YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution　　　　　　　　　**NARASINHA DUTT COLLEGE**

- Name of the Head of the institution　　　**DR. SOMA BANDYOPADHYAY**

- Designation　　　　　　　　　　　　　　**Principal**

- Does the institution function from its own campus?　　**Yes**

- Phone no./Alternate phone no.　　　　　　**03326438049**

- Mobile No:　　　　　　　　　　　　　　**9433987377**

- Registered e-mail　　　　　　　　　　　**info@narasinhaduttcollege.edu.in**

- Alternate e-mail　　　　　　　　　　　**principal@narasinhaduttcollege.edu.in**

- Address　　　　　　　　　　　　　　**129, BELILIOUS ROAD, HOWRAH**

- City/Town　　　　　　　　　　　　　**HOWRAH**

- State/UT　　　　　　　　　　　　　　**WEST BENGAL**

- Pin Code　　　　　　　　　　　　　　**711101**

2.Institutional status

- Type of Institution　　　　　　　　　**Co-education**

- Location　　　　　　　　　　　　　　**Urban**

- Financial Status　　　　　　　　　　　**UGC 2f and 12(B)**

- Name of the Affiliating University   **University of Calcutta**

- Name of the IQAC Coordinator   **Dr. Pampa Chakraborty**

- Phone No.   **9433019310**

- Alternate phone No.   **9330804458**

- Mobile   **9433019310**

- IQAC e-mail address   **iqac@narasinhaduttcollege.edu.in**

- Alternate e-mail address   **iqac.ndc1924@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

http://www.narasinhaduttcollege.edu.in/AQAR%202020-2021.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://narasinhaduttcollege.edu.in/ws/wp-content/uploads/2022/08/Academic-Calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**80.5**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B++**	**2.77**	**2016**	**16/12/2016**	**15/12/2021**

6.Date of Establishment of IQAC   **15/04/2008**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	**Minor Research Project**	**West Bengal DST**	**2018**	**300000**
Faculty	**Minor Research Project**	**West Bengal DST**	**2020**	**220222**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC — [View File](#)

9.No. of IQAC meetings held during the year   `8`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

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

`- Collection, analysis of mentoring report from the college and initiation of actions accordingly.`

`- Organising of a number of national and international webinars and seminars on different issues like environment, social, academic, cultural and gender related perspective.`

`- Dissemination of ideas of value education among young minds through webinar, video, booklet publication`

`- Initiative to encourage alumni association to be involved in developmental activities of the institution`

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

Plan of Action	Achievements/Outcomes
To form a forum for propagating Value Education among the students	Value Education Cell of the college was established on July, 2021. On 7th July, 2021, the cell was renamed as "Ubuntu (We are Together in African language)" . In 15th August, 2021, an online special lecture on "Mulyobodher Anweshon: Sre Arobibder Chintar Dorpone" was presented by Smt. Tapati Sengupta, former Associate Professor and HOD, History Department of Loreto College. On the same day a video on video on value education "AWAKENING (JAGRITI)" was released.
To publish appropriate Handbooks for students and teachers for the promotion of human values and professional code of conduct	On 11th February, 2022, a handbook on value education was published and circulated. On 4t, 5th and 6th march, a special lecture series on "relevance of values and value orientation in the new normal" in collaboration with Jogmaya Devi College and Vivekananda Nidhi was organized. The speakers were Prof. Suchhanda Sen, Associate Professor of mathematics, Jogmaya Devi College and Mr. Subhamoy Bhattacharya, Assistant Secretary, Vivekananda Nidhi, AGM Training and CSR coordination, SENCO GOLD Ltd.
To extend the current Feedback system beyond SSS and achieve 360 degree Feedback involving all stake-holders	In addition to students, feedbacks were collected from the parents, both in the online and offline mode.
To form a Parent-Teacher Association for better all-round development of the institution	A meeting was conducted by IQAC, with the parents of the students on 6th March, 2022. Presently, the process of the formation of Parent-Teachers Association is

	on progress.
To initiate Academic Audit at the Internal as well as External levels	The internal Academic Audit for the period of 2017-2021 has been completed. The external audit process is going on.
To resume Waste Management, Green Audit & relevant outreach programmes	Due to pandemic situation, the Waste Management and Green Audit programme could not be completed by the college. However, The official processing for the same is going on with the permission of Governing Body.
To enhance and strengthen the E-library facilities for the students and teachers	The e-library facilities have been extended for the students and teachers of the college.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/08/2022

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	**NARASINHA DUTT COLLEGE**
• Name of the Head of the institution	**DR. SOMA BANDYOPADHYAY**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03326438049**
• Mobile No:	**9433987377**
• Registered e-mail	**info@narasinhaduttcollege.edu.in**
• Alternate e-mail	**principal@narasinhaduttcollege.edu.in**
• Address	**129, BELILIOUS ROAD, HOWRAH**
• City/Town	**HOWRAH**
• State/UT	**WEST BENGAL**
• Pin Code	**711101**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr. Pampa Chakraborty**
• Phone No.	**9433019310**

• Alternate phone No.	**9330804458**
• Mobile	**9433019310**
• IQAC e-mail address	**iqac@narasinhaduttcollege.edu.in**
• Alternate e-mail address	**iqac.ndc1924@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.narasinhaduttcollege.edu.in/AQAR%202020-2021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://narasinhaduttcollege.edu.in/ws/wp-content/uploads/2022/08/Academic-Calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**80.5**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B++**	**2.77**	**2016**	**16/12/2016**	**15/12/2021**

6.Date of Establishment of IQAC	**15/04/2008**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	**Minor Research Project**	**West Bengal DST**	**2018**	**300000**
Faculty	**Minor Research Project**	**West Bengal DST**	**2020**	**220222**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	8	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

- Collection, analysis of mentoring report from the college and initiation of actions accordingly.

- Organising of a number of national and international webinars and seminars on different issues like environment, social, academic, cultural and gender related perspective.

- Dissemination of ideas of value education among young minds through webinar, video, booklet publication

- Initiative to encourage alumni association to be involved in developmental activities of the institution

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

Plan of Action	Achievements/Outcomes
To form a forum for propagating Value Education among the students	Value Education Cell of the college was established on July, 2021. On 7th July, 2021, the cell was renamed as "Ubuntu (We are Together in African language)" . In 15th August, 2021, an online special lecture on "Mulyobodher Anweshon: Sre Arobibder Chintar Dorpone" was presented by Smt. Tapati Sengupta, former Associate Professor and HOD, History Department of Loreto College. On the same day a video on video on value education "AWAKENING (JAGRITI)" was released.
To publish appropriate Handbooks for students and teachers for the promotion of human values and professional code of conduct	On 11th February, 2022, a handbook on value education was published and circulated. On 4t, 5th and 6th march, a special lecture series on "relevance of values and value orientation in the new normal" in collaboration with Jogmaya Devi College and Vivekananda Nidhi was organized. The speakers were Prof. Suchhanda Sen, Associate Professor of mathematics, Jogmaya Devi College and Mr. Subhamoy Bhattacharya, Assistant Secretary, Vivekananda Nidhi, AGM Training and CSR coordination, SENCO GOLD Ltd.
To extend the current Feedback system beyond SSS and achieve 360 degree Feedback involving all stake-holders	In addition to students, feedbacks were collected from the parents, both in the online and offline mode.
To form a Parent-Teacher Association for better all-round development of the	A meeting was conducted by IQAC, with the parents of the students on 6th March, 2022.

institution	Presently, the process of the formation of Parent-Teachers Association is on progress.
To initiate Academic Audit at the Internal as well as External levels	The internal Academic Audit for the period of 2017-2021 has been completed. The external audit process is going on.
To resume Waste Management, Green Audit & relevant outreach programmes	Due to pandemic situation, the Waste Management and Green Audit programme could not be completed by the college. However, The official processing for the same is going on with the permission of Governing Body.
To enhance and strengthen the E-library facilities for the students and teachers	The e-library facilities have been extended for the students and teachers of the college.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/08/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	11/02/2022

15.Multidisciplinary / interdisciplinary

1. Multidisciplinary / interdisciplinary:

a) Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary

institution.

The institution is affiliated under University of Calcutta, West

Bengal. Hence, it has to follow the guidelines prescribed by the university, as mandate. As a result, independent planning to include multidisciplinary subjects as per National Education Policy 2020 is not admissible. However, the college is preparing itself to evolve into a multidisciplinary institution, if there is any guideline from the affiliating university.

b) Delineate the Institutional approach towards the integration of humanities and science with STEM

and provide the detail of programs with combinations.

The institute has to follow the directives of University of Calcutta in every aspect. Science, Technology, Engineering and Mathematics (STEM) are the four supportive pillars of economic growth of a nation. Regarding the integration of mainstream humanities and science with STEM, to develop variety of skill as well as creativity in students, the college has to go forward, when there is the directive from university.

c) Does the institution offer flexible and innovative curricula that includes credit-based courses and

projects in the areas of community engagement and service, environmental education, and value-

based towards the attainment of a holistic and multidisciplinary education. Explain

The choice-based credit system (CBCS) had been implemented in all the undergraduate courses taught in the college from 2018, according to the guideline of the University of Calcutta. Most of the curricula include relevant project works, in different subjects.

Some subjects like Anthropology, have community-based project works, involving the students.

Environmental education is directly taught to all the students, as Environmental Studies is a compulsory paper for all undergraduate subjects. Study of ecosystem and biodiversity is an integral part of the curricula of biological sciences like Botany, Zoology.

Application of innovative ideas are important key factors to formulate and guide to prepared the project works for the

students.

A number of activities are carried out to nurture value-based education among student community, In this regard, the Value Education Cell of the college conducts different activities including the students of the institution directly.

d) What is the institutional plan for offering a multidisciplinary flexible curriculum that enables

multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while

maintaining the rigor of learning? Explain with examples.

As the institution is an affiliated college, it is not at all in a place to offer any kind of curriculum.

e) What are the institutional plans to engage in more multidisciplinary research endeavours to find

solutions to society &s most pressing issues and challenges?

Being regulated by affiliating university, there is no scope for formulation of plans at institutional level.

f) Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary

approach in view of NEP 2020.

For promotion of multidisciplinary academic approach, the institution publishes two multidisciplinary journals. One is "Journal of Commerce, Arts and Science (JOCAS)" published through online & print version and another one is NDC E-BIOS (online journal on biological sciences). Both the journals peer reviewed and dedicated to publish original/review papers of multidisciplinary aspect.

2. Academic bank of credits (ABC):

a) Describe the initiatives taken by the institution to fulfil the requirement of Academic bank of

credits as proposed in NEP 2020.

Till date, there is no guideline received by the institution from University of Calcutta regarding Academic Bank of Credits (ABC).

b) Whether the institution has registered under the ABC to permit its learners to avail the benefit of

multiple entries and exit during the chosen programme? Provide details.

There is no instruction from affiliating university regarding the registration of the institution under the Academic Bank of Credit.

c) Describe the efforts of the institution for seamless collaboration, internationalization of education,

joint degrees between Indian and foreign institutions, and to enable credit transfer.

Initiation of such venture is not permissible for the institution, which is an affiliated college.

d) How faculties are encouraged to design their own curricular and pedagogical approaches within

the approved framework, including textbook, reading material selections, assignments, and

assessments etc.

A number of teachers of the college are acting as the members of Boards of Studies of different subjects at undergraduate level. This is a direct and/or indirect involvement in designing/planning of the curricula of relevant subjects. Except this, there is no such scope to design independent curricular and pedagogical approach within the approved framework. Regarding the project works, faculty members encouraged to design independently.

There are a number of teaching methods like group discussion, interactive sessions, student seminars, power point presentations, case studies, etc., which is somehow innovative in nature. The evaluation system of in internal assessment is continuous, to develop the insight in students. Such insight in students can bring a change in the pedagogical approach, in due course of time.

e) Describe any good practice/s of the institution pertaining to the implementation of Academic bank

of credits (ABC) in the institution in view of NEP 2020.

Being an affiliated college, it is not within the scope for the institution.

3. Skill development:

a) Describe the efforts made by the institution to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework

Not applicable for the institution.

b) Provide the details of the programmes offered to promote vocational education and its integration into mainstream education.

A MoU has been made and agreed upon by the college with Management & Entrepreneurship and Professional Skills Council (MEPSC) for implementation of relevant programmes to enhance the employability of the students by vocational training.

c) How the institution is providing Value-based education to inculcate positivity amongst the

learner that includes the development of humanistic, ethical, Constitutional, and universal human

values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence

(ahimsa), scientific temper, citizenship values, and also life-skills etc.

For the development of positivity and human value the Value Education Cell of IQAC has taken initiative to develop human values by both offline and online activities. The Science Club of the institution is very much active to nurture the scientific temper and awareness among students through webinar and other activities.

d) Enlist the institution's efforts to:

i. Design a credit structure to ensure that all students take at least one vocational course

before graduating.

ii. Engaging the services of Industry veterans and Master Crafts persons to provide

vocational skills and overcome gaps vis-à-vis trained faculty provisions.

iii. To offer vocational education in ODL/blended/on-campus modular modes to Learners.

iv. NSDC association to facilitate all this by creating a unified platform to manage learner

enrolment (students and workers), skill mapping, and certification.

v. Skilling courses are planned to be offered to students through online and/or distance mode.

Not included within the scope of the institution, as it is an affiliated college.

e) Describe any good practice/s of the institution pertaining to the Skill development in view of NEP2020.

Not applicable for the institution.

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

a) Delineate the strategy and details regarding the integration of the Indian Knowledge system

(teaching in Indian Language, culture etc,) into the curriculum using both offline and online

courses.

In the courses, which are taught in this college, there are four languages. Among these, Bengali is the local regional language of West Bengal, Sanskrit is the ancient Indian language, Urdu is another important language and English is the communicative

language at national and global level. All these four languages are included in Bachelor of Arts (Honours and General) course. In addition, English is the subject, taught at post graduate level too. In this way students of this institution are exposed to Indian knowledge system and cultural heritage at regular basis.

b) What are the institutions plans to train its faculties to provide the classroom delivery in

bilingual mode (English and vernacular)? Provide the details.

Majority of the students enrolled to this institution are with Bengali medium background from school their level. However, in the college teaching has been conducted in bilingual mode with Bengali and English, except the language courses.

c) Provide the details of the degree courses taught in Indian languages and bilingually in the institution.

In the institution the Honour courses in humanities stream and Bengali language are taught in the regional language, i.e., Bengali. Other general courses of streams like humanities and commerce are also taught mostly in Bengali. General courses of science subjects are taught in bilingual (Bengali-English) mode.

d) Describe the efforts of the institution to preserve and promote the following:

i. Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)

In this institution, Bengali and Sanskrit are two import Indian languages, which included in the curricula of the institution. Bengali is the prominent regional language with classic literary value, enriched with the contribution of famous writers like Rabindranath Thakur and others, Sanskrit in the ancient language with a cultural heritage of Indian civilization.

ii. Indian ancient traditional knowledge – The traditional ancient Indian knowledge along with its applicability is included in the curricula of different subjects taught in the college. The examples include the study of tribal culture in Anthropology, Ethnobotany and folk medicine in Botany, regional folklore studies in Bengali, historical perspectives of traditions in History and heritage of Vedic civilization in Sanskrit language.

iii. Indian Arts – The study of Indian Art, its evolution from the stage of primitive cave paintings along with the significance is included in curricula of the subjects like Anthropology, Bengali, History and Sanskrit language.

iv. Indian Culture and traditions – The study of traditional Indian Art, its heritage and significance are included in curricula of the subjects like Anthropology, Bengali, History, Sanskrit – which are taught in the institution.

e) Describe any good practice/s of the institution pertaining to the appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020.

Not within the scope of the institution, being an affiliated college.

5. Focus on Outcome based education (OBE): It is not applicable, as the institution is an affiliated college.

i. Describe the institutional initiatives to transform its curriculum towards Outcome based

Education (OBE)? There is no scope to conduct any kind transformation of curriculum for the institution.

ii. Explain the efforts made by the institution to capture the Outcome based education in teaching

and learning practices. Not within the scope of the institution, being an affiliated college.

iii. Describe any good practice/s of the institution pertaining to the Outcome based education

(OBE) in view of NEP 2020. Not within the scope of the institution, being an affiliated college.

6. Distance education/online education:

a) Delineate the possibilities of offering vocational courses through ODL mode in the institution.

Not applicable.

b) Describe about the development and use of technological tools for teaching learning activities.

While teaching both in direct and online mode, teachers of the institution are efficient in using the ICT tools and mechanisms. The online interactive lessons are taught in the platform like google meet, youtube video, etc. Additionally, all the teachers and students can avail the free campus wi-fi facilities.

Provide the details about the institutional efforts towards the blended learning.

Not applicable

Describe any good practice/s of the institution pertaining to the Distance education/online education inview of NEP 2020.

There is a study centre for teaching distance course, which is affiliated to Maulana Azad National Urdu University.

16.Academic bank of credits (ABC):

a) Describe the initiatives taken by the institution to fulfil the requirement of Academic bank of credits as proposed in NEP 2020.

Regarding Academic Bank of Credit, no circular has been received from affiliating university so far.

b) Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme? Provide details.

Regarding Academic Bank of Credit, no circular has been received from affiliating university so far.

c) Describe the efforts of the institution for seamless collaboration, internationalization of education joint degrees between Indian and foreign institutions, and to enable credit transfer.

Not applicable for the institution.

d) How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbook, reading material selections, assignments, and

assessments etc.

Being an affiliated college, institution follows the curriculum designed by University of Calcutta. However, a number of teaching faculties are members of undergraduate Boards of Studies of different subjects. As a result they are directly or indirectly involved in curriculum designing/planning.

Innovative teaching methods include interactive sessions, student seminars, power point presentations, ICT enabled teaching, group discussion, etc. There is a continuous evaluation system of internal assessment by dividing the curricula into modules. The insight developed from the assessments is a driving force to change the pedagogical approach accordingly.

e) Describe any good practice/s of the institution pertaining to the implementation of Academic bank of credits (ABC) in the institution in view of NEP 2020.

Not applicable for the institution.

17.Skill development:

a) Describe the efforts made by the institution to strengthen the vocational education and soft skillsof students in alignment with National Skills Qualifications Framework

Not applicable for the institution.

b) Provide the details of the programmes offered to promote vocational education and its integrationinto mainstream education.

A MoU has been signed with Sector Development Council for vocational course.on security training

c) How the institution is providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills etc.

The Value Education Cell of IQAC has taken initiative to develop human values by online webinars, video and booklet publication for circulation among students.

d) Enlist the institution's efforts to:

i. Design a credit structure to ensure that all students take at least one vocational course before graduating.

ii. Engaging the services of Industry veterans and Master Crafts persons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions.

iii. To offer vocational education in ODL/blended/on-campus modular modes to Learners.

iv. NSDC association to facilitate all this by creating a unified platform to manage learner enrolment (students and workers), skill mapping, and certification.

v. Skilling courses are planned to be offered to students through online and/or distance mode.

Not applicable for the institution.

e) Describe any good practice/s of the institution pertaining to the Skill development in view of NEP2020.

The value education, online webinar, offline workshop, video & booklets

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

a) Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc,) into the curriculum using both offline and online courses.

In the curricula, four languages - Bengali, English, Sanskrit and Urdu are included in both in B. A. General and honours course.

b) What are the institutions plans to train its faculties to provide the classroom delivery in bilingual mode (English and vernacular)? Provide the details.

Most of the students of this institution are habituated to learn in vernacular mode from school level, teaching has to be conducted in bilingual mode in the college.

c) Provide the details of the degree courses taught in Indian languages and bilingually in the institution.

Honour courses in Bengali and humanities stream are taught in Bengali. General courses of Humanities, commerce and Science are taught mostly in Bengali. General courses of Science subjects is taught in bilingually (Bengali-English).

d) Describe the efforts of the institution to preserve and promote the following:

i. Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)

Bengali and Sanskrit are two import Indian languages, which included in the curricula of the institution.

ii. Indian ancient traditional knowledge – *Traditional knowledge and its applicability is regularly tought in Anthropology, Bengali, Botany (Application of Medicinal Plants with reference to folk and ethno-medicine), History and Sanskrit classes.*

iii. Indian Arts – *Indian Art, its heritage and its significance is included in curiculla of Anthropology, Bengali, History and Sanskrit*

iv. Indian Culture and traditions – *Indian Art, its heritage and significance is included in curiculla of Anthropology, Bengali, History and Sanskrit*

e) Describe any good practice/s of the institution pertaining to the appropriate integration ofIndian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020.

Not applicable

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

No scope of any transformation of curriculum

20.Distance education/online education:

a) Delineate the possibilities of offering vocational courses through ODL mode in the institution.

Not applicable

b) Describe about the development and use of technological tools for teaching learning activities.

Teachers of the institution are efficient in teaching using ICT tools, online interactive teaching through the platform like google meet, youtube video lectures, etc. Both the teachers and students can avail the wi-fi facilities in college campus.

Provide the details about the institutional efforts towards the blended learning.

Not applicable

Describe any good practice/s of the institution pertaining to the Distance education/online education inview of NEP 2020.

College has a study centre for distance course affiliated to Maulana Azad National Urdu University.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**23**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**3138**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1059**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**742**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**120**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**88**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**50**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**53.73017**
4.3 Total number of computers on campus for academic purposes	**69**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As the institution is affiliated under University of Calcutta, the curriculum is implemented at undergraduate as well as post graduate level in accordance to the syllabus and academic calendar designed by the university. From the entry point, all students are informed about the CBCS mode of learning, with demonstrations in the following classes.

In pandemic situation, interactive teaching-learning, evaluation and academic activities were continued in online mode for the period of June-November, 2021 and January, 2022. In the remaining period, academic activities were continued in offline in-campus mode in the neo-normal situation maintaining COVID protocol.

All the classes were conducted as per master routine of the college. Students were supplemented with uploaded study materials through the links provided by college and video lectures in college youtube channel along with library materials available both online and offline.

Field visits to different phytogeographical region, medicinal crop plantation, botanical garden were organized by the college for students to expose them with practical knowledge related to curricula.

Students are encouraged to participate in seminars, poster presentation, debate on curriculum-related topics, conducted by departments to make their involvement stronger. Regular mentoring and parent-teacher meetings were conducted to make the curricular aspects a successful one.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The academic calendar (for both Undergraduate and Postgraduate Courses) prepared by affiliating university is followed by the institution and uploaded in college website for the students and

circulated through prospectus.

University examinations are held for the ODD and EVEN Semester Examinations every year.

Continuous Internal Evaluation (CIE) is conducted for each of the Core Course, Skill Enhancement Course, Discipline Specific Course, Generic Elective and AECC papers as per university curricula.

To monitor the overall academic progress, to understand and address the needs of the students and higher their confidence, CIE are conducted in addition to the final evaluation of the University.

The various ways in which CIE is operative in the college include

• Class tests and tutorials

• Home Assignments

• Syllabus- oriented Project preparation

• Syllabus-related paper presentations

• Group discussions

• Compulsory field work for students of Botany, Zoology, etc.

• Conducting mock oral tests and viva voce examinations for the students.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

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

B. Any 3 of the above

of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

23

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

125

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

125

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution had continued to conduct different online as well as offline programmes, which are related to value education, environmental awareness and the burning issues related to gender. Environmental Studies is the compulsory part of the curriculum of the students of the college. Female students of the college receive "Kanyasree" scholarship given by the Government of West Bengal

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

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

7

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

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

1724

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://narasinhaduttcollege.edu.in/ws/wp-content/uploads/2022/08/SSS-Assessment-of-Services-New.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2410

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1047

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Not applicable in pandemic situation

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

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

Number of Students	Number of Teachers
3138	**120**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Constant efforts are made by the institution for the students to make them realize their potential and evolve them as the backbone of society. There is a provision of regular mentor (teacher) and mentee (student) interaction for direct interaction of the student and the teachers of every subject for open minded discussion for the solution of academic and related topics with confidence.

In case of laboratory-based subjects, students get practical lessons along with additional

exposure in the field studies. Students had participated in departmental seminars with interesting topics ans speakers both in online and in-campus mode. The overall initiatives made the

curriculum more interesting for the student community.

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

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

The teachers of the institution had made the best use of the technology in their teaching process, especially during pandemic. Modern e-learning platforms like Google Meet, college website, WhatsApp, youtube, etc. were used at that time, which is still being used in the neo-normal situation, when the campus is again open for the students.

A number of e-books, videos, YouTube Content, etc were also used as teaching tools for better learning.

The institution has a Wi-Fi Enabled Campus which is helpful for the teachers and students to learn from online resources along with text books.

The college has a number of ICT Enabled Classrooms with internet facilities, Desktops, Laptops, and Projection system, which helps in the e-learning process.

Teachers sometimes use and share E-books for the students, which are very useful to save the cost of buying the books physically.

There is a well-equipped computer laboratory too. The college has provision of providing online study materials from library.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

120

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

120

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

46

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

1659

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The evaluation guidelines provided through time-to-time circulars/notices of University of

Calcutta's are strictly maintained by the institution.

All of the official notices about the university and centrally organized college examinations are uploaded on the official website of college.

Different committees are formed with the in charge of examination to conduct the examination following timetable provided by college or university accordingly.

The whole process of examination involves the setting of question papers, the assessment of

answer scripts within a given time frame, and the submission of results. The marks for

attendance and internal/tutorials are uploaded by the teachers. Whenever there is any error in this process, the college authority ensures immediate action for rectification and the correct information is forwarded to the University within stipulated time as per University notifications.

For the COVID - 19 pandemic, the full internal assessment evaluation for even and odd semester was conducted online.

Departmental and college email specific for examinations were used for sending the soft copies of the answer scripts within a stipulated time. Apart from a ten-mark internal assessment conducted according to the guidelines of University of Calcutta, students are regularly assessed through online projects, viva-voce and presentations.

File Description	Documents
Any additional information	View File
Link for additional information	https://narasinhaduttcollege.edu.in/ws/notice/cu-exam/

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

The college ensures that all students are treated equally and impartially in all aspects, evaluation and assessment.

The students report all examination-related grievances to the Head of the concerned Department.

The majority of examination-related complaints are received after the University of Calcutta announces the results.

Steps are promptly taken to correct errors. The respective HODs extend their sincere effort regarding submission of the correct information to the University of Calcutta.

When there are concerns with erroneous award lists, the college authorities contactthe affiliating university and work out a solution.

Relevant documents/testimonials are provided by the students to the college authority for a faster solution.

All internal examination-related issues are monitored on a regular basis and a close and continuous communication is maintained with the University of Calcutta.

Furthermore, if a student raises any concerns about the conduct of an internal examination, the teachers pay special attention to the student's complaints.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The students are made aware of the program and course outcome during the orientation program on their first day of commencement of classes in every semester, by the faculty

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

The college ensures successful evaluation of performance of students through various methods for measuring the attainment of each of the Program Outcomes and Course Outcomes. Each department designs their academic curriculum in accordance with the programme/course outcome.

Interactive-participative learning, extra classes for slow learners are regularly organised by the departments.

Development of analytical thinking, writing and oratory skills are encouraged in classes. Evaluation of these skills are done through appropriate tools like Group Discussion, Laboratory Experiments, Viva voce, Objective tests, Home assignments etc.

Complementary learning plans are also executed through seminars/webinars, powerpoint presentation, debate, field work, poster designing, etc.

The success of programme depends on student's performance in various examinations such as university examinations, internal examinations, projects, home assignments etc.

Throughout the year the faculty records the performance of each student on each programme outcome.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

698

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://narasinhaduttcollege.edu.in/ws/wp-content/uploads/2022/08/SSS-Assessment-of-Services-New.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

4.2

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	https://dst.gov.in/west-bengal

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

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

25

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

24

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

15

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension activities are carried out, to sensitize the students to social issues, for their holistic development, and impact thereof during the year. The institution believes in molding minds of the futures of the nation through its holistic and inclusive approach and giving back to the society.

As the world was trying to cope up with the new normal, the college, shifted from online to the offline mode of functioning so that the extension and outreach activities, as well as sensitizing students to social issues and encouraging them to be a part of the social cause, could continue uninterrupted. The highlights of the time-frame were:

- Active online participation by the department of Botany, Science club in World Environment Day, 5 June 2021.
- Observations of different days like International Language day, water day, mango day, earth day, and others.
- Organization of webinar on prevention of sexual harassment.
- Career counseling for students.
- Webinars organization on value education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

180

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

To ensure and sustain quality in higher education, infrastructural facilities have always been considered as an important area of concern of this institution. The institution is constantly in a process of augmenting effective utilization of available space, its maintenance and proper cleanliness.

College administration makes optimum effort to be alert and aware of the new and innovative ways to accommodate the students to provide maximum academic facilities within a defined area line.

The college has classrooms, teacher' room, washrooms for students, male, female faculty members and physically handicapped washrooms, laboratories for relevant subjects, library, seminar libraries, conference room, student's common room, computer laboratory, office of Maulana Azad National Urdu University study centre

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

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

The institution has a history of success in the performance in

sports and games. We have physical exercise facility within our campus like a Gymnasium equipped with the necessary instruments. The gym is well-equipped. The seminar and cultural subcommittee of college organizes different programmes and activities on various occasions and encourages students and staff to actively participate in them.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://narasinhaduttcollege.edu.in/ws/activities/sports/

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

50

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

9.93838

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File]()

4.2 - Library as a Learning Resource

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

The Central Libraryhas established in the year 1924.Since then library has made consistent progress in terms of its collections and services. Now library holds about 45000 books containing all subjects taught in the college along with rich reference and rare book collections. Library uses KOHA Library Management Software for managing its resources with Barcode enabled circulation system . Online WEBOPAC is available 24*7 hours. The library is having active membership of INFlIBNETN-LIST consortia and provide 6000+e-journals and 799500+ e-books for members. The library has a well decorated Reading-Space for students with free Wi-Fi facility. Library has also a well decorated and air conditioned Reading Room cum conference room for teachers. Separate library webpage is created on the college website to update happening and new activities of library regularly.

- **Name of ILMS software :Koha**
- **Nature of automation (fully or partially): partially**
- **Version :16.05.01.000**
- **Year of Automation: 2004**

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional Information	https://narasinhaduttcollege.edu.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.24410

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

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

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

13

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

A number of class rooms are equipped with LCD Projector and WiFi enabled internet. 17 WiFi connections are there in several departments, Library& staff room.

The audio visual Room is equipped for interactive presentation.

The college library has digitalized library system. Reading section is equipped with WiFi internet enabled reading, searching, demanding books, journals etc. With the help of net connected printing and copier services any one can get photocopy or printout. The College Office is also fully equipped with desktop computers, printers and internet services and connected with different web based applications available.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File]

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File]

4.4 - Maintenance of Campus Infrastructure

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

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

9.57004

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

LABORATORIES: Maintenance of laboratories is the responsibility of individual departments, with the non-teaching members of these departments providing necessary support in maintaining a stock register which is regularly updated, monitoring usage of equipment, and ensuring clean and hazard-free environment and fire fighting facilities

LIBRARY: The college has a main Library as well as dedicated Seminar Libraries for departments, with both lending and Reading facilities. There is also a Library subcommittee, of which the librarians are ex-officio members, and which meets periodically to review activities and suggest improvements for providing better service

PLAYGROUND: A Sports subcommittee comprising teaching and non-teaching staff and students supervises all sporting activities in the college, including Annual Sports.

COMPUTERS AND PERIPHERALS: The various academic departments are responsible for maintenance of departmental computers and peripherals, while those in use in the Office and Accounts, and Computer Science department are maintained by the respective staff and teachers.

COMPUTERS: For purchase of hardware and software, requisitions are submitted by departments/office to the college, which then arranges procurement of the same. AMCs are made for hardware maintenance.

CLASSROOMS: Classrooms, corridors and staircases undergo periodic inspection by the campus Development subcommittee which arranges for renovation and repair work as and when necessary, after due process of submitting report to the administration.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

917

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

94

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

751

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

751

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

33

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

government examinations) during the year

18

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

5

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

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

In the overall activities of the college, the Student Union (Council) plays a constructive role. The Students' Union (Council) organises cultural programmes like Freshers welcome, programmes on religious harmony (Vijaya, Iftar party) and the Annual Social function in collaboration with college administration.

However, as per government order, election and formation of Students; Union is suspended in present situation.

There is a healthy relationship with the students and college

administration, as some of them are part of the Editorial Board of the College Students' Magazine Prabaha, Science Club, etc..

Student representative in Governing Body

Students union observed Rabindra Nazrul divas.

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

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

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

13

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Alumni Association of Narasinha Dutt College is an active organization for the overall development of college. However, in pandemic situation the programme of the association could not take place, as the campus was not open for long time. After reopening of campus a cleaning programme was organized by the association in collaboration with NSS unit of the college. The annual general meeting of the association was held on 13th April, 2021. The magazine of alumni association "Darpan" was published by the

association in April, 2021.

File Description	Documents
Paste link for additional information	https://narasinhaduttcollege.edu.in/ws/alumni/
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Narasinha Dutt College, established in 1924, today a leading educational institution in Howrah district and West Bengal, currently has 18 departments offering regular undergraduate courses, and 2 postgraduate courses. the Institution's policy-making is based on overall Inclusiveness and holistic viewpoint.

In respect to the evolving mode of educational system, in the current COVID-19 pandemic situation, when on-campus activities remain suspended, the college has undertaken the following:

Enhanced the functioning of the technical cell to face the challenges of the online system;

An official YouTube channel and Facebook page was opened in the early phase of the lockdown to facilitate interaction for academic and co-curricular needs amongst students, teachers, and staff members.

The website of the college has become more user-friendly.

Governing Body and IQAC of the college, along with different cells and sub-committees regulates the academics and holistic activities with the help of teaching and non-teaching members of the college.

File Description	Documents
Paste link for additional information	https://narasinhaduttcollege.edu.in/ws/administration/governance/
Upload any additional information	**No File Uploaded**

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

A number of working units like different committee, subcommittee, cells and club (example: Science Club) are formed by the institution.

Teachers of different streams are acting as the convenors/members of each subcommitte/cell.

In each subcommittee/cell, Principal madam is the Chairperson.

These units are involved to conduct different developmental and creative activities of the college round the year in a continuous and coordinated manner.

Example: Decentralization and Participative Management through the activities of Service Book Committee (A complete team, made up of teachers and non-teaching staff members, where Principal Madam is the Convenor)

Functions:

1. The sanction of PF loan/ NRW.

2. Preparation of papers related to retirement and service book in detail.

3. Calculation of pay matrix of all the staff members of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Implementation of examination and evaluation process based on strategic plan by the institution:

The teachers and non-teaching staff members were in constant touch with the students, especially in during pandemic situation with online mode of teaching-learning-evaluation.

The students are to appear in internal and final examinations. For this, all the departments and technical team of the college was fully dedicated as a team, so that all students can appear in the online examinations through the procedures like form filling, receiving of admit card, appearing in internal and university examinations and getting the result in time.

The internal and final examinations were conducted by the college centrally, providing links to get question papers and uploading answer scripts in time. Prior to that, all the students were well informed and explained about the process in the online mode. Hence, a large number of students successfully appeared in the examinations and passed in the examinations. In case of practical examinations, science departments conducted the examinations with expertise, so that not a single student becomes absent. All the marks were uploaded after proper evaluation of the answer scripts. It was particularly possible by thorough mentoring process by all departments.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://narasinhaduttcollege.edu.in/ws/notice/cu-exam/
Upload any additional information	**No File Uploaded**

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

The administrative diagram for functional organization (organogram) demonstrates the decentralized structural configuration. The overall administration is a synchronized effort of the Principal madam, with teaching as well as non-teaching staff and the students, in a cooperative way with participation from of all the stakeholders for the achievement of a common goal.

All aspects of academic, maintenance, financial and developmental points have to be organized in order to achieve the desired objective. Principal, the Head of the institution supervises the institution with the help of Bursar. The Internal Quality of the academic institution is under the supervision of the coordinator of Internal Quality Assurance Cell (IQAC). Principal also looks after the all Class II & Class IV level non-teaching staff members. Different committees, sub-committees are formed which include Publication sub-committee, Library sub-committee, sports sub-committee, Seminar and cultural sub-committee, Routine sub-committee, etc. There are different Cells under IQAC like documentation cell, Value Education Cell, Advisory Cell. Publication cell, etc. There is another important characteristic of the Organogram, which is the major stakeholders like the students, parents, guardians, alumnae, etc.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://narasinhaduttcollege.edu.in/ws/administration/governance/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- **Digitized PF and Service book**
- **Health service facility through ESI for non teaching staff**

File Description	Documents
Paste link for additional information	https://ndcpf.yinfo.in/
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

1

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

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

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

23

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

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

None

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

6.4 - Financial Management and Resource Mobilization

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

- Internal and external financial audit conducted annually
- Internal audit on office, academic, student and welfare related expenses
- External audit conducted by Govt appointed auditor

The queries are resolved by Bursar. The suggestions have been implemented

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

For optimal utilisation of resources and fund generation, the institute has a detailed fee structure. For the pandemic situation concession in application, and other relevant fees were given, as formulated by Governing body of the Institute

- Fundraiser in departmental reunions
- Fund raised by alumni association through life and annual membership

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the institution carries out activities on all aspects of the Institute's functioning as following:

1. Improvement in quality of teaching and academic activities by regular inputs to all concerned based on feedback from students.

2. Providing inputs for the best practices in administration for efficient resource utilization and better services.

3. Providing inputs for initiation of the process for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

4. Students give their feedback and suggestions on academic and administrative performance through the google form and/or hard copies of questionnaire to IQAC of the college.

5. The members of IQAC regularly meets with different working units like committees and cells to discuss different aspect for the strategic improvements.

6. IQAC of the college prepares, evaluates and recommends the

following for approval by the relevant Institute and statutory authorities: (a) Annual Quality Assurance Report (AQAR) (b) Stakeholder's feedback

7. The IQAC gives inspiration for the successful implementation of modern technology in the Institute's administrative functioning through ICT, the automation of admission, financial and examination processes with functional Wifi and LAN facilities.

In this way, IQAC of the institution have significantly contributed to an enhanced quality of teaching-learning experience.

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

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

- Student seminar was organised in form of special lectures by members of the alumni association.
- Mentoring is being conducted in offline mode now. Students are directly benefitted academically with high level of motivation
- Students received financial assistance from college who had suffered parental loss or unemployment during pandemic induced lockdown

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)	C. Any 2 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **State level webinar on awareness pogramme on prevention of sexual harrassment at work place on 19th november 2021 at 5pm.**
- **Employment was gender inclusive in both teaching and non teaching staff of the college.**

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

Solid waste management is carried out by Howrah municipal corporation. Liquid waste management is through underground sewerage internally maintained by sanitation unit. There is no bio medical waste products in the institute EWaste management is conducted by a certified organisation periodically. Bio compost unit is there for waste recycling No hazardous chemicals and radioactive waste management is present the institute

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://narasinhaduttcollege.edu.in/GEO_Tagged_Photo/Waste/
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	E. None of the above

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

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

- **NSS unit organised online students webinar and digital display on the theme of "Elimination of Single use Plastic" (UGC recommended) . to save our planet on 20th october, 2021,at 6.30pm. (Google meet link zww-ydti-hoz)**
- **Cleaning of college ground by NSS unit in collaboration with Narasinha Dutt college alumni association on 19.12.2021.**

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

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

- **A seminar was organised by the value education cell .**
- **A video "Jagriti" was upload in the you tube channel of the college**

College organised special lecture series in offline and online mode on "Relevance of values and value orientation in the new normal" in collaboration with Jgomaya devi college and Vivekananda Nidhi on 4.3.22 in offline mode (12 noon -2pm) and on 5.3.22 and 6.3.22 in online mode (6.00-8.00pm).

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

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

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

- Institution through seminar and cultural subcommittee celebrated ushering of Bengali New Year (Borshoboron).
- An online quiz competition was held in collaboration with library sub committee and seminar and cultural sub committee and certificates were awarded to the first 20 winners.
- Republic day, independence day,Ocean day, Earth Day, National Mango day, World Nature Conservation Day, National Science day, Women in Society on International Women's day was celebrated.
- NSS organised BIJOYA SAMMILANI (the formal get togetjer

ater completion of DURGA PUJA)

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

7.2 - Best Practices

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

1. **AWAKENING- A VIDEO**
   1. **TO IMPART VALUES AND ETHICS AMONG THE STUDENTS**
   2. **AMALGAMATING THE DIVERSE CULTURAL NORMS AND PRACTICES**
   3. **threshold of school to college education is challenging.**
   4. **The students embraced the transition positively.**
   5. **Students speaking Hindi, Urdu, Bengali, addressing inclusivity**
   6. **Video and booklet circulated**

1. **MAINTAINANCE OF POND**
   1. **Maintain the water level to prevent overflowing during monsoon to control water logging inside the campus.**
   2. **The surrounding area of the college campus is at a higher level. The water drains down to the campus during rainfall and causes water logging.**
   3. **water logging, forced the administration for closure of the institution losing valuable work hours. valuable documents, electrical appliances and electronic equipment used to be damaged, incurring heavy recurring expenditure.**
   4. **The college has not lost any working hours after the maintenance of the pond has started.**
   5.

premise is on lease from Howrah Municipal Corporation , so permission was obtained.

- many aquatic life perished.
- Proper Positioning of the pump to facilitate drainage.
  1. The guard rail of the pond reinforced to prevent any mishap.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

The institute was able to reach out to the students during the pandemic period, by holding regular online classes. The students were provided learning materials through links, video upload and also facilities of e-library was also available. The institute being situated in the industrial hub of Howrah, caters mainly to the children of migrant workers and industrial workers.

The students were motivated through various online webinars. Students also participated in online activities of science club by holding various poster exhibitions. Observance of days of national and international importance was held both in online and offline mode through seminars, poster presentations and videos.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- Installation of solar panel for light masts to be operational at night. Solar panel for library to reduce consumption of electrical energy
- Collaboration with neighborhood NGO, (Youth for All) , to impart education. NSS volunteers will take classes of the underprivileged children.
- Rain water harvesting.
- Promotion of research related activities among the young faculty.