allience network connection for better network facility to entire college campus.

College installed 8 Wireless Access Points throughout the campus and the campus was made Wi-Fi enabled.

In November, 2015 The college has tied up with Reliance Jio for providing free 4G data through Wireless

Routers to all students, faculty & staff.

Purchase of Desktops, Laptops

Purchase of Printers/ scanners/ modems / routers,etc.

Purchase of a new Dell Server

Purchase of SAS HDD For Server

Use of Separate Library server (IBM X 100 servers) for Automation & remote library database sharing.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 52.2

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 35-50 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 10.29

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

2017-18	2016-17	2015-16	2014-15	2013-14
17.92	21.33	9.17	5.16	13.75

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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.

Response:

Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipments:

Building infrastructure:

For a Govt.-aided institution, a constant effort is made to provide dedicated and secure space for equipments and other tools. There is a building committee to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructure like water, power supply is looked after by this committee. The work is done through tender system as per standard norms.

During all maintenance and up gradation work related to civil and electrical sector, the convener of the Maintenance sub-committee verifies the work done by the contractors. All minor faults are attended and repaired by trained technicians. The college has a generator system for uninterrupted power supply.

Maintenance of toilets and service areas are done by a permanent staff and contractual workers.

Computer & IT infrastructure:

Stock Register is maintained regularly to keep account of the non-functional equipment and infrastructure, like computers, printers, etc. Maintenance and up gradation is looked after by computer maintenance committee.

Annual Maintenance Contracts (AMC) are given to different agencies for computers used in different departments as well as those used as a central facility like the Wide Area Network (WAN), Intercom etc. are renewed regularly to ensure their good service.

Laboratory Equipments/ Machineries:

Stock register is maintained by the laboratory for keeping a list of instruments.

That also helps to keep account of the non-functional equipments and machineries.

Annual Maintenance Contracts (AMC) for different laboratory instruments are given.

Furnitures/ related items:

There is an assigned staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings to the notice of the authority the requirement of different sections of the institution.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 44.09

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

2017-18	2016-17	2015-16	2014-15	2013-14
1391	1532	2074	1259	1304

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 6.07

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
180	140	270	220	253

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 3.28

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

2017-18	2016-17	2015-16	2014-15	2013-14
195	300	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefited by VET	View Document

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

Response: Yes

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.02

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	25	30	30

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 4.99

5.2.2.1 Number of outgoing students progressing to higher education

Response: 30

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 8

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	10	10	10

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Students' Representative (SR) is an indispensable part of Academic and Administrative bodies/committees of the institution such as the Governing Body of the college. One representative each is elected as Class Representative (CR) from the B.A./B.Sc undergraduate programmes. The Students' Representative to the Governing Body is selected as per college norms, out of two class representatives, one each from the

current batch of B.A. and B.Sc 3rd year Honours students. The students propose the names of the representatives from their respective classes. The students' representative is finally elected by the students in the presence of one Teachers' Representative to the governing body, the IQAC Co-ordinator and the Convener of the Academic Sub-committee.

The Students' Representative addresses and represents students' views and grievances, and as a spokesperson, conveys these to the concerned authorities for discussion and amicable resolution. The Students' Representative provides valuable informal feedback regarding curriculum, teaching learning and evaluation process. The students' union representatives make the students aware of various student-centric programmes such as departmental journals and wall magazines. The Students' Representative plays an important part in encouraging and motivating students to participate in existing student oriented programmes of the college such as NSS and other gender equity related programmes including self-defence. The college Sports is an annual and an important event and the Students Representatives have the responsibility to co-ordinate the different sports activities along with the teachers. They also have the responsibility to create environmental awareness among students and to emphasize the importance of maintaining personal health, hygiene and cleanliness among the students.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 12

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	11	10	10	13

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the

development of the institution through financial and non financial means during the last five years**Response:**

The college is yet to have a registered Alumni Association but work is in progress to get registration from competent authority. However, the institution remains in constant touch with its ex-students. A number of our former students work in the college itself as part of the teaching faculty and non-teaching staff. This association forms a bridge between the current students and the former ones and it provides a useful platform for interaction in academic and non academic matters among students. The association also helps the teachers of college to get the feedback from the locality and other stake holders. The Alumni Association of college periodically organizes different sorts of events and participates in various activities that take place in the college. They also provide valuable suggestions for the improvement of the institution.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 2**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document
Report of the event	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Netaji Satabarshiki Mahavidyalaya (estd in Dec 2000) was one of the many new Government aided 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: Since the beginning the focus of the college has been to inculcate collegiate (degree-level) education among the economically challenged and minority community students of the area from where students throng to get admitted into this college. This vision demands introduction of modern subjects, job-oriented courses commensurate with the needs of the day along with conventional subjects of study. The college tries to impart quality knowledge and promote all-round personality development of the students, by class-room teaching and creating awareness about their social and cultural milieu thereby developing disciplined individuals who would be at once global in outlook, national in ethos and respectful to local duties and commitments.

Our Mission:

- Spread of degree-level education among the economically challenged and minority community.
- To provide quality higher education to the students of a mofassil locality who cannot easily avail of a city college/urban educational facility in general.
- Introduction of job-oriented and modern subjects to cope with the needs of the day along with the conventional subjects.
- Ensuring proper and adequate academic and physical infrastructure of learning.
- Ensuring financial assistance to the economically challenged students.
- Personality development of the students on an all-round basis, developing their knowledge base and social awareness among them.
- Promotion of cultural activities and encouraging regular programmes to make the students conscious about the huge cultural heritage of our country.
- Adopt welfare measures for the staff and students.

The Principal as the chief executive of the Institution decides the policies with the guidance of the Governing Body of the College He ensures that the students do not face any difficulty in educational as well as administrative matters. The grievance cells are in place to look into any issue that the students as well as the staff may encounter. Different subcommittees like Academic, Finance and PF sub-committee meet regularly for smooth functioning of the college.

The IQAC – which is not mandatory, but still has been formed with two eminent external members – collects feedback from the students to know the demands of the students and specially the drawbacks that they may have faced during their stay in College. The students are encouraged to participate in Inter-College and University competitions. They have also taken active part in Youth parliament Competitions over and have twice secured top positions at the university level competition. The NSS unit is currently

taking active initiatives in reaching out to the underprivileged besides holding several workshops with regard to self-defence and promoting ideals of Swatch Bharat and awareness towards outbreak of diseases like Dengue. They also regularly take part in organizing blood donation camps and work towards spread of awareness regarding Thalassemia.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

As per the provisions of the State Government and the governing guidelines of the West Bengal State University, Barasat to which this college is affiliated, the Governing Body is constituted having representatives of the teachers, non-teaching staff as well as the students thereby reflecting the policies of participative management. The Governing Body also has two representatives each nominated by the affiliating University as well as the DPI which governs the activities of colleges aided by the state government.

In accordance with the policy of decentralization adopted by the management opinions of all these sectors are sought in making and implementation of different policies. Apart from the Governing Body meetings, sub-committees like IQAC, Provident- fund committee, Academic sub-committee, Examination sub-committee, Canteen sub-committee and Students' Health Home committee meet on a regular basis and help to formulate and implement the strategic plans of the institution. The responsibilities are defined and communicated through face to face meetings with the non-teaching staff members of the college as well as by notifications.

One case study showing practice of decentralization and participative management in the institution may be found in the Provident Fund Committee of the college. This Committee works in strict compliance with the rules and regulations of the C.S. Branch of the Education Department of the Government of West Bengal. Management of the Fund is vested in the Governing Body of the college. Every whole-time employee is a subscriber to this fund. Though the Principal of the college is the Operator of the fund, one senior Associate/Assistant Professor is appointed as a Convener of the committee. The de-centralization may be witnessed in the constitution of the committee, which consists of 3 substantive teachers and two non-teaching staff to assist the Principal.

When a full-time employee applies for Advance/Non-refundable withdrawals from his/her Provident fund account in the prescribed format, the committee meets promptly and after due consideration may sanction the amount. The advance is recovered from the subscriber in 24 equal monthly installments. Transparency is maintained regarding the deposit through regular annual financial audit of the fund, the last complete audit being in the financial year '16-'17 while the audit for next financial year i.e.'17-'18 is nearing completion. Moreover, the employees are given the statement of the P.F. account from time to time at the end of the financial year. The last statement provided was for the year 2017-18 along with the interest which has been accrued till the above mentioned time. A manual P.F. register is also being maintained along with a computerized account.

Though no such situation has arisen, yet the PF committee aims towards the goal of disbursing the amount as soon as a person is about to retire. In case of transfer of teachers from one college to another, the Committee takes adequate care that the due amount is transferred through cheque as soon as interest for the year in which the teacher has left the college is received from the competent authorities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategy: Digitize student records and Online Admission System.

Action Plan:

- Introduction of software and Online Admission System for bringing transparency and ease of access in maintenance of student records and admission system.
- To initiate processing of student data since 2013-14 with the help of software purchased through tender.
- Admission process was made online partially from 2014-15
- Fully online admission system from 2015 – 16 where payment is also made online initially at SBI and subsequently the services of Billdesk has been utilized from 2018-19 session.

Process & Outcome of Implementation:

The college started its computerization of records from 2013-14 and Online Admission system was initiated for 1st year students from the academic year 2014-2015 partially. The process of Online Admission starts every year after publication of Class 12th results of the West Bengal Council of Higher Education (WBCHSE). Under this system, initially the students needed to fill up the form online, but the payment had to be made at the cash counter of the college. Subsequently, the mode of online payment to the bank directly has been facilitated. This has a major role in reducing corruption as the students need not visit the campus before the commencement of classes.

The College has a separate Admission Committee, under the aegis of Academic Sub Committee to coordinate the admission process. The same committee looks into the readmission issues for second and third year students after the completion of examinations of the previous years. These admissions are also made totally online from 2015-16.

The Academic Sub Committee prepares the subject combinations, cut off marks as per the norms of WBSU and those determined by college. It also determines the number of seats as per the reservation system that is in place according to government rules.

The same are placed to the Finance Committee and subsequently the Governing Body for approval and after that the information is sent to the Admission Committee for implementation.

The Online Admission committee selects the Software provider and a bank after discussion, demonstration and finally implements the system. From the current year we have chosen Billdesk as the preferred mode of payment. Once the payment is made a roll number is auto generated so that the students are in the know of their roll numbers at the very beginning of the session.

After conducting the Online Admissions, feedback is shared to the vendor for improving / optimizing the system for future use. Requisite changes are made as and when necessary.

The implemented Online Admission system ensures ready availability of data regarding the admission procedure, vacancy of seats, college regulations etc. to the prospective candidates. It also ensures greater clarity regarding the ongoing admission, as students are able to check the readily available data at the leisure of their homes.

File Description	Document
Any additional information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Governing Body of the college works in close cooperation with the Principal to regulate and maintain a congenial and academic environment required for this purpose. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implement the decisions and policies of the management.

The Organogram of the Institution is attached in the additional Information.

In the context of the college administration, the Governing Body takes the leadership role in decision-making process. The Governing body of the college consists of the following from 2017 till date

1. President
2. Principal (Secretary)
3. Govt. Nominee-02

4. University Nominee -02
5. Teachers' Representative-03
6. Non- teaching Staff Representative- 01
7. Students' Representative-01

However, before that time the constitution of the Governing Body was as follows:

1. President
2. Principal (Secretary)
3. Govt. Nominee-02
4. University Nominee -03
5. Teachers' Representative-04
6. Non- teaching Staff Representative- 02
7. Students' Representative-01

Principal executes any academic and administrative plans and policies with the help of sub-committees like

1. Finance Committee
2. PF Sub Committee
3. IQAC Cell
4. NAAC Committee
5. Academic Sub-Committee
6. Admission Sub-Committee
7. Development & Building Sub-Committee
8. Library Sub-Committee
9. Routine Sub-Committee
10. Examination Committee (Part-I, II,III)
11. SC/ST Cell
12. Cultural Sub-Committee
13. N.S.S
14. Grievance Redressal Cell
15. Sports Sub-Committee
16. Canteen Sub-Committee
17. UGC Sub-Committee
18. Computer Sub-Committee
19. RTI Cell
20. Career Counseling Cell
21. Anti-Ragging Cell
22. Students' Health Home Committee

- 23. Common Room Sub-Committee
- 24. Magazine Sub-Committee
- 25. Anti Sexual Harassment Cell
- 26. Maintenance Sub-Committee
- 27. Concession Sub-Committee
- 28. Co-Operative Sub-Committee
- 29. Extension Activities Sub Committee
- 30. Welfare Sub Committee
- 31. OBC cell
- 32. Minority cell

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1. Planning and Development
- 2. Administration
- 3. Finance and Accounts
- 4. Student Admission and Support
- 5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and

implementation of their resolutions**Response:****Project Name :** Online Admission**Bodies Involved:**

1. Governing Body
2. Finance Committee
- 3 Academic sub-committee
4. Admission Committee

Technical Help from External Agency : DataQ, Billdesk and Bank (SBI & Axis)

Process:

The Governing Body takes into consideration the number of seats for admission to 1st year based on the capacity of the College as well as that sanctioned by the University. It also seeks affiliation for new courses and subjects from the Higher Education Council and the affiliating University as per norms. On being given the go-ahead, the Finance Committee discusses the fee structure with the student representatives and places it for sanction in the GB.

The Admission Committee is formed under the guidance of the Academic Sub Committee. The former helps the Principal to formulate the policies for admission. Subsequently, a tender is floated whereby a suitable company is entrusted to conduct the process of admission through a link in our website. Once the students go to the website, they are redirected to another domain where they fill up their choice of subjects and personal details. Following this, the students need to pay the application fee online for which the facilities of Billdesk are being currently used from the year 2018-19. The earlier system, where SBI e-collect was being used ran into a few complications and hence needed to be put aside as per the resolution of the Admission Committee.

After the last date of application is over, the Admission committee creates a merit list of those students based on the marks received both in General and in all Honours subjects. The College then conducts a process of counseling in the Honours subjects where the students have to be present and get their papers verified. They also get to meet the teachers of the concerned Honours subjects and come to know about the pluses and minuses of the chosen subject. In such a scenario, the students are given the choice to change the subjects if it is possible.

In case of General stream, the students are given a time frame to get admitted online, again through the gateway of State Bank of India. Once the date of admission is over, the Admission Committee finds out the number of vacant seats and places the report to the Academic Sub Committee. On discussion with the latter, the Admission Committee gives another scope of application to the students for a shorter period, repeating the same process. Finally, keeping in tune with the guidelines of the affiliating University, the Admission Committee closes this process and submits its report to the Academic

Committee which finally appraises the Governing Body.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The college management is aware that a well functional institution requires its staff to function with a better mindset. This can be ensured when adequate measures are adopted for the welfare of the teaching and non-teaching members of the college.. Some of these measures are the policies of the state government concerned but are adequately facilitated by the college authority. On the other hand, some measures are also taken solely at the institutional level to help out our staff in a crisis. The measures are:

1. There is a Welfare Fund at the institution from which regular as well as casual staff can avail interest-free loans to be paid in EMIs deducted from their salaries. Already a few of the teaching and non-teaching staff including the casual non-teaching staff have availed of this facility.
2. The institution has a Staff Cooperative Credit Society for the teaching and non-teaching staff. It provides soft loans to the members at a low interest. Only the regular staff (Govt-salaried) can be the members of this society. They may get loans as and when urgency for fund occurs in their lives. It usually takes only a few days at the most to complete the process of issuing such loans which would be adjusted in EMIs from their respective salaries.
3. The female staff members enjoy maternity leave of six months as per Government rule.
4. The female and male members of the staff are also provided with Child Care Leave as per rule and as per their requirement.
5. The faculty members are also provided with support for availing of fellowships and flexible work-load in case they are busy with their Ph D thesis.
6. The college grants duty leave to the faculty members for participation in Refresher Course/ orientation programme/ short term Courses.
7. The college authority ensures timely promotion of its faculty members.
8. The college encourages and facilitates teachers' interests in pursuing research activities, in attending seminars/conferences and presenting papers and publishing in national and international journals.

File Description	Document
Any additional information	View Document

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

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 29.91

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	12	3	5	4

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

1. The institution follows the PBAS (Performance based Appraisal System) for the faculty members as per the 2010 regulation (and the two amendments) of the UGC. If the applicant fulfills the minimum criteria then he or she is asked to submit the papers and after scrutiny the candidate is considered for promotion.

2. The IQAC members thoroughly check and verify different academic activities of the faculty and only when the members are satisfied the Coordinator forwards the documents to the Principal and then the Principal forwards the cases of promotion to the Governing Body.

3. At the beginning of the academic session, Academic sub-committee provides a checklist of documents to be prepared at each department. Internal Academic audit is also undertaken.

4. There also exists a student feedback system where the students assess the performance of the faculty members as well as the infrastructure and learning resources of our college from 2018-19 the feedback system has gone online and our stakeholders can communicate their opinion as well as suggestions by going to the institutional website.

5. No certified PBAS (Performance based Appraisal System) exists for the non-teaching members of the institution but the college has created its own Self-assessment format for the NTS. Our principal assesses the feedback and consults with the GB if the situation so demands. Our NTS also get promotional benefit after 10 years of service.

6. Biometric attendance has been introduced to maintain strict adherence to the over-all discipline of the college.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Higher Educational institutions' audits are of two kinds—internal and external. As for internal audits, the institution authority has the practice of contracting a registered audit firm each year since 2013-14 to perform the internal audits.

External audits are Govt. audits. Govt-empanelled audit farms are selected and allotted to each and every Govt-aided college to perform audits of each financial year and submit the respective year's report to the appropriate Govt authority. This is being done for the last five years and beyond. Audit of 2017-18 has been complete.

There is a system of responding to audit objections in the college. However, clarifications, and not objections, were so far sought from the college.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0.29

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0.29	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

For a virtual classroom we approached the state govt and received Rs. 2,98,068 in the financial year 2016-17. The college also received an MPLAD grant of Rs. 20,00,000 (Rupees twenty lakhs only) in 2016-17. It has been utilized in constructing a vertical growth of an existing building of the college.

The college authority has appealed to a Rajyasabha MP for a grant of Rs. 50,00,000 (Rupees fifty lakhs only) for construction of new building which in view of the introduction of CBCS from 2018-19 is a dire need.

The college authority has appealed to the MIC, Youth Affairs & Sports, Govt of West Bengal for a grant of Rs. 50,00,000 (Rupees fifty lakhs only) for constructing an auditorium of the college which is also an urgency for the college to build.

Once funds are available, adequate measures are taken for utilization as per norms. The Finance sub-Committee and the Building Committee roll out tender processes and in any an important decision-making, the concurrence of the Governing Body is ensured. Different committees or sub-committees, as required, work together in executing the work as per the proposal submitted and the sanctioning memo. The college strictly adheres to the financial regulations of the Government of West Bengal as well as the Government of India.

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC has developed a mechanism to ensure the presence of students in classes by insisting on 75% of attendance in classes as the minimum eligibility for appearing in internal tests and university examinations. Under the supervision of the IQAC, the Academic Sub -Committee resolved to regularize the attendance of the students in their respective departments. Parent-teacher meetings are regularly held to communicate the

priorities of the institution. The IQAC has encouraged the teachers to take tutorial classes to address the students' issues. The uses of the smart phones in the classroom and interactions with the students through whatsapp have played their role in ensuring that teaching-learning is taken beyond the classroom. The teachers have also realized that mere data sharing won't quite work at a time when our students have access to a wider network of e-resources.

The IQAC has promoted an efficient feedback mechanism. Earlier hardcopy forms were given to the students to submit their feedback but from the 2018-19 session, the feedback mechanism has gone online where our stakeholders can directly communicate with their views and opinions regarding the functioning of the college. To ensure transparency, IQAC introduced in 2017-18 session the idea of departmental diaries where all the teachers would keep their records including their involvement in various academic and administrative bodies. The IQAC and the Research Committee of the college have decided to allow travel grants to the extent possible to the teachers every financial year for paper presentation outside the state from the session 2017-2018.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The IQAC reviewed periodically the teaching-learning process in the college with the stated aim to ensure quality. The use of ICT tools has now been made a practice. Accordingly, ICT tools were procured and installed by mobilizing different funds including college fund. Our teachers bring their laptops and smart phones to the classroom and believe in creating a network of knowledge sharing through LMS. Smart boards, projectors and computers are made available for effective teaching-learning. When students don't have an access to a computer at home or to a smart phone, printed lecture abstracts are distributed. Departmental computers and computers at the library also help our students to required texts and references. Our free Wi-Fi service ensures that there's internet access in every part of the campus. The IQAC team consistently reviews the outcome of the resources through feedback, discussion with students, and interaction with teachers. The IQAC also encourages teachers to make use of e-resources through the N-list services. E-books are stored in the library as well as in the departments for the benefit of the students. Some of our teachers are making audio files of their lectures which they then share with the students through Bluetooth or via whatsapp.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response:** 0.8**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above**B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Incremental improvement in administrative area during last five years

1. Seven new programmes got introduced in the last five academic sessions.
2. The Academic sub-committee is more active and it meets periodically to discuss academic issues.
3. Grievances of staff and students, if any, are resolved properly and in due time through Grievance redressal mechanism.
4. Infrastructural capacity of the institution has improved in these last few years. Students have full access to utilize the available resources in a systematic way.
5. During regular interactions, teachers highlight the different issues like Gender-sensitisation to eliminate gender-based prejudices.
6. Waste management, solar power plant, and different programmes on cleanliness have been launched.
7. The college campus is now Wi-Fi enabled. The students have access to different online resources for their learning.
8. The teachers have individually developed collaborative linkages in teaching-learning through faculty exchange programme.
9. The library has been partially automated with KOHA software. Full automation along with remote access would soon be possible.
10. The career counseling cell conducted different programmes and arranged seminars/workshops for students.
11. For developing a better community orientation among the students, the NSS Unit of the college as well as other student volunteers have been taking part in Extension programmes and in different programme of social awareness.
12. The On-line Admission System from the 2014-15 academic sessions has resulted in less cumbersome

admission process with the students getting to fill up the forms without coming to the campus.

13. The college has allowed monetary concessions to poor meritorious students. All the reserved category students like SC, ST and Minorities receive financial assistance from the state government directly and the college plays the facilitator's role.

14. Digitisation of students' records has helped in operating and preserving the examination and result related data in an efficient manner.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

A. Institution shows gender sensitivity in providing facilities such as:

- Safety and Security
- Counseling
- Common Room

Netaji Satabarshiki Mahavidyalaya being exclusively a co-ed college is always sensitive and empathetic towards social problems pertaining to the girls taking admission to the college and is always concerned with their betterment and social, political and economic empowerment. The college has also organized seminars and programmes touching the issues of gender equity.

B. Institution shows sensitivity in providing facilities such as:

a) Safety and Security: Safety and security of all the students, teachers, non-teaching staff and the visitors to the college is always the first priority. To ensure a safe campus and a secured environment the college has embarked upon the following initiatives:

1. Two senior and experienced gatekeepers.
2. Intercom facility to the gatekeeper at the college entrance.
3. Fire Extinguisher placed in every floor.
4. The entire campus is under CCTV surveillance.
5. The main building has two exit points at the ground floor.
6. Emergency exit staircase connecting the ground floor and the first floor of the building.
7. Regular checking of the electric meter box by WBSSEDCL.
8. All the electrical switch boards, air- condition machines, fans and tube-lights serviced regularly.
9. Internal Complaint Cell to address issues on sexual harassment within the campus
10. Maintenance of First Aid boxes by the office, the NSS Unit and the Physical education department.
11. Separate washrooms for the male and female students in every floor and one Divyangjan washroom in the ground floor.
12. Separate washrooms for the male and female teaching and non-teaching staff.
13. Identity cards issued for all the students, teachers and non-teaching staff.
14. Distinct code of conduct for the students teaching and non-teaching staff.
15. Student Health Home in collaboration with *Matrisadan*, a local Hospital at Ashoknagar. Students get free and good treatment from here.
16. A fulltime Lady Attendant who can be approached by the girl students if they feel need of any help.
17. A Sanitary Napkin Vending Machine is soon to be installed in the Girls' common room.

b) Counselling: The College is willing to nurture a healthy environment, both physical health and the health of the young minds. A separate Counselling Cell has been started. This cell regularly arranges counselling programme and a good number of students participate here. Through personal counselling the cell tries to address stress related issues of the students. The workshops on various aspects of mental health are also planned. A number of our faculties have also undergone workshops on Stress Management.

c) Common Room: The College has two vibrant common rooms for boys and girls, with several facilities. There is attached toilet in both common rooms. It has various indoor game facilities like Badminton, Chess, Table Tennis and Carrom Board. A good number of students use this indoor games facility which is very important for mental health of young minds.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 10.39

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 2920

7.1.3.2 Total annual power requirement (in KWH)

Response: 28108	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 8.09	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 1040	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 12858	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

<p>7.1.5 Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management <p>Response:</p> <p><i>Waste Management steps including:</i></p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management <p>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. Banners and festoons were used to create greater awareness relating to waste management in the college premises.</p> <ul style="list-style-type: none"> • 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.
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- **Liquid waste management:** The liquid waste generated in toilets are disposed through proper sewage system.
- **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. Our vendor, Titas Computers has taken up the responsibility of managing e-waste materials for our institution.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting structures and utilization in the campus:

Response: Not Yet

Rain water harvesting structures and utilization in the campus:

At present there is no provision for rainwater harvesting in the college, though this is included in the future plans of the college. There are some infrastructural constrains in implementing this project. There is a huge space crunch and a solar plant has been already installed occupying a significant rooftop space so identification of proper space for installing rainwater harvesting system is under active consideration of the college management.

7.1.7 Green Practices

- **Students, staff using**
 - Bicycles**
 - Public Transport**
 - Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Green Practices Students, staff using:

- 1. Bicycles**
- 2. Public Transport**
- 3. Pedestrian friendly roads**

4. **Plastic-free campus**
5. **Paperless office**
6. **Green landscaping with trees and plants**

Response: Green Practices

1. **Bicycles:** Many students and non-teaching staff use bicycle to come to the college. College provides a separate corner for parking the bicycles used by some of the non-teaching staffs and students.
2. **Public Transport:** Most of the students, teachers and non-teaching staffs avail public transport for their commute. Personal cars are provided with parking space in the parking lot around the college.
3. **Pedestrian Friendly Roads:** The College is surrounded by wide pedestrian pavements all around. Inside the college wide walking track and ramp is available.
4. **Plastic free campus:** The College has declared itself a Plastic Free Zone.
5. **Paperless office:** The office staffs have been provided with adequate computers and commendable part of the official records are maintained through soft copies.
6. **Green landscaping with trees and plants:** The College has successfully retained a patch of green amidst the concrete landscape around. The college has a well maintained ground surrounded by trees. A separate corner has been identified in the garden where medicinal plants are grown.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.26

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.52139	0.4235	0.53210	0.16280	0.10950

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 4

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	1	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 4

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	1	0	1

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response:** Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 25

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	5

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

From its very beginning, **Netaji Satabarshiki Mahavidyalaya** has maintained a balance between the academic pursuits and the cultural activities including celebration of national festivals and birth / death anniversaries of the great Indian personalities. Here is a short summary of these activities held all through the year in our college:

1. Celebration of the **birthday of Swami Vivekananda.**
2. Observance of birth/death anniversaries of Netaji **Subhas Chandra Bose, Mahatma Gandhi** and **B.R.Ambedkar.**
3. **Vasantotsav:** The students of the college celebrate *Vasantotsav* on a day prior to Holi. It becomes a beautiful celebration of the spring with dances, songs and smearing of colour on each other.
4. **Rabindra Jayanti:** Celebration of the birthday of the eminent poet Rabindranath Tagore, songs, dances, recitations, dance-drama, speeches etc.
5. **Baishe Sraon:** Commemorating the death anniversary of Rabindranath Tagore.
6. **Teachers' Day :** On the 5th day of September every year all Departments of the college observe **Teachers' Day** as a mark of tribute to **Dr Sarvapalli Radhakrishnan.**
7. **Agomoni:** A celebration of Durga Puja, held before the puja vacation starts. It is celebrated with *agomoni* songs and dance in a festive atmosphere.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary

functions

All the financial, academic, administrative and auxiliary processes in the college are undertaken in a manner that permits rigorous scrutiny from any branch of the society. Financial undertakings are done through e-tender mechanism which allows for completely open transactions. Admission is an online process which is strictly on the basis of merit in accordance to the government reservation policies. Results of examinations are regularly posted on the college notice board and corrected answer scripts are shown to students for any clarification. Recruitment of full time teachers falls under the purview of College Service Commission (An auxiliary body of State Government). Contractual, part-time and Guest lecturers are done obeying UGC norms. Important notices regarding college are regularly posted in the college website to ensure complete transparency in all its functioning.

7.2 Best Practices**7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:****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 Thalassaemia, 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.

3. 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.

4. 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 counseling of our students, which would require some funds.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Inclusive Growth: Prioritizing the requirements of the Disadvantaged and Minority students

As an affiliated college, Netaji Satabarshiki Mahavidyalaya is functioning within the curriculum set by WBSU and at the same time making an effort to introduce new UG programmes as well as soft-skill courses. However, this is not very unique if we contextualise the situation in relation to any other UG college of the region. In the last two decades what our institution has achieved can't be put down to mere data or the decent success rate at University level exams. We performed on those counts too but still we don't consider our students' academic and extra-curricular efforts are at the center of our distinct identity. The following lines would explain things a little better once we understand the specific aims of an educational institution as envisaged in the 12th Five- year plan.

In the Approach to the 12th Plan, Education has been identified as the single most important instrument for socio-economic transformation. In other words only the educated and skilled persons would stand to benefit in the economic growth story of the nation. What an educational institution can do, in this context, is to create opportunities for its students. This model has been beneficial to the middle classes for all these years and the target now is to bring the financially weak minorities, SC/ST and OBC students into the support structure of an institution. Our college has been pushing this inclusive agenda by supporting the financially weaker first generation learners so that they can survive in the competitive job-market.

Because of its geographical location and better connectivity, our college attracts a large number of students from the minority community and other backward classes. These students prefer a college in the local vicinity and at our end we have ensured that the college has infrastructural and academic support system to cater to their need. Here's minority students' data relating to the **enrolment in the last five academic years:**

CATEGORY	SESSION	NUMBER OF STUDENTS IN %	TOTAL STUDEN
MINORITY	2013-14	31.58	1447
	2014-15	31.25	1392
	2015-16	31.29	1451
	2016-17	32.99	1394
	2017-18	28.55	1995

Netaji Satabarshiki Mahavidyalaya has attempted to take students' support system beyond the whims or the innate goodness of the teachers and other staff and instead tried to make them accountable and focused on creating better infrastructural and teaching-learning resources. Within the time-span of a few hours on every working day, a student is literally taught the knowhow of accessing e-learning resources. A total number of 51 computers are meant only for students despite receiving almost no govt. fund on this account. Our students can access the free Wi-Fi at the campus to add to the available learning resources.

The learning management system (**LMS**), **NList and mock competitive exam. Portal** is some of the significant resources that are available through the college website. The college has also invested heavily in the infrastructure which has clear bearing on the comfort level of the students at the campus. The **Grievance Redressal mechanism** has been strengthened too as well as the feedback mechanism for all our stakeholders. The **Career counselling cell**, on the other hand, is trying to create awareness about the gap between degree education and the requirements in the job market.

The positive growth model at the college is in favour of all our students but it's especially beneficial to the disadvantaged sections of our students. Our college is not a recognised minority institution but by focusing on these disadvantaged students and their different needs, we are contributing the national agenda of realizing the fullest human potential in a systematic and equitable manner.

NAAC

5. CONCLUSION

Additional Information :

The college got its maiden recognition under section 2(f) & 12(B) vide the UGC Act, 1956, in the financial year of 2011 - 12. However, as our affiliating university, WBSU, was yet to receive 12(B) status, our 12(B) status as well as all grants were withdrawn from the college in early 2013 after the initial disbursement of some funds by the UGC. In 2015, WBSU was finally accorded 12(B) status. The college duly got back its 12(B) status on 15th March, 2016.

For developing community orientation more effectively, the NSS Unit of the college was set up to plan to implement programmes of social awareness. The NSS Unit has undertaken a number of outreach programmes to reach out to the local community and tried to understand the priorities of the people. Apart from NSS, extension activities are also taken up by our other student volunteers.

For transparency and efficient management of the admission process, the Admission Committee had decided to start On-line Admission System from the 2014-15 academic sessions. This has resulted in less cumbersome admission process with the students getting to fill up the forms without coming to the campus. The college roped in The State Bank of India to facilitate online payments from the beginning. From the session 2018-19, Billdesk has taken up the payment related activities in a professional manner.

Concluding Remarks :

The college has evolved an annual mechanism for Academic self-assessment. Under the supervision of IQAC, internal academic audit of the departments are done and the reports are placed in the academic sub-committee meeting for the follow-up action. The college has also initiated audit by external experts from 17-18 session.

As part of our **Teachers' performance appraisal mechanism**, the teachers are instructed to annually fill up their performance appraisal forms with all the necessary data. The non-teaching staff also submit their SAR annually. On the other hand, **Feedback** from students and guardians are taken and analyzed for follow-up action and from 2018-19 sessions the process has gone online through the college website.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>4</td> <td>4</td> <td>5</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> <td>1</td> <td>4</td> </tr> </tbody> </table> <p>Remark : Revised as per supporting document</p>	2017-18	2016-17	2015-16	2014-15	2013-14	5	4	4	5	4	2017-18	2016-17	2015-16	2014-15	2013-14	1	0	0	1	4
2017-18	2016-17	2015-16	2014-15	2013-14																	
5	4	4	5	4																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	0	0	1	4																	
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website</p> <p>Answer After DVV Verification: B. Feedback collected, analysed and action has been taken</p>																				
4.2.3	<p>Does the institution have the following:</p> <ol style="list-style-type: none"> 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases <p>Answer before DVV Verification : A. Any 4 of the above</p> <p>Answer After DVV Verification: B. Any 3 of the above</p>																				
4.2.4	<p>Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)</p> <p>4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p>																				

2017-18	2016-17	2015-16	2014-15	2013-14
1.87	2.74	0.53	0.06	0.00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.77	2.76	0.33	0.06	0.00

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
15.51	15.14	8.99	5.18	14.22

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
17.92	21.33	9.17	5.16	13.75

Remark : Revised as per supporting document certified by CA

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: D. Any 1 of the above

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component

year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.52139	0.42535	0.53210	0.16280	0.10950

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.52139	0.4235	0.53210	0.16280	0.10950

7.1.9

Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : C. At least 4 of the above

Answer After DVV Verification: C. At least 4 of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.3	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>149.977</td> <td>157.5</td> <td>134.4</td> <td>121.6</td> <td>85.8</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>167.41</td> <td>206.14</td> <td>107.51</td> <td>110.93</td> <td>79.87</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	149.977	157.5	134.4	121.6	85.8	2017-18	2016-17	2015-16	2014-15	2013-14	167.41	206.14	107.51	110.93	79.87
2017-18	2016-17	2015-16	2014-15	2013-14																	
149.977	157.5	134.4	121.6	85.8																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
167.41	206.14	107.51	110.93	79.87																	