



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		NARASINHA DUTT COLLEGE
Name of the head of the Institution		DR. SOMA BANDYOPADHYAY
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03326438049
Mobile no.		9433987377
Registered Email		info@narasinhaduttcollege.edu.in
Alternate Email		principal@narasinhaduttcollege.edu.in
Address		129, BELILIOUS ROAD,
City/Town		Howrah
State/UT		West Bengal
Pincode		711101
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. KUNTAL CHATTOPADHYAY
Phone no/Alternate Phone no.	03326638270
Mobile no.	9339726520
Registered Email	iqac@narasinhaduttcollege.edu.in
Alternate Email	iqac.ndc1924@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.narasinhaduttcollege.edu.in/AQAR2018-19.pdf">http://www.narasinhaduttcollege.edu.in/AQAR2018-19.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<https://narasinhaduttcollege.edu.in/ws/wp-content/uploads/2020/12/Part-B.-2.5.3-Academic-Calendar-2019-20.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	80.5	2007	31-Mar-2007	30-Mar-2012
2	B++	2.77	2016	16-Dec-2016	15-Dec-2021

### 6. Date of Establishment of IQAC

15-Apr-2008

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Participation in NIRF in	06-Jan-2020	20

2018-19	1	
Feedback of students (SSS) collected, analyzed & delivered	12-Mar-2020 1	140
Timely submission of AQAR, 18-19	02-Mar-2020 1	20
Regular IQAC Meeting	09-Sep-2019 1	9
Regular IQAC Meeting	05-Dec-2019 1	11
Regular IQAC Meeting	16-Jan-2020 1	18
Regular IQAC Meeting	18-May-2020 1	14
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Minor Research Projects	DSTB	2018 1095	300000
Narasinha Dutt College	RUSA 2.0	MHRD, Govt. of India	2019 730	5000000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Exercise of Online Students Feedback (SSS) as in the previous year Initiative towards the Installation of Solar Energy in the college premises Initiation of the RNI ISSN registration process of the newly published college journal Repairing/Renovation of all class rooms completed Construction of 4 new class rooms completed

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

Plan of Action	Achievements/Outcomes
The process of installation of the solar panel is to be expedited.	Approval for setting up of the solar panel is received. Application for NET meter is sent to CESC. Necessary agreement for work was signed with CESC in January, 2020. But the installation work could not be initiated because of the lockdown and pandemic situation.
Repairing/Renovation of existing class rooms is to be undertaken.	Repairing/Renovation of existing class rooms is completed
A few more new class rooms are to be constructed	4 new class rooms have been constructed through vertical extension of the Computer Science block
Teachers' Rest Rooms are to be renovated	Although the renovation work in the Teachers' Rooms has been started by PWD, Govt of West Bengal, it is still to be completed because of the lockdown and pandemic situation.
College magazine & newsletter are to be published	All the formalities of publishing College magazine and newsletter have been done and these are going to be published soon
College Website is to be regularly updated	College Website is being regularly updated with new data and documents as and when required.
More lectures and seminars are to be organized	College has arranged to start a webinar (Online web based seminar) series in collaboration with IQAC and different departments and committees from 08.06.2020
Online Students Satisfaction Survey (SSS) is to be continued. Analysed data is to be delivered to respective departments & individual teachers	Online Students Satisfaction Survey (SSS) is done. Analysed data have been delivered to respective departments & individual teachers

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	15-Dec-2020
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	04-Dec-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The Management Information System (MIS) - Narasinha Dutt College is presently using is College Administrative Record Engine (CARE) developed by a Kolkata based organization named CoSMAT. The system comprises with following modules: 1. User Authentication and Administrator Control on permissions 2. Enlistment of Courses Papers (Yearly CBCS) 3. Student Information Admission (Personal Academic) 4. Fees Structure Segregated Online Deposits by students 5. Tabulation of Marks for Examinations (College University Examinations) 6. Online Students' Feedback System 7. Employees Personal, Academic, Promotions Leave Record maintenance 8. Online Alumni Registration Key Features of the System: 1. Every user will have to authenticate them before using this software. Every addition, modification and deletion of any record will be preserved with userid and timestamp. 2. Administrator will be able to create unlimited user groups for different security level. Admin may create unlimited users and every user must be a member of a group. Every user interface (aka form) and every action button on those forms may be individually blocked for specific user group. 3. Singleclick synchronization with online/offline database (Students' data/ Online Payment) 4. Records on every entity (viz. course, student, teacher, staff, exam, fees, etc.) will</p>

have separate extensive search facility on numerous criteria (like date range, value range, specific option, process state, etc.) for all possible attributes. The search result after joining all master slave relations will be displayed on screen and may be exported to Excel for customized printing of report. 5. The database will automatically be backed up periodically. There will have facilities for previewing any backup in real mode without changing the current data. Any backup may also be restored for replacing the current data (if corrupted). 6. Login time, logout time node name will remain saved for each user. Node will get synchronized with server time at every login.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Drafting of Master Routine of the educational institutions is the most important part of curriculum planning. This is to be done at the beginning of each semester. The Routine Sub Committee of the Teachers' Council collects inputs from all the departments and carefully drafts the Master Routine semester wise, section wise, program wise and department wise. The respective routine of each department is then distributed through the HODs. Master Routines are displayed on the college website as well as the college notice board. Each and every department conducts meeting to allocate classes and teaching assignments to all faculty members for the particular semester, and further meetings are also held from time to time to review the progress and keep record of curriculum planning. Theoretical, Practical and Tutorial classes are regularly held as per guidelines and directives of affiliating university. In addition to regular classroom activities; field studies, educational tours, special remedial classes, students' seminars, invited lectures, parent-teacher meeting are also included in the Curriculum Planning effectively. E-resources have an important role in this mechanism to fulfill the educational objectives.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No certificate/diploma courses were introduced during 2019-20	No certificate/diploma courses were introduced during 2019-20	Nil	0	NIL	NIL

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field study on William Carey Museum, Serampore	20
BSc	Various Departments	605
<a href="#">View File</a>		

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
<p>Student feedback is considered as the most effective method to improve the quality of teaching. According to the format given by NAAC, Students Satisfaction Survey (SSS) is conducted from the final year/semester students of all UG Honours PG courses through online mode. The feedback thus obtained is then analyzed by the agency authorized for the purpose under the supervision of the IQAC. Thereafter the summary report along with analysis of data is delivered by the Principal to the respective academic department heads and also to individual teachers in sealed envelopes. This process maintains confidentiality and each department is advised to discuss the strength and</p>

weakness of the faculty and report back to the Principal.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hons and Gen	1370	2654	742
BSc	Hons and Gen	480	1369	299
BCom	Hons and Gen	847	800	352

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2431	43	74	14	14

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
123	45	38	10	2	6

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

IQAC has resolved to introduce the mentoring system, but it is still not implemented because of the pandemic situation since March, 2020

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
No Data Entered/Not Applicable !!!		

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	74	1	10	43

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

Year of Award	Name of full time teachers	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2020	No such awards or recognition were received	Nil	No such awards or recognition were received
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nil	NIL	Nil	Nil	Nil
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

<p>The overall mechanism of evaluation is provided and guided by the affiliating university. However, some supplementary activities in the form of class tests are conducted at the institutional level to augment the process of evaluating the learners.</p>
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2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

<p>Academic calendar and follow-up notifications for the conduct of all examinations and other related matters are provided by the affiliating university from time to time</p>
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## 2.6 – Student Performance and Learning Outcomes

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

<p><b>No Data Entered/Not Applicable !!!</b></p>
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2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BCom	PART III (GEN)	54	44	81.5
Nil	BCom	PART III (HONS)	30	30	100
Nil	BSc	PART III (GEN)	153	147	96
Nil	BSc	PART III (HONS)	171	171	100
Nil	BA	PART III (GEN)	307	278	98
Nil	BA	PART III	240	240	100

(HONS)

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**2.7 – Student Satisfaction Survey**

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

<https://narasinhaduttcollege.edu.in/ws/wp-content/uploads/2020/12/Part-B.-2.7.1-Student-Satisfaction-Survey-2019-20.pdf>

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 – Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	1095	West Bengal Department of Science and Technology	300000	76191
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**3.2 – Innovation Ecosystem**

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
The institution, it being an affiliated UG college, is not authorized to conduct Ph. D. programmes on its own	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	2	0.70
International	Chemistry	4	3.07
International	Commerce	1	6.39
International	Physics	4	3.33
National	Anthropology	1	0
National	Botany	2	0
National	Economics	3	0
National	Zoology	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	14
Commerce	2
Library	1
Philosophy	1
Physics	2
Zoology	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Synthesis, structure, physicochemical characterization and the theoretical evaluation of non-covalent interaction energy of a polymeric copper (II)-hydrazonate complex	D. Sadhukhan, Monami Maiti, A. Bauza, A. Frontera, E. Garibba, C. J. Gomez-Garcia	Inorganica Chimica Acta	2019	0	Narasinha Dutt College	1
Examining	M. Jbara,	European Journal of	2020	0	Technion-Israel	1

several strategies for the chemical synthesis of phosphorylated histone H3 reveals the effectiveness of the convergent approach	Suman Kumar Maity and A. Brik	Organic Chemistry			Institute of Technology	
Photoconductive polyimides derived from a novel imidazole-containing diamine	Keuk-Min Jeong, Pradip Kumar Tapaswi, T. Kambara, R. Ishige,, S. Ando and C. S. Ha	High Performance Polymers	2020	0	Narasinha Dutt College	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2020	Nil	Nil	NIL

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	30	28	31	11
Presented papers	14	9	3	1
Resource persons	2	2	1	1

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## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Legal awareness	Raising Voice	19	50

Seminar programme on "Gender Sensitivity and Gender Equity" with students	Foundation (NGO)		
OPD for health check-up and free medicine distribution of student staff members of the college and inhabitants of nearby industrial area with clinicians and trained medical team	Howrah Municipal Corporation	19	90
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Anti Tobacco Day	2 Bengal Girls BN NCC	Observation of Anti Tobacco Day	2	25
Anti Drug Day	2 Bengal Girls BN NCC	Observation of Anti Drug Day	2	28
Swachh Bharat Aviyan	2 Bengal Girls BN NCC	Swachh Bharat Aviyan	2	32
AIDS Awareness Programme	2 Bengal Girls BN NCC and 31 Bengal BN NCC Fort William,	AIDS Awareness Programme	2	87
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Class rooms	Newly Added
Campus Area	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	16.05.01.000	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	42958	3051181	485	459002	43443	3510183
	2484	443685	67	167284	2551	610969

Reference Books						
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	120	45	18	1	0	11	52	60	0
Added	0	0	0	0	0	1	0	0	0
Total	120	45	18	1	0	12	52	60	0

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

60 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
ND College Online Classes	<a href="https://www.youtube.com/channel/UC2xOzKwykLv4LXY4f-vbNAA/videos">https://www.youtube.com/channel/UC2xOzKwykLv4LXY4f-vbNAA/videos</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	218035	0	2553678

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

Nil
<a href="https://narasinhaduttcollege.edu.in/ws/about-us/policies/">https://narasinhaduttcollege.edu.in/ws/about-us/policies/</a>

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
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Financial Support from institution	Awards Scholarships	38	11700
Financial Support from Other Sources			
a) National	SVMMS, K2, K1, AP	405	5560600
b) International	Inspire	2	60000
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No capability enhancement or development schemes could be initiated during the year.	Nil	Nil	NIL
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Seminar was organized by Roy's Institute of Competitive Examination Pvt. Ltd. at Sarat Sadan for imparting training for various examinations held for recruitment of Govt. and Public Sector Employees under the Central and State Govt	Nil	10	Nil	Nil
2019	Seminar was conducted by La Martinere	Nil	73	Nil	Nil



	SEOMP Society regarding Vocational Training Programme for young job aspirants				
2019	Seminar was conducted by the Institute of Cost Accountants of India (ICAI) for pursuing career as Cost Accountants and as Cost and Management Accountants	Nil	73	Nil	Nil
2020	On 26.02.2020 a notice was issued by the Career Counselling Cell on various Skill programs for students organized by Mindgrad. This pertained to 'Work from Campus Opportunity' which could be availed by following the relevant link	Nil	60	Nil	Nil
2020	On 04.03.2020 Career awareness seminar on the prospects of Government	Nil	61	Nil	Nil

	jobs was organized by Roy's Institute of Competitive Examination Pvt. Ltd. (RICE)				
2020	On 04.03.2020, another seminar was organized by NIIT on the prospects of Government jobs	Nil	50	Nil	Nil

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
George Telegraph	80	2	Nil	Nil	Nil

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	3	B.Sc. Hons	Chemistry	IIT Bombay	M.Sc. in Chemistry
2019	1	B.Sc. Hons	Chemistry	IIT Bombay	M.Tech

[View File](#)

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

Items	Number of students selected/ qualifying
NET	10
SLET	2
GATE	4

GRE	4
Civil Services	1
Any Other	4
No file uploaded.	

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

Activity	Level	Number of Participants
No sporting/cultural activities could be arranged because of the lockdown due to Covid 19 pandemic	NIL	Nil
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**5.3 – Student Participation and Activities**

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Represented Calcutta University Volleyball Team (M) at the zonal level (East Zone)	National	1	Nil	B.Com. Gen, Part III	Sourav Jana
2019	Represented Calcutta University Volleyball Team (M) at the zonal level (East Zone)	National	1	Nil	B.Com. Gen Sem 2	Tanmay Dolui
2019	Represented Calcutta University Volleyball Team (M) at the zonal level (East Zone)	National	1	Nil	B.A. Gen, Sem 2	Saheb Ghosal

2020	Represented Calcutta University (All India Football -Men) in 2019 - 2020,	National	1	Nil	B.Com. Gen, Sem 2	Ajay Khatri
2020	Represented Calcutta University (All India Football -Men) in 2019 - 2020,	National	1	Nil	B.A. Gen, Sem 2	Sayahanna Mondal

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

Since there is no Student Council as per State Govt. Directive, some student representatives are there on bodies/committees.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Registered under certificate of Registration of Societies West Bengal at XXVI of 1961 on 26/02/2016

5.4.2 – No. of enrolled Alumni:

402

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

03 - The Alumni Association has introduced Life Membership from this year, providing Life Membership certificate duly signed by the President of Alumni Association and Principal along with a badge to all the Life Members.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

1. Financial transaction with students and provision of getting different certificates are decentralized. 2. Different internet related services are managed through participation of professional agencies

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	100 online admission process for admission, as well as registration in University has been satisfactorily worked out
Industry Interaction / Collaboration	Potentials are being explored
Human Resource Management	Departmental Headship on rotational basis and necessary re-allocation and deployment of non-teaching staff-members are being made for better management of administrative and academic affairs. Different cells, committees and sub-committees are formed involving teaching and non teaching employees to perform different jobs related to documentation, publication, grievance redressal, etc Teaching and non teaching employees having good knowledge in computer are being used in website maintenance, maintenance of provident fund, HRMS and WBFMS related works
Library, ICT and Physical Infrastructure / Instrumentation	485 text-books and 67 reference books (Total amount of purchase Textbook-Rs 459002/- Ref.Book --Rs.167284/- ) have been added to the stock of the central library. Digital database N-LIST has been newly added. Institutional membership of BCL, Kolkata, is renewed. Rs. 2553678 has been spent on maintenance of physical infrastructure. Rs. 218035 has been spent on maintenance of academic facilities.
Research and Development	The institute encourages teachers for research activities to a great extent. Certain amount of fund is allocated to provide financial assistance to the interested teachers. The institution has a separate research and development committee to record publications, participation in seminars and symposia and other research activities performed by the teachers. Teachers regularly submit research proposals and research and development committee recommends proposals after academic scrutiny. The institution is successfully publishing JOCAS, the research journal. The journal has qualified all the necessary steps required for ISSN number and is expecting to get ISSN shortly.
Examination and Evaluation	Students of this institution are

	<p>being evaluated through continuous evaluation process of different kinds except for University examinations. Teachers are efficiently taking part in the evaluation process and co-operating the University to run the Examination Evaluation modalities of the semesters smoothly</p>
Teaching and Learning	<p>The institution has provided almost all infrastructural facilities recommended by IQAC and different departments to facilitate the delivery of University curriculum. Teachers are regularly interacted with the students and took every possible care of the requirements of the choice based credit system as far as practicable. Eminent teachers of different institutions were invited to take virtual classes and students are thus getting exposure in a wide academic spectrum.</p>
Curriculum Development	<p>The institution, it being an affiliated college, has very limited scope in curriculum development as it is in the purview of the affiliating University. However, several teachers of various departments of this institution are in the Undergraduate Board of Studies where they actively participate in curriculum development. As per recommendation of the University the institution makes necessary arrangements so that students get optimum academic benefit as per curriculum.</p>

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

E-governance area	Details
Planning and Development	<p>Partial implementation initiated in respect of notifications, preparing data base, digitization of documents etc</p>
Administration	<p>Partial implementation initiated in respect of notifications, documentations, correspondences etc</p>
Finance and Accounts	<p>All the records related to finance and accounts are being maintained electronically. Almost all sorts of payments are being made through electronic payments methods. Other than e-billing e-tendering, employees' PF accounts are also maintained digitally</p>
Student Admission and Support	<p>The entire admission process is fully online. Student support system is thoroughly computerized and provided</p>

	online
Examination	Submission of forms, modification / correction of data and examination notifications, notifications for review, are all done electronically

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NIL	NIL	NIL	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	NIL	NIL	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RC	2	01/09/2019	31/12/2019	121
STC	1	05/11/2019	11/11/2019	7
RC	1	01/09/2019	01/01/2020	122
RC	1	19/11/2019	02/12/2019	13
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Welfare Fund, Employees' Co-operative, Provision of welfare through Principal's	Welfare Fund, Employees' Co-operative, ESI, Provision of welfare through Principal's	Institutional State Govt. Scholarships, Students' Aid Fund

Relief fund

Relief fund

**6.4 – Financial Management and Resource Mobilization**

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

Yes, Internal financial audits done up to FY 2018-2019. External financial audits done up to FY 2018-2019.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

2270804

**6.5 – Internal Quality Assurance System**

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

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

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

No Parent-Teacher Association

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

1. ESI scheme 2. Tally and other software training for the staff doing accounts-related jobs. 3. Regular medical check-up through OPD by eminent doctors in collaboration with Howrah Municipal Corporation.

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

1. Dedicated toilet for differently able students is being constructed in North Block. 2. Wheel chair is available for physically challenged students 2. Equipments purchased in laboratories as per curricular requirement 3. Modernization of central library is going on 4. Individual statement of Provident Fund issued to all incumbents 5. Initiative is taken to introduce a mobile app for college 6. Smart board cum large monitor with uninterrupted internet facility is going to be installed

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
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2019	Application submitted for Vocational Course	05/06/2019	05/06/2019	05/06/2019	20
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A Seminar on Gender Sensitivity Gender Equity	22/01/2020	22/01/2020	42	27

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> <li>• College NSS NCC unit members were active in sustainable “Plastic Free Zone” awareness campaign.</li> <li>• College staff members along with Principal planted saplings in the campus on World Environment day, even during Covid-19 pandemic.</li> <li>• NSS unit carried programmes to prevent vector borne diseases such as Dengue, Malaria etc. on 4th March 12th March, 2020</li> <li>• The process of installing the Solar Panel on the rooftop of the West Block was undertaken.</li> <li>• As in the previous year, Green Audit was also conducted in a stringent manner.</li> <li>• A special awareness rally was conducted by NSS with students, faculty members staff members on 11th March 2020 on Social Distancing as a preventive measure to control Covid-19 with illustrative posters and leaflet distribution.</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	2
Rest Rooms	Yes	1
Scribes for examination	Yes	2
Any other similar facility	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	15/08/2	1	Raksha	To	43

			019		Bandhan	enhance social amity integrity	
2019	1	1	04/06/2019	2	Celebration of Iftar Namaz on Eid	Communal harmony social integrity	50
2019	2	2	21/08/2019	2	Free health check-up with free medicine distribution	Basic health support	73
2019	1	1	24/09/2019	1	Poster competition on pollution	Environmental Awareness	71
2019	2	3	26/09/2019	2	Old Garment Distribution for the needy	Promoting social values humanitarian bonding	40
2019	2	3	24/12/2019	1	Old Garment Distribution for the needy	Promoting social values humanitarian bonding	40
2020	1	1	03/03/2020	1	Health Check-up for ladies only (Students, faculty staffs)	Health Awareness Program on Gynaecological issues Protection	35
2020	1	1	11/03/2020	1	Awareness rally with placard, posters leaflets on social distancing regular mask use	To prevent Covid-19	84

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

Title	Date of publication	Follow up(max 100 words)
No such handbooks could be made during the year	Nil	No such handbooks could be made during the year

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Raksha Bandhan (to enhance social amity integrity)	15/08/2019	15/08/2019	43
Celebration of Iftar Namaz on Eid	04/06/2019	05/06/2019	50
Poster competition on pollution	24/09/2019	24/09/2019	37
Old Garment Distribution for the needy	26/09/2019	24/12/2020	111
Awareness rally with placard, posters leaflets on social distancing regular mask use	11/03/2020	11/03/2020	84
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- "Switch off drills" is initiated with student-members of the Eco Club and security personnel.
- Concept of "plastic free zone" is continued to be pursued for sustainable development.
- Regular campaigns on Environmental (Pollution) Awareness initiated by members of NSS.
- Regular Campus cleaning programmes by NSS NCC volunteers.
- Planting of saplings in the campus by Principal, teachers, students and staff members

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1) Distribution of Garments among the Poor and Needy The college has initiated a number of programs by which lofty human values are inculcated in the minds of our young students. The NCC and NSS units of our college organized different programs throughout the year. The NSS unit initiated a program of the distribution of used garments among the poor people and the destitute residing in the adjacent areas of the college. The first such distribution program was held on 26th 27th September 2019 and the second distribution camp was organized on 24th December in which used winter garments were distributed among the needy locals. The total numbers of beneficiaries stood at 111. Our students, along with faculty members non-teaching staff, participated in that program motivated by the spirit of upholding lofty human values. 2) Promotion of Human Values through Community Service A number of health awareness campaigns in our college campus and in the neighbouring areas were held to prevent Dengue other vector borne diseases. Moreover, on 11th March 2020, a special awareness program was conducted through illustrative posters and leaflets among the students as well as common people about the threatening Covid-19 pandemic. Furthermore, Howrah City Police Municipal Corporation jointly initiated a Safe Camp for the destitute and had chosen our college building for the said purpose. Our college authority stretched warm hand to them, the NCC cadets NSS unit members of our

college Associate NCC Officer, who is one of the faculties of our institution, were regularly present to provide food, water and other necessary help to these distressed persons. When majority of the people were reeling under the threat of this unknown virus, our boys girls had shown not only courage but also the worth of human values.

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

<https://narasinhaduttcollege.edu.in/ws/wp-content/uploads/2020/12/Part-B.-7.2.-Best-Practices-2019-20.pdf>

### 7.3 – Institutional Distinctiveness

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

Our esteemed institution, apart from being committed to the mission of providing good education, strongly believes in promoting social human values very much needed in the present scenario. Now the world is being shattered due to Covid-19 pandemic and nobody knows how and when we can overcome this problem. We are very much aware of the fact that as the torch-bearer of the light of life, we, the teachers, students and staff-members of the college should come together and try to impart the values of humanity amongst the stake- holders as well as the slum dwellers and down -trodden people around the college. This, we believe, is our institutional distinctiveness during the period of present crisis. We consider that our foremost task in these days is to run various campaigns and assistance programmes throughout the year amongst all stake-holders and common people to fight against Covid-19 pandemic so that they can keep themselves and others safe and in good health. Keeping the NEW NORMAL situation in view, we are also going to set up Virtual Classrooms and promote Online teaching and other institutional activities

Provide the weblink of the institution

<https://narasinhaduttcollege.edu.in/ws/wp-content/uploads/2020/12/Part-B.-7.3.-Institutional-Distinctiveness-2019-20.pdf>

### 8.Future Plans of Actions for Next Academic Year

- To organize lectures and seminars on digital platforms
- To publish our college magazine newsletter
- To hold a national webinar on some NAAC related issues
- To complete the renovation of Teachers' Rooms
- To complete the installation process of the solar panel
- To introduce a mobile app for data collection from students, teachers and other stake-holders
- To proceed with the publication of a well-documented history of the college
- To prepare and publish handbooks for the propagation of Human Values and Professional Code of Conduct