



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		NETAJI SATABARSHIKI MAHAVIDYALAYA
Name of the head of the Institution		SUDHANATH CHATTOPADHYAY
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03216-236735
Mobile no.		9932939965
Registered Email		info@nsmashoknagar.ac.in
Alternate Email		nsmashoknagar@gmail.com
Address		Sahidbag, PO- Haripur
City/Town		Ashoknagar, North Twenty Four Parganas
State/UT		West Bengal
Pincode		743223
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Milinda Majumdar
Phone no/Alternate Phone no.	03323377801
Mobile no.	9830135639
Registered Email	iqac@nsmashoknagar.ac.in
Alternate Email	milinda.majumdar@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://nsmashoknagar.ac.in/wp-content/uploads/2021/04/AQAR-18-19-report-1.pdf
--	---

4. Whether Academic Calendar prepared during the year

if yes, whether it is uploaded in the institutional website: Weblink :	https://nsmashoknagar.ac.in/wp-content/uploads/2021/08/Part-A-Academic-Calendar.pdf
---	---

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	1.86	2019	09-Aug-2019	08-Aug-2024

6. Date of Establishment of IQAC

22-Dec-2017

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Webinar on IPR	17-Aug-2020	100

	1	
Internal Financial Audit	15-Sep-2020 1	74
Resource Sharing	01-Jul-2020 365	4000
World Environment Day	05-Jun-2020 1	94
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NSM	0	MLA Grant	2019 365	300000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Resource Sharing between Netaji Satabarshiki Mahavidyalaya, Banipur mahila Mahavidyalaya and Amdanga Jugal Kishore Mahavidyalaya

Introduction on online classes through zoom platform from April 2020 in view of Covid 19

Amphan and Covid-19 Relief Work

Series of Webinars on various subjects and issues

Holding of workshops for new CBCS courses in various subjects

[View File](#)

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

Plan of Action	Achivements/Outcomes
Go Green	Significant development was made in replacement of tubelights and new trees were planted to usher Green Initiate
Strengthening of feedback system	Feedback of parents have been taken besides students and teachers
Holding of workshops for teachers of various colleges for teaching new courses under CBCS	Workshops were held successfully
Resource Sharing	Resource sharing started a little late, but worked well during the pandemic situation.
Functioning of Post Graduate Distance Education Centre	In spite of being hit by Covid situation, it has started functioning.
Smooth working of College App	Better working of College App, specially during Covid situation

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	13-Feb-2021

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

02-Mar-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules

1. The Institution has a fully automated

currently operational (maximum 500 words)

online admission system where even the payment is made online. The students taking admission to 2nd, 3rd, 4th semesters and 3rd year fetch their details online and can pay their fees online as well. 2. Computerized Student database management through a personalised software where entire students data are stored and retrieved from their entry in the college to their exit at the end of third year. 3. Introduction of App through which notices, messages and study materials are delivered directly to the students. it also has a web version to cater to those students who do not possess an android phone. The app will be used further to give attendances to the students and they will be able to monitor their status of attendance from home. Audio and video lectures may be shared in a longer run. 4. A fully automated financial package is operating in the college which has been designed to maintain the accounts as well as to provide receipts for financial transactions. 5. Another package is also in place pertaining to having a progressive database of students results (internal evaluation and university results). 6. Learning Management System is in place to cater to the needs of the students beyond the campus. Through this they can access the study materials at their own convenient time. 7. Process of using barcodes in Central Library books have been carried forward in this session with the aim of making the books available to the students from their homes in future.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

- The affiliating University-West Bengal State University provides the syllabus of subject courses offered by the college and the schedule of University exams.
- At the beginning of each session college prospectus and academic calendar are published.
- Classes are held according to the Time-Table which is published in students' Notice Board, college app & College website.
- To make the students responsible citizens, the college motivates them to participate in extension programmes, educational tours, community outreach programmes, awareness programmes of the college.
- Online competitive Mock Exam Portal in the college

website prepares the students for the competitive exams. The Learning management system (LMS) is used to provide study materials, exam related data, question bank etc. CBCS IMPLEMENTATION- •The Academic Sub Committee works with the IQAC to decide the GE, SEC, and DSE's of the CBCS to offer the students. •Conventional classroom teaching along with Experiential learning and E-learning has defined the academic progress of CBCS. Tutorial classes and projects play an important role in the CBCS based curriculum. •Students are provided with study materials from the college library. The Library has an enriched collection of more than 11, 000 books. Teachers are provided with user id and password to access NLIST site that offers 80409 e-books and 3828 e-journals. Our Librarian organizes student orientation programmes to guide students about the use of library. ACADEMIC INITIATIVES DURING LOCKDOWN - •During the Lockdown when educational institutes were closed down due to Government order, providing education to our students became a challenging prospect. But the situation was handled efficiently by taking the path of online education and ICT based e-learning process. The e-learning software-LMS (Learning Management System) and the College app were introduced in 2018-19 to provide e-study materials to students but these actually became the most innovative tools to help students to study from home. Parallely, Whats App groups were created to establish contact with most of the students. Those who did not have smart phones were approached personally by teachers to update them. •In a systematic way online class routine was set up by the IQAC and the Academic Sub Committee as early as April 2020. As the students already had this app in their mobiles, they were easily informed about their classes. Classes were taken through a purchased version of zoom meeting app so that classes could be taken without interruption which students attended with enthusiasm. Teachers were encouraged to upload e-content regularly in LMS and college app, so that students could get study materials & be prepared for their exams. College Facebook page, YouTube and Whatsapp groups were used to inform students about important notifications (scholarships, exam news etc). IQAC also took initiative to maintain a systematic documentation by asking each department to submit weekly class reports. PG PROGRAMME- • The College is offering PG Programmes to students in 5 disciplines: Bengali, English, Pol. Science, History, and Education under the affiliation of Netaji Subhas Open University (NSOU) from 2019-20 session.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
N.A.	N.A.	Nil	0	N.A.	N.A.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	BENGALI	07/08/2019
BA	EDUCATION	07/08/2019
BA	ENGLISH	07/08/2019
BA	HISTORY	07/08/2019
BA	MUSIC	07/08/2019
BA	POLITICAL SCIENCE	07/08/2019
BA	SANSKRIT	07/08/2019
BSc	GEOGRAPHY	07/08/2019

BA	ECONOMICS	07/08/2019
BA	PHYSICAL EDUCATION	07/08/2019
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours in Bengali	01/07/2019
BA	Honours in English	01/07/2019
BA	Honours in Education	01/07/2019
BA	Honours in Sociology	01/07/2019
BA	Honours in Political Science	01/07/2019
BA	Honours in History	01/07/2019
BA	Honours in Music	01/07/2019
BA	Honours in Sanskrit	01/07/2019
BSc	Honours in Geography	01/07/2019
BA	General	01/07/2019
BSc	General	01/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
N.A.	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Field Report at Kottavalasa Village; ARAKU VALLEY, ANDHRA PRADESH	29
BA	Educational Tour at Jorasanko Thakur Bari	22
BA	THE VOICES OF THE MARGINS: BANIPUR LOK UTSOV	6
BA	Awareness programme on local folk culture' at 'Banipur Loko mela'	8
BA	OITHIHASHIK SHOHOR	3

	GOBARDANGA	
BA	Duttapukurer Matir Rasta	8
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
Parents	Yes

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

Feedback Obtained

The college used to ask the students, teachers and the parents to fill up feedback forms at the end of each session in the earlier years. From the session 2018-19, online feedback system was introduced to get regular feedback from students, and teachers. IQAC took feedback from the stakeholders on number of issues in 2019-20 session to cope up with the pandemic situation. The following report is based on the action taken on the feedback. 1. In the Covid-19 situation it was difficult to communicate with students who are mostly from rural backward areas. On basis of teachers' feedback through mentoring, college authority decided to use social media platforms to get in touch with the students. 2. PART-III, II and I exams, CBCS semester-II and IV exams were scheduled to be conducted online as per the UGC guidelines and University rules. IQAC and College Exam Committee organized meetings with college teachers, staff and student representatives to educate them about the issue. To inform the students about the online exam process, WhatsApp groups were created using the student database. Students who didn't have phones were informed by our young local faculty members and staff who took a lot of initiative to reach out to their address. 3. Online exam orientation programmes were arranged with students which was also transmitted live on YouTube. Students were instructed online how to make pdf files of the answer scripts from home. Exam rules and procedure both in Bengali and English language were published on college website, YouTube channel and college app. 3. On basis of the Feedback taken from teachers and student representatives, IQAC took the initiative to arrange online orientation programme for the hons and general course students in September 2020 and again on 05/12/20 and 21/12.20. The orientation programmes were telecast live on popular social media like YouTube and Facebook. Through these programmes teachers interacted with students and answered their queries. 4. As per student feedback, Students were provided with e- study materials through the LMS and college app. 5. Online cultural programmes and webinars were arranged by the IQAC to boost the cultural and academic progression all the year round, as suggested by the teachers. 6. In response to the growing demand for Skill development courses, the college authority has started online computer class as the SEC subject. 7. The college authority decided, on the basis of parents' feedback, to start spoken English as a certificate course in a tie-up with the British Council from the next session. 8. As a result of the feedback gathered from the mentoring groups, the college authority decided to provide a concession to the college fees in the wake of Covid-19 and Amphan cyclone that had left many of our students' parents jobless and facing stark economic crisis.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	General	1758	1691	1010
BSc	Honours in Geography	87	73	35
BA	Honours in Sociology	30	4	1
BA	Honours in Sanskrit	25	13	2
BA	Honours in Political Science	63	27	11
BA	Honours in Music	28	19	14
BA	Honours in History	87	53	28
BA	Honours in English	87	55	28
BA	Honours in Education	25	33	17
BA	Honours in Bengali	146	55	22

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2295	Nil	48	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
48	48	8	17	1	11

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The mentoring system is one of the best practices of our college. It is pivotal in cementing the bond between the teachers and students. Mentoring system at the departmental level has been initiated from the beginning but for last 3 years it has been systematized. The mentoring committee co-ordinates and keeps track of the progress and development of the mentors with their mentees. Meetings are held at regular intervals and minutes are noted down to uplift the efficiency of the system. The Concept: The mentoring system is an attempt to bridge the void or gap of a generalized structure of the institutionalized education system and a student's personal struggle to adjust to it. The mentors through empathetic approach try to build bonds cutting across the domain of classroom teaching and become a support system to their mentees. The system: Once the students register to the first semester course, their names in accordance to their roll numbers are divided into groups and each group is then assigned to a particular teacher of the college. The particular teacher remains responsible for the overall progress of those students during their total stay in college. They even guide them for higher education and career planning even after they have graduated from the institution. The mentor either meets the mentees in the college campus or calls them at regular intervals to monitor their academic progress, attendance record and personal well-being. Due to the global pandemic the mentors had to take extra measures to remain connected to their mentees as college campus had to be closed down hence they had communicated mostly over telephone or virtual platforms. Larger section of the students come from economically backward sections and are mostly first generation learners thus, to help them cope with these the mentors remained in constant communication Apart from educating about online education system the mentors had to grapple with diverse challenges ranging from mental depression , technological difficulties to financial troubles at the mentees end. Additionally the mentors remain available to their mentees over telephone whenever help is required. They keep a written account of all interactions and tries to find solution to their problems by communicating with the college authority or with the guardians if situations so occurs. . The outcome: The system has begun to yield satisfactory results over the years. Specially this session during the unprecedented crisis of global pandemic that restricted physical communication the system ensured the thriving of continuous student teacher communication. As the students confronted challenges from academic to personal front , the mentors took utmost care to provide comfort, support and strength to their mentees amidst the pandemic. With constant guidance the students gained confidence in adapting to the new online education system and examination process. The mentoring system has helped students on verge of dropping out with proper counselling for their career and has helped to significantly improve the percentage of students attendance in classes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2295	48	1 : 48

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
48	48	Nil	24	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NA	Nil	NA

[View File](#)

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
----------------	----------------	----------------	--	---

BA	BNGA	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019
BA	ENGA	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019
BA	PLSA	3rd Year(final Year, Annual System)	12/12/2020	23/12/2019
BA	SOCA	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019
BA	MUCA	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019
BA	EDCA	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019
BA	HISA	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019
BA	SANA	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019
BSc	GEOG	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019
BA	GENERAL	3rd Year(final Year, Annual System)	12/12/2019	23/12/2019

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The university end semester examination often remains insufficient in engaging students to become comprehensive and intensive learners. In an attempt to break the trend of syllabus oriented, suggestive learning and the tilt towards private tuitions, the institution within its limited capacity has sought to introduce a wholesome, continuous internal evaluation system. To supervise and to ensure the efficiency of internal evaluation and examination different committees are formed headed by a convenor. These committees are responsible for conducting different examinations throughout the session. The reforms introduced in the CIE system includes • Following a continuous cycle of class tests through written format or viva/ presentation for every course in each semester of the

CBCS system to comprehend the student's level of understanding and to identify their difficulties with each course paper. • Evaluation of the class tests are taken seriously and remedial measures are taken for students who have performed weakly. Similarly, students who have performed well are encouraged to indulge further for betterment. • The departments keep records of the continuous evaluation process and student progression and development. . • Innovative methods are followed for the internal evaluation process to instill interest among students. During the online education mode students were encouraged to undertake issue based assignments or projects, prepare reports, give extempore that help them think out of the box and enhance their understanding of the subject. • Evaluation of the examinees are kept strictly time bound and are published regularly on college notice board and website. • Post evaluation, the teachers discuss with the students about their performance and suggestions relating to improvement are provided. • In case of grievances, the students initially approach the department the departments try to resolve the matter within specific time limit. If it fails to do so, then it is referred to the Grievance Redressal Cell. However, such case has not occurred till date. • (list or graph from departments as link) • additional information : internal evaluation link <https://nsmashoknagar.ac.in/wp-content/uploads/2018/12/notice-test-exam.pdf> .

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

At the initiation of the session the Academic Sub- committee instructs the concerned teachers to prepare an academic calendar in consonance of the university academic calendar for the session with due mention of specific period of internal evaluation, form fill up for university examination. Internal evaluations are strictly held in adherence to the academic calendar except in case of emergency. The calendar is duly displayed on the college notice board and website and also published in the prospectus of the college. Mode of examination changed completely under the pandemic situation, the new mode of online examination was introduced at the university level. To help the students to understand the new system the college organized an online orientation program concerning online examination procedure on 27/09/2020 (streamed live on Netaji Satabarshiki Mahavidyalaya's official Youtube Channel). A short video on the steps to successfully complete an online examination was made by the exam committee and was shared with the students. The internal evaluation for third year students as well as for second and fourth semester was organized through online mode. The college successfully conducted examinations of third year, second and first year casual and also second and fourth semester university examination by strictly abiding the university examination guidelines. Marks were uploaded in due time on the online portal of the university. As the students mostly belong to the economically backward sections many of them couldnot afford a telephone or have the facility of internet to check emails hence, the college took the initiative to reach the students who could not be contacted over phone or mail by tracing their residential addresses from the college files and send teachers to communicate with the students and inform them about the online examination process. The aim was to communicate with every student and to ensure that no one should miss the opportunity of appearing for examinations because of technological barriers. Such an endeavor was truly successful in ensuring great percentage of students appearing for their examinations and not losing one year of their academic career. <https://www.sangbadpratidin.in/bengal/students-who-are-unaccustomed-to-online-exams-the-college-made-it-easy-for-them/>

2.6 – Student Performance and Learning Outcomes

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGA	BA	BENGALI HONS.	32	31	97
ENGA	BA	ENGLISH HONS.	15	15	100
HISA	BA	HISTORY HONS.	11	11	100
PLSA	BA	POLITICAL SCIENCE HONS.	1	1	100
GEOA	BSc	GEOGRAPHY HONS.	30	30	100
SOCA	BA	SOCIOLOGY HONS	1	1	100
MUSA	BA	MUSIC HONS	5	5	100
EDCA	BA	EDUCATION HONS	12	12	100
SANA	BA	SANSKRIT HONS.	9	9	100
JORA	BA	JOURNALISM & MASS COMMUNICATION HONS.	3	3	100

[View File](#)

2.7 – Student Satisfaction Survey

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

https://nsmashoknagar.ac.in/wp-content/uploads/2021/08/Criterion-2.7.1_NSM.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Interdisciplinary Projects	0	NA	0	0
Minor Projects	0	NA	0	0
Major	0	NA	0	0

Projects[View File](#)**3.2 – Innovation Ecosystem**

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

Title of workshop/seminar	Name of the Dept.	Date
INTELLECTUAL PROPERTY RIGHTS (WEBINAR)	IQAC	17/08/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
INNOVATIVE TEACHING	PROF MILINDA MAJUMDAR	SBI	Nil	PROF MILINDA MAJUMDAR SBI SBI BEST TEACHER 2019

[View File](#)

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil

[View File](#)**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	BENGALI, HISTORY, MUSIC	9	Nil

[View File](#)

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

Department	Number of Publication
BENGALI, MATHEMATICS	3

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations
--------------------	----------------	------------------	---------------------	----------------	------------------------------	---------------------

					mentioned in the publication	excluding self citation
NIL	NA	NA	Nil	0	NA	Nil
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	80	143	143	19
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
VARIOUS	NSS	282	716
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NA	NA	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
VARIOUS	COMMITTEE OF THE EXTENSION ACTIVITY, NSM	VARIOUS	126	280
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
FACULTY EXCHANGE	AMDANGA JUGOLKISHORE	DEPARTMENTAL FUNDS	185

[View File](#)

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NA	NA	Nil	Nil	0

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
DATA Q	14/05/2019	Basic computer course for students	1174
NSOU	31/05/2019	Higher Studies (Masters through Distance Mode)	26

[View File](#)

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3000000	3096247

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Class rooms	Newly Added
Others	Existing
Others	Newly Added

[View File](#)

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	KOHA Version: 3.10.00 UBUNTU: 12.04 LTS	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	11376	810821	314	81260	11690
Reference Books	58	112000	Nil	Nil	58	112000
e-Books	90000	Nil	164300	Nil	254300	Nil
Journals	7	32680	7	34310	14	66990
e-Journals	6000	5900	6000	5900	12000	11800
Library Automation	1	11000	Nil	Nil	1	11000
Others (specify)	1	8000	Nil	Nil	1	8000

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	93	20	93	7	24	14	9	50	21
Added	2	0	2	0	0	0	0	50	0
Total	95	20	95	7	24	14	9	100	21

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Class Lectures - Audio, Video and PPT	https://drive.google.com/drive/my-drive

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1500000	1518659	1100000	1163473

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

Building infrastructure: Infrastructure of educational institutions is a crucial element of learning environment as it holds very much importance especially when it comes providing various facilities to students and working as a secure space for equipment and other tools. The members of the Building Committee ensure to bring about improvement in infrastructural facilities on a continuous basis. The committee includes the issues: organization, space needs, character, context, constraints, schedule, budget and methodology. The ideal focus of the committee is the planning and the process. They facilitate research, coordinate, organize and communicate. The committee also looks after the construction, repair and maintenance of the main building and physical infrastructure and does the work through tender system as per standard norms.

There is a General Maintenance Sub-Committee. They look after the other services like water, power supply, Air Conditioners, etc. During all maintenance and upgradation of works related to civil and electrical sector, the convener of the Maintenance sub-committee verifies the work done by the contractors. Trained technicians are called to detect and repair all the minor defects with care. The institution has numerous systems powered by electricity which can lead to massive inconveniences in case of power failure. So, the college has a generator system to sustain their operations during power outages. The backup power helps to keep the day-to-day operations afloat. A dedicated electrician is engaged during the working hours for facilitating interrupted power supply. His remuneration comes out of college funds.

Computer IT infrastructure: The institution has also a Computer Maintenance Committee. Stock Register is maintained regularly to keep account of the non-functional equipment and infrastructure, like computers, printers, etc. Maintenance and upgradation of CCTV and all IT related peripherals are 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. and also for air conditioners, generator, water purifier-chiller, etc. These contracts are renewed on a regular basis to ensure their good service.

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

Laboratory Equipment/ Machinerics: Stock register is maintained by the laboratory for keeping a list of instruments. This helps to keep account of the non-functional equipment and machinerics also. Annual Maintenance Contracts (AMC) for different laboratory instruments are given.

Furniture/ 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.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	support for weaker section	194	54200
Financial Support from Other Sources			
a) National	various	315	7147000
b) International	Nil	Nil	Nil
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	23/07/2019	2295	college teachers
Personal Counselling	20/11/2019	58	Orion Edutech and the teachers of the college
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Competitive Exam Practice	615	615	7	4
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	12	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

NIL	Nil	Nil	NIL	Nil	Nil
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	25	B. A./ B. Sc.(Hons. and General)	various	various	various
View File					

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

Items	Number of students selected/ qualifying
Any Other	4
View File	

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

Activity	Level	Number of Participants
Cultural	Institutional	3770
sports	Institutional	728
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	nil	National	Nil	Nil	Nil	Nil
No file uploaded.						

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

The Students' Representative (SR) is an indispensable part of Academic and Administrative bodies/committees of the institution just likethe Governing Body of the college. It plays vital role in communicating between the college and the students by representing, communicating and giving feedback on college and student matters. representatives are elected from all the three semesters with a ratio of one representative per fourty students. The ratio is amendable through a general meeting of all the students with prior notice. The elected representatives select a vice president, general secretary and Assistant general secretary among themselves. Principal acts as the president of the students Union or he/ she nominates a teacher to represent him/ her as the president. In case when election are not held as per government orders principal issues a notice for the general students to volunteer for the post of students council members. Among the interested volunteers principal hand picks 5 or seven students as representative of Student Council. The Students' Representatives act as bridge between the college and the students as they effectively listen, collect and communicate the views of all the students they

represent and convey those to the concerned authorities for discussion and amicable resolution. The Students' Representatives provide valuable informal feedback regarding curriculum, teaching, and learning and evaluation process. The students' union representatives make the students aware of various student centric programmes such as departmental journals and wall magazines. They play important roles in encouraging and motivating the students to participate in existing student-oriented programmes of the college such as NSS and other gender equality related programmes including self-defense. They coordinate different sports activities along with the teachers during the annual college sports. It is a fundamental responsibility of a Students' Representative to ensure that the students they represent are aware of who they are and that they are available for students to share concerns or complements. They make the students aware of all the policies relating to academic and student support activities. They perform as a key contact between staff and the fellow class members regarding safety, facilities and student welfare needs. They also have the responsibility to create environmental awareness among students and to emphasize the importance of maintaining personal health, hygiene and cleanliness. They make positive contributions in relevant meetings. The most important thing is that they communicate new ideas and concepts with college for the best interest of students. As we believe the students to be the most important stake holder, in order to create an environment of inclusion the students body are an integral part of the institutions decision making process.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college successfully formed and subsequently registered Alumni Association 'Ashoknagar Netaji Satabarshiki Mahavidyalaya Praktani' (Registration no. S0004363) after a long struggle on 23.07.2019. The former students took the initiative and a committee has been formed of seven members. The President of this committee, Victor Roychowdhury is a school teacher. Sumita Chakraborty, The Secretary of this committee has been functioning as SACT in this college. The treasurer is Jayeeta Nandi. The other committee members Nawaz Mondal, Moumita Mitra, Puja Mondal, Moli Singha are teachers and well established in their fields. The present number of alumni is more than two hundred. Recently the college is utilizing different digital media platforms to be in touch with them. There is a Facebook page where they respond very actively. There is also a WhatsApp group which is working under the supervision of two teachers. They are much more interested than before and they take initiative on their own in various matters. They love the college so much that they have always extended their helping hand to the college and even they want to provide financial support to it. They have announced that they will financially support the poor and needy students too of the college. Moreover, they are so active that through the online meetings with the teachers they have expressed their desire that they will provide career oriented education and share their experiences to the present students so that they can have some proper guidelines which will be fruitful to get a job quickly. In the worldwide Pandemic situation they have assured the teachers through such online meetings that they will stand by the teachers and the students always. Really, it's a matter of pride that the alumni association participate so actively in all these matters and help the college in every possible way.

5.4.2 – No. of enrolled Alumni:

215

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

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings/activities organized by Alumni Association: Meeting Dates Activities
 22/11/2019 Resolutions were taken for helping college in various sensitive issues as it may arise. Importance was given on funding procedure and re-union of the ex-students. Fifteen members were present including the teachers.
 12/11/2020 Resolutions were taken regarding funding system, AGM, Bank A/C signatory, Sponsoring sports camp, re-union etc. 14/11/2020 An online meeting of the enrolled members was organized through zoom cloud meeting platform by the registered members of the association. A WhatsApp group of the enrolled members has been created, where the members can interact with each other regarding further activities of the association. Twenty members were present including the teachers.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

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

(a) Mentoring : The mentoring committee is composed of 6 teachers headed by a convenor. The committee allots students in accordance to their roll numbers amongst the faculty members of the institution. The mentors remain responsible for catering information, notice regarding learning process, examinations, scholarships . The mentors refer the queries and problems of the students to the mentoring committee which thereby seeks the help of various departments, college administration or office as and when required. Due to pandemic situation the mentoring system became the major way of the institution to remain connected to its students as they grappled with diverse difficulties. The institution took extra measure to contact those students who could not be traced over telephone by visiting their homes and providing them support and necessary information about online classes and examinations. The efficiency of the mentoring system lies heavily on participation of various units of the institution on a regular basis. (b) Exam committee :The exam committee of the institution is composed of 5 teachers who conducts the university and internal exams. To tide with the pandemic situation the university decentralized examination related duties with the affiliated colleges, the college also further decentralized the process by sharing the responsibility with all Departments of the college alongside the exam committee and the college administration. With the ensuing of online examinations due to the outbreak of the pandemic, the committee along with the departments have been activity working to share information's concerning form fill up dates , routine and notice with the students through college website , college app and students What's app groups . It has taken utmost care to reach students who could not be contacted over phone or mail and teachers visited the house of those students to provide them with all information so that they could appears for the exams and not lose an academic year .The committee organized online video lectures about the procedures of online examination including scanning of answer sheet , converting to pdf, mailing them etc . Apart from sharing question papers on the website the committee has also shared those with teachers who thereby shared them to departmental what`s app groups. Students who could not receive question papers through the above mentioned methods the committee also arranged for physical distribution of question papers from the college premises whereby students were properly sanitized and upon showing admit cards they were given question papers. The teachers remained actively involved from sharing of examination schedule, notices and question papers, checking emails containing answer scripts of students, evaluation of answer scripts and uploading marks to

the university portal within stipulated time as per university instructions. Understanding the difficulty of students devoid of smart phones and internet facility the teachers and non teaching staffs of the institution remained present on the college premises to collect hard copies of answer sheets maintaining covid 19 precautionary protocols.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Our institution has not yet developed formal linkage with the industrial units in the region but efforts are being made to learn what these units are looking for in terms of qualification and training from our students. In this context, we have been organising interactive sessions with various agencies to facilitate a greater interaction between the students and the current industrial requirements.
Human Resource Management	The mentoring system plays a crucial role in maintaining constant link between the teachers and the students . Apart from sharing information regarding teaching learning processes and examinations ,the mentors seek to solve diverse problems of the students from personal front to financial difficulties and try to provide them support . The mentors report such problems to the mentoring committee which further brings the attention of the institution to different issues of the students . Career counseling is provided to the students. There is also provision for software training program for teaching and non teaching staff of the institution .
Research and Development	The institution tries to maintain a research friendly environment by instilling confidence , courage and support to its faculty members to pursue research work for their development .The research committee plays a pivotal role in encouraging faculty members to attend orientation programmes , refresher courses ,short term courses ,faculty orientation , seminars and workshops .The committee tries to inculcate the habit among the faculties to regularly write research papers, undertake research projects ,

present paper in seminars and symposiums . Further , the committee urges the departments to conduct students projects , report writing or assignments that will encourage them to do research on diverse topics and develop an opinion of their own .

Teaching and Learning

The teaching learning process of the institution is conducted in adherence to the academic calendar of WBSU .The outbreak of a global pandemic barred the institution from continuing physical classes for most of the session . However , the institution has started regular online classes as early as April ,2020 in accordance to the routine to help the students to remain connected to their academics and not to fall behind . Apart from conducting regular classes the teachers also continue with assessment in the form of Class Tests ,report writing, projects ,assignments to gauge the improvement of the students .As most of our students come from economically backward sections , many of them could not afford smart phones or internet facility , the teachers took special initiative to conduct classes through conference calls so those students don` t struggle behind . Through LMS and College App students were provided with notices , class information , questions papers, study materials e-resources .The teachers utilize the ICT class rooms also used ICT techniques , ppts , audio video streaming to make teaching more interesting for the students .With neighboring colleges ,our institution formed a discourse sharing cluster to facilitate cross- sharing of class lectures and e-resources via telegram app .

Curriculum Development

The institution is affiliated to WBSU and all curricular activities ranging from adherence to syllabus , following academic calendar to the conduct of various examinations assessments are strictly done in compliance with the university norms and guidelines . The faculty members of the college regularly participate in various workshops or discussions concerning the curriculum held by the university . Many of the faculty members are members of the Board of Studies who actively indulge in framing structuring and

exchanging opinions about the syllabus of various courses . Apart from these the faculty members also participate in the orientation or workshops organized by the university regarding consultation over making changes to the syllabus , comprehensive understanding of various courses etc.

Examination and Evaluation

Apart from conducting university examinations the institution stresses on a continuous system of assessment of the students which entails them to appear for regular class tests and internal assessments . The results are published on the college notice board the and the teachers take extra measures to reassess the results , discuss the drawbacks with the students and suggest various ways of improvement. The departments arrange for tutorial classes for students . Due encouragement is given to slow learner students .Evaluation of answer scripts , publications of results , grievance redressal are done within stipulated time frame .

Library, ICT and Physical Infrastructure / Instrumentation

The institution has separate units for administration and academics . Principal`s room ,office space , canteen , students` union room , are in the ground floor. ICT room , teachers room , library , NSS room , IQAC Cell ,sick room are located in the first floor . There is provision for separate common rooms for boys girls which have indoor game facility . There is ramp and divyangjan toilets in the institutions for the differently able students . The institution also has a separate gymnasium . The ICT rooms are used for arranging audio -visual lectures , seminars and power point presentation for the students . Tutorial Classes are organized in the departmental rooms .The students are provided the facility of reading or issuing books from Central library as well as from the departmental libraries . The institution has signed MOUs with various libraries enabling the students to read books and Journals from those libraries . Online e-resources are available to teachers and students . The campus is Wi fi enabled and secured through CCTV surveillance .

Admission of Students

The institution has introduced online admission process for all semesters

from year since 2014-15 session . Merit list are published in due course of time and students self enrolled after payments are made via bill desk .All notices concerning admissions , publication of merit list and waiting list are regularly exhibited on the college website . All admission related matters are dealt with by the admission committee .There is also provision for admission related Help lines and Help desk to clarify the various doubts of the students .

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

E-governance area	Details
Finance and Accounts	Financial Package is provided by a company which is in vogue from 2016-17. Computerised accounts are maintained and students fees are collected through computer package. Accounts are also prepared through this package.
Student Admission and Support	Admission is fully online and payment is made through the services from Billdesk. There is a helpline during working hours as well as an email id is dedicated to receive the problems of the students and resolve them as early as possible. In case it involves some time, it is communicated to them through email. Student data is maintained through a package and the students can reach the teachers and office through the college app 24x7.
Examination	The results of the students are compiled through a package and hence their progress through the years can easily be tracked and analysed over time. Efforts are being made to make it available to the students through the app for their use.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NONE	NA	NA	Nill
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of
------	--------------	--------------	-----------	---------	-----------	-----------

	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2020	Orientation Programme in use of Personalized Software packages	Orientation Programme in use of Personalized Software packages	02/01/2020	08/01/2020	5	15
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Various	Nil	Nil	Nil	Nil
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	20	1	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
2	2	8

6.4 – Financial Management and Resource Mobilization

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

Whereas it is mandatory for any educational institution to conduct statutory external financial audit, any institution is free to conduct internal financial audit as well. Netaji Shatabarshiki Mahavidyalaya has the practice of conducting financial audits from the 2013-14 session. This is done by procuring the services of a registered chartered audit firm. As late as 2017-18, the agency for financial audit has been changed to maintain transparency as conducting audits with one firm year after year has certain demerits. The college looks into the report given by the agency and discusses it in forums like IQAC, Finance Sub Committee and of course the Governing Body - which happens to be the apex governing agency of the Institution. The suggestions are thoroughly looked into and accepted based on feasibility. A future plan is also made regard to suggestions that are not possible to be incorporated in the very next session. External Audit, which is statutory in nature is performed by a firm appointed by the Education Directorate, Government of West Bengal year after year. This audit is almost up to date with the audit for 2018-19 being complete and the audit for 2019 - 20 being underway and delayed due to the onset of Covid 19. From the very beginning the institution has been praised by the auditing firms for maintaining a proper accounting procedure and there has

never been any objection raised. However, observations have been present and we have tried to look into them and address them to the extent feasible in the same way it is done for the recommendations of internal audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
N.A	Nil	N.A
No file uploaded.		

6.4.3 – Total corpus fund generated

12260641

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

Formally dysfunctional however informal meetings are held to discuss the progress of the students and their advantages and disadvantages. Parents are also being spoken to while deciding the fee payment schedule in the light of Covid 19.
--

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

1.Basic Computer Training 2.Yoga sessions for stress management 3.Training for implementation of the CBCS course pattern
--

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

1. Appointment of more regular teaching staff for betterment of teacher-student ratio. 2. Online coaching portal for competitive services have been started. 3. PG courses have been started through distance mode in Bengali. Permission to start Geography has been received. 4. Registered alumni has started functioning.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	RESOURCE SHARING	05/09/2019	01/07/2020	31/12/2020	4000
2020	SOFTWARE TRAINING	05/09/2019	02/01/2020	08/01/2020	15

2019	1	Nil	01/07/2019	7	Use of Library for the Aged	Reaching out to the aged who cannot come to library and delivering books for them to study and then are collected by the students	40
2019	Nil	1	07/12/2019	2	Use of College Premises	Open Chess Championship -2019	30
2020	Nil	1	01/05/2020	7	Standing by the Needy	Amphan Relief Programme	10
2020	Nil	1	25/05/2020	21	Social Responsibility	Covid Isolation Centre	40

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
NSM - Promoting Human Values and Professional Ethics	02/07/2019	<p>The Code of Conduct both for the students and faculty is duly followed at our institution. The document is also uploaded on the college website: https://nsmashoknagar.ac.in/wp-content/uploads/2019/03/Code-of-Conduct.pdf</p> <p>The institution also follows the code of Professional Ethics meant for teachers as contained in the UGC Regulations. The document is in public domain and can be accessed via the college website: https://nsmashoknagar.ac.in/wp-content/uploads/2019/03/professional-ode-of-ethics.pdf Our institution remains committed to promoting</p>

community linked extension activities and programs that contribute to the growth and enrichment of the students and the community.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Various Activity	01/07/2019	31/12/2020	1885
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

a. Bicycles: Many students and non-teaching staff use bicycle for coming in the college. College provides a separate corner for parking the bicycles used by some of the non-teaching staffs and students. b. Public Transport: Most of the students, teachers and non-teaching staffs avail public transport for commuting through and fro the college. Personal cars are provided with parking space in the parking lot around the college. c. Pedestrian Friendly Roads: The College is surrounded by wide pedestrian pavements all around. Inside the college wide walking track and ramp is available. d. Plastic free campus: The College is gearing up to declare itself a Plastic Free Zone. And various steps should be used for this purpose. e. Paperless office: The office staffs have been provided with adequate computers and commendable part of the official records are maintained through soft copies. f. Green landscaping with trees and plants: The College has successfully retained a patch of green amidst the concrete landscape around. The college has a well maintained ground surrounded by greeneries all around. A separate corner has been identified in the garden where medicinal plants are grown. g. LED light replacement: to consume lesser energy a great initiative have been taken by the college authority i.e. replacement of the CFL and tube lights by LED lights. By this, the energy consumption will be reduced by at least 5-10 of a whole year. h. Campaigning No Horn Zone: According to CPCB (Central Pollution Control Board), 'silence zone is the area comprising not less than 100 metres around hospitals, educational institution, courts, religious places or any other area, which is declare such by the competent authority and no horn shall be used in silence zone.' The college has introduced this programme as an awareness mission to the local people as well into the students. Poster, banner and flex are placed on the roadside as a part of this programme.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE: 1 1. Title of the Practice: Online Teaching and Learning in the Age of Covid-19 Since countries all over the world have gone into lockdowns due to Covid-19, educational institutes have been no exception. During the Covid-19 outbreak in the entire nation, the country is facing a major crisis in many sectors but the worst-hit sector is the education sector, as most of the exams have been cancelled during the final assessments. Students and teachers are struggling to have access to uninterrupted and seamless quality of internet connection. At the same time, the country should not compromise student's much-desired academic progress. Hence, educational institutions should adopt smart solutions to overcome the pandemic crisis by adopting the online mode of education for the remainder of the academic year. 2. Goal: During the period of Lockdown, Netaji Satabarshiki Mahavidyalaya had set out to achieve three major goals to provide uninterrupted educational service. They are as follows. •

Completion of Curriculum: To engage students actively with online lectures, video lectures, study materials, project works, dissertation thesis work, tests, and assignments. • Extra Support for Learning: To encourage students to join online courses, remedial classes, online webinars, and seminars. • Counselling: To constantly communicate with the students to lessen their mental stress and to make them active in academic learning.

3. The Context: In the wake of the crisis faced by the teachers and the students of the Colleges/Universities in India due to the global pandemic caused by the Novel Corona Virus infection, Covid-19, Netaji Satabarshiki Mahavidyalaya adapted to face the challenge of the crisis, and provide resilient academic environment. An Online Teaching and Learning Strategy framework were developed for providing an active and personalized education for all the students to complete the University curriculum planned for this academic session. Various teaching and learning aids, such as e-content in the form of e-books, online journals, digital libraries, emails, multimedia, internet, online interactive learning sites have been used extensively to enhance learning skills, introduce flexibility and options to be customized to cater to all kinds of learners and to reach a large cross-section of students.

4. The Practice: To achieve the goals set up, the Online Teaching and Learning Strategy framework was developed which involved: 1) Methods of Teaching Various methods were adopted for teaching different theory-based courses as well as lab-based courses by the faculty members of all the departments in the College. • The Zoom platform is used for the optimum utilization of online teaching. • Program and course-wise WhatsApp groups created for doubt clearance session. • College LMS is used to share notes and study materials. • Audio lectures in mp3 files given out. • Slides are prepared based on the texts and lectures shared to facilitate critical explanations. 2) Engaging Students in Learning • Providing access to course materials through the College App (NSM College) and college-based Learning Management System (LMS) • Use of real-time text-based communication spaces such as WhatsApp and Zoom app 3) Modes of Evaluation • Internal evaluation conducted by the College • University examination conducted by the University 4) Types of Assignments • An individual assignment is sent through departmental emails and WhatsApp. • The pattern of assessments was classified as objective and essay-type questions. • Students need to upload pdf files of their handwritten answers after the completion of the examination.

5. Outcome of teaching-learning experience: During this time of crisis, the online teaching and learning experience enabled much flexibility in issues of time and place for both teachers as well as students. Both teachers and students got the opportunity to explore new and innovative online resources. Online classroom platforms were found to be effective in giving assignments and sharing study materials. For the laboratory courses, students got to learn about some of the advanced instruments via computer simulations.

6. Evidence of success: Online Learning encourages more productive use of time. It has greater access to experts/specialists (nationally and internationally) and learners can access it 24/7 at their own pace and time. It allows geographical reach even to rural or remote locations. It is a cost-effective technology, quite affordable, and enhances communication between educators and students. It can accommodate more learners at a particular time. Online class sessions can be saved on the website for future reference e.g. class notes can be saved and distributed via the network for references by students. The digital recordings of the classes can be uploaded to the website to review later. To conduct exams, institutions may consider using online examination platforms which may help for conducting online examinations. This will prevent institutions from facing delays in their annual academic calendar for lockdown.

7. Problems encountered and resource required: Not all the students have the necessary knowledge, skills, and resources to keep themselves safe online. Learners from low-income families and disadvantaged groups are more likely to suffer during online learning as they may not afford high-speed internet connection and required technical gadgets.

It widens the gap between privileged and unprivileged learners. Netaji Satabarshiki Mahavidyalaya made a coordinated effort by providing opportunities for both teachers and students to make learning more effective and relevant for protecting the academic interest of students during the Corona Pandemic. BEST PRACTICE: 2

1. Title of the Practice: Resource sharing with other colleges

2. Goal: To promote cooperation among neighbouring colleges with a view of improving the quality of higher education in the region and to encourage optimum utilization of the existing facilities for the expansion of higher education. Another goal is to ensure the fulfilment of the required numbers of classes. To encourage sharing of resources and developmental opportunities and to encourage cooperation in Teaching learning, Research and Extension. Since the number of classes is much more than the number of teachers, the main purpose is to fill the gap of the classes.

3. The Context: Off late educational institutions come together to rethink education together and establish their region as a destination for academic excellence. Earlier, each college was a separate entity but today they want to collaborate to conduct a number of activities in liaison and share resources for the benefit of the academic community. Students get access to educational offerings beyond their own college, as well as faculty collaborations across colleges. Leveraging efficiencies and resources to address shared challenges and opportunities faced by the member institutions is an important reason for the recent upsurge in colleges deciding to come together formally. Students will be able to prepare themselves for the exams in a timely manner. The purpose of resource sharing is to teach many students simultaneously, especially in lockdown situations when offline teaching is not possible.

4. The Practice: Improving efficiencies in the education sector via the sharing of resources is currently the source of much interest and investment within India and throughout the world. Despite the development of multiple educational resource repositories worldwide, educators seldom use repositories to share materials.

5. The outcome of the practice is that the students will be able to gain knowledge from many more teachers and enrich their own knowledge. Students will be able to prepare themselves for the exams in a timely manner. The purpose of resource sharing is to teach many students simultaneously, especially in lockdown situations when offline teaching is not possible. The principals of certain colleges have held a meeting on the date... The main objective of the meeting was to promote cooperation among neighbouring colleges with a view of improving the quality of higher education in our college by sharing the resources in Teaching, Learning, Research and Extension. For this meeting following colleges participated Banipur Mahila Mahavidyalaya, Amdanga Jugal Kishore Mahavidyalaya, Sree Chaitanya College of Commerce with us. It was decided at the meeting that the colleges would share resources with each other to promote cooperation among neighboring Colleges with a view of improving the quality of higher education in the region. The following colleges signed MOU i) Netaji Satabarshiki Mahavidyalaya, ii) Banipur Mahila Mahavidyalaya, iii) Amdanga Jugal Kishore Mahavidyalaya

6. Evidence of success: Banipur Mahila Mahavidyalaya and Amdanga Jugal Kishore Mahavidyalaya have agreed with our college for resource sharing and these colleges are ready to continue their efforts to develop academic subjects.

7. Problems encountered and resources required: Collaborating with institutions can be a challenge for even the most well-connected higher education institutions. In part, this is because many colleges may be competitive and may not prefer to collaborate on all fronts. Since students hail from marginalized and economically-deprived sections, they are often hesitant and resistant to use the online or virtual platform themselves. Preserving the study materials obtained from resource sharing is also a challenge for the students.

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

7.3 – Institutional Distinctiveness

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

Vision, performance and thrust of the institution: The establishment of the college, Netaji Satabarshiki Mahavidyalaya, was the fulfillment of a dream long cherished by the eminent personalities and educationists of the township. The teaching-learning and evaluation and infrastructure of the college are conducive to academic upliftment. It has struck a chord among the neighboring schools and colleges. The results of university examinations speak for our attainment despite being saddled with shortage of funds, manpower and infrastructure. The college has earned a name among the higher education-seekers so much so that boys and girls from far-flung areas and from among minority and under-privileged sections of the population seek admission to get into the 1st semester classes of BA and BSc. The minority and backward class students comprise the larger portion of the roll-strength and thus it is our responsibility to reach out to these students and address their aspirational need. Students of this college earn distinction regularly in university examinations as teachers and college authority prioritize academic progress. Our students are also encouraged to develop themselves in extra-curricular activities through annual sports and different sports tournaments and through cultural programs, organized in the institution every academic year. The thrust of this institution is aimed at making it a centre of quality education through an all-round development. The Institution provides adequate measures to make sure that all round ability of the students are nurtured through effective physical education and yoga classes. The functioning of the gymnasium has also gone a long way in promoting such culture. The Music department also provides ample opportunities to the students to bring forward their cultural prowess and inventiveness in the field of creative and performing arts. This helps the students in public performances and helps them to remove the fear in them to come forward and participate in various wakes of life.

Provide the weblink of the institution

<https://nsmashoknagar.ac.in/wp-content/uploads/2021/08/7.3.1.pdf>

8.Future Plans of Actions for Next Academic Year

The academic year started with the visit of NAAC Peer Team in the month of July 2019 and the report that followed helped us to understand the areas where we needed to focus more as an institution. Naturally, at the beginning of the year we set our objective in creating a greater bond with the alumni and parents of the current students. However, the onset of Covid-19 in March 2020 created a change in teaching-learning atmosphere like never before with emphasis on online modes of learning and greater interaction between all stake holders of the institution. Moreover, webinars which took off immediately gave the cash strapped institution an opportunity to interact with minds all over the world. The academic year 2020-21 started a little late as per UGC and Government of West Bengal guidelines. The main thrust was now put on a blended mode of teaching, giving equal importance to online and traditional teaching, if possible. This year one also needs to remember that students and their parents would be at a distress in the wake of Covid-19 - both mentally, physically and economically. Hence efforts must be made to make sure that maximum possible study material be given to the students by the teachers. Webinars must also be held at regular intervals which can enlighten the students to a great degree about the thought process going on in the world around us. Efforts are being made to speed up the process of digitisation of the library so that students can access the books from their homes. An institution of higher learning has certain social

responsibilities as well and it can also encourage the students and society as a whole to stand beside the not so fortunate. The College intends to request the local authorities to involve the institution and its stake holders in any sort of work that is necessary at this moment. One feels this would enhance the responsibility of future generations of students who would form the driving force of the society at a later time. The college is also seeking to create a more eco-friendly atmosphere, specially in the aftermath of the huge devastation due the super cyclone Amphan. The LMS and the College App is being sought to be utilized further for the benefit of the students. The Resource Sharing Model which was started among partner colleges in a few subjects is supposed to be increased to other subjects. Sharing of class lectures with students of other Institutions give them more access to notes, interpretations and ways of teaching resulting in them having a greater pool to choose from. However, this academic year is one where the primary objective is to stand by our fellow citizens and create an environment of brotherhood and compassion for all. We feel that institutes of higher learning have an immense important role to play in creating such ambience and hence this is our primary motto for the next academic year 2020-21.