



YEARLY STATUS REPORT - 2020-2021

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, West Bengal, India, PIN-711101**
- 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. Kuntal Chattopadhyay**
- Phone No. **9339726520**
- Alternate phone No. **03326638270**
- Mobile **8902792633**
- 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%202019-2020.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/2022/09/2020-21-academic-calendar-in-pandemic-Final.pdf>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|------------|--------------------|-----------------------|-------------------|-------------------|
| Cycle 1 | B++ | Not Awarded | 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 |
|-----------------------------------|-----------------|---------------------------|-----------------------------|----------------|
| Dept. of Chemistry | MRP | Dept. of Science | 2020 - 3 Years | 105000 |
| Narasinha Dutt College | RUSA 2.0 | Central Government | 2020 - 1 Year | 5000000 |

8. Whether composition of IQAC as per latest

Yes

NAAC guidelines

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

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

- 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 [View File](#)

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)

* Regular holding of webinars and lectures in the digital mode * Introduction of Students' Mentoring * Publication of College Magazine & College Newsletter * Initializing the formation of the Parent-Teacher Association * Participation in NIRF

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 |
|--|--|
| <p>Webinars and special lectures are to be regularly arranged to keep the young learners focused and motivated.</p> | <p>A good number of state-level, national & international webinars as well as lectures by distinguished resource persons were held on the digital platform to keep the young learners focused and motivated</p> |
| <p>Online classes should be held and study-materials provided digitally to facilitate the delivery of the curricula.</p> | <p>Online interactive classes were regularly held through Google Meet and enough study materials and video-lectures were uploaded in the departmental drives to ensure proper delivery of the curricula</p> |
| <p>Co-curricular/Cultural events will be organized in the digital mode to engage and inspire the students.</p> | <p>Co-curricular activities like essay-writing, photography & poster competitions were organized successfully. Cultural events like Independence Day, Teachers' Day, and Environment Day etc. were organized by the students and teachers with the active support of IQAC.</p> |
| <p>E-library facilities should be made available to the students and teachers</p> | <p>E-library facilities have been made available to the students and teachers</p> |
| <p>Students' Mentoring process will be introduced from the upcoming academic session</p> | <p>Students' Mentoring process has been introduced at the UG Hons. & PG levels in all departments</p> |
| <p>Necessary steps should be initiated towards the formation of the Parent-Teacher Association in the college</p> | <p>The process of forming the Parent-Teacher Association has been initiated online by collecting data through Google Form</p> |
| <p>The process towards formation of a forum for Value Education should be initiated</p> | <p>The formation of a Value Education forum under the auspices of the IQAC has been drafted for immediate initiation</p> |
| <p>Holding examinations and</p> | <p>All the modalities of holding</p> |

| | |
|--|---|
| conducting the evaluation process online as per the guidelines of the affiliating university should be discussed and updated from time to time | Internal & Semester End exams as per the instructions of the affiliating university as well as all guidelines thereunto have been discussed and duly notified to the satisfaction of all stakeholders |
| Renewal and continuation of e-waste management programme | The renewal and continuation of e-waste management programme could not be undertaken since the college remained closed as per Govt. notification from the end of March till date because of Covid-19 pandemic |
| Green/Environmental audit to be done as in previous years | Green/Environmental audit could not be undertaken since the college remained closed as per Govt. notification from the end of March till date because of Covid-19 pandemic |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|----------------|--------------------|
| Governing Body | 22/12/2021 |

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

| | |
|--|--|
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| • Pin Code | 711101 |
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| • Name of the IQAC Coordinator | Dr. Kuntal Chattopadhyay |
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- Upload latest notification of formation of IQAC [View File](#)

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| <table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>22/12/2021</td> </tr> </tbody> </table> | Name | Date of meeting(s) | Governing Body | 22/12/2021 | |
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| <table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td>11/02/2022</td> </tr> </tbody> </table> | Year | Date of Submission | 2020-2021 | 11/02/2022 | |
| Year | Date of Submission | | | | |
| 2020-2021 | 11/02/2022 | | | | |
| <p>15. Multidisciplinary / interdisciplinary</p> | | | | | |
| <p>a) Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution. As the institution is an affiliated college under University of Calcutta, there is limitation to carry out any transformative step.</p> | | | | | |

b) Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations. Being a constituent college to University of Calcutta, college is abided by the directive regarding multiple entry/exit and STEM policy.

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. Explained in the curriculum of the affiliating university, the choice-based credit system is already implemented with prescribe project works, where applicable. Environmental studies is a compulsory paper for under graduate students of all streams.

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. Institution has no authority to offer curriculum independently.

e) What are the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society & most pressing issues and challenges? There is no scope for formulating any kind of independent institutional plan.

f) Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020.

In 2020-21 the first volume of an online annual periodical journal NDC E-BIOS .was published. The subject area of the journal covered all multi-diciplinary aspect of biological sciences. The articles published in the journal were from different subjects like Anthropology, Botany, Zoology, Micro-biology etc.Th eeditorial team of the journal was also made up off eperets from different areas of biological sciences.

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 integration into mainstream education.

Not available

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 taught 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 curricula of Anthropology, Bengali, History and Sanskrit

iv. Indian Culture and traditions - Indian Art, its heritage and significance is included in curricula of Anthropology, Bengali, History and Sanskrit

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 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

Extended Profile

1.Programme

1.1

20

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1

2791

Number of students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.2

1059

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

| File Description | Documents |
|---|---------------------------|
| Data Template | View File |
| 2.3 | 619 |
| Number of outgoing/ final year students during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 120 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 88 |
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 50 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 95.63312 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 102 |
| Total number of computers on campus for academic purposes | |

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 Covid-19 hit the whole world and spread quickly from the beginning of 2020, the Higher Education department suspended classroom teaching and announced lockdown from the middle of March, 2020. To keep pace with the changed situation the institution also resorted to necessary modifications to continue the teaching learning process from offline to online mode. Under the pandemic circumstances the Routine sub-committee structured an online master routine for the subjects taught, which was distributed to the departments as well as students' WhatsApp groups and was also displayed on the college website. The online classes were conducted through google meet platform.

Online theoretical, tutorial classes were regularly held as per guidelines of the Academic subcommittee, following the syllabus of the affiliating university. In addition to online teaching, teachers had regularly uploaded class notes on Google drive and audio & video lectures in the specific YouTube channel (ND College Online Classes: <https://www.youtube.com/channel/UC2xQzKwykLv4LXY4f-vbNAA>). Utmost care was taken to complete the syllabus within stipulated time.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.youtube.com/channel/UC2xQzKwykLv4LXY4f-vbNAA/videos |

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

An Academic calendar is usually prepared by the affiliating university at the beginning of the academic session in line with the university's calendar consisting of various activities. The calendar as received from the university is uploaded on college website, displayed on student notice board and in the college prospectus.

Although the affiliating university did not publish the academic calendar due to the pandemic situation in 20-21, all academic activities like online interactive classes, Internal, Tutorial/Practical examinations, End semester examinations,

Evaluation of answer scripts, marks uploading and other academic work have been done as per the instructions of the UGC and the affiliating university as intimated from time to time.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://narasinhaduttcollege.edu.in/ws/notice/cu-exam/ |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | No File Uploaded |

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

| 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)

0

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

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

0

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

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | No File Uploaded |

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 introduced professional courses in collaboration with George Telegraph Institution. However these

courses could not be continued in 20-21 academic year due to the closure of educational institutions because of Covid pandemic. The institution has made various plans to raise awareness among students about value education, environment and gender issues. The institution has organized webinars/lectures on such issues. Hope in near future the institution's activities will be regularized and new programs will be introduced

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| 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

20

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| 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) | View File |

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

36

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

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) | No File Uploaded |

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/2020/02/SSS-Overall-Report.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

2356

| 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

227

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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

Learning levels of the slow as well as advanced learners are assessed through class-room teaching exercises, class-tests and mentoring. Special classes/lectures and necessary mentor care are arranged for the slow learners. Special care/mentoring is also provided to the advanced learners. Issues relating to the slow as well as advanced learners are also discussed in the parents-teachers interface with positive suggestions to the guardians. Incidentally, it is not possible online to take all the required measures for slow learners.

| 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 |
|--------------------|--------------------|
| 2791 | 119 |

| 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

The college has initiated a Mentoring process in which a teacher (mentor) is assigned a number of students (mentees) as per the class strength. These mentee groups are always in touch with their mentors through WhatsApp group chats, Google Meet sessions, and/or through other forms of e-communication available. The mentee can always communicate with his/her mentor for matters that are academic or, otherwise.

The departments conduct regular Parent teachers meet even on virtual platform in this pandemic situation to improve the students' performance.

The office of the college takes an important role in this matter.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | NILL |

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

For almost a year, through online interactive classes for Hons as well as Gen course students, the academic curriculum is maintained. Classes are held from Monday to Saturday and are of 1 hour or 30 min duration as per the discretion/requirements of the Departments and our students. Even practical classes were conducted online with teachers sharing videos of an experiment being done by them, for the students. Many science teachers use computer-simulated models while teaching. Arts, B.Com and Social Sciences' teachers often present their study material while lecturing. Many tutorial videos are uploaded by our teachers in the college YouTube channel and all of our faculty members use other digital media to reach out to our students. Moreover, study materials including pdfs of texts are uploaded in Google drives and students can access those through the links provided to them.

The students can access the e-library too. Exams too are held completely online where a student has to upload the answer script to links provided to them.

library has also introduced the online solution: "E-Documents Delivery Services".

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.youtube.com/channel/UC2xOzKwykLv4LXY4f-vbNAA |

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

59

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| 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

75

| 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

44

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| 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

1657

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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 overall mechanism of evaluation is provided and guided by the affiliating university. Internal Assessment is a part of that. However, some supplementary activities in the form of class tests are conducted at the institutional level to augment the process of evaluating the learners.

| 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

All grievances relating to Internal Examination are primarily reported to the HODs of respective departments. Issues are mostly looked into and resolved at the departmental level. Unresolved issues are brought to the notice of the Principal and duly taken care of by the academic office in necessary consultation with the Academic committee. Sometimes clarifications/suggestions are sought from the affiliating university so that matters can be resolved to the benefit and satisfaction of the students concerned. Affiliating university as well as the college offered concession on Exam-related fees.

| File Description | Documents |
|---------------------------------|----------------------|
| Any additional information | No File Uploaded |
| Link for additional information | NILL |

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.

Course Outcomes of the respective courses are generally discussed by the teachers in the orientation classes as well as in their mentoring groups with reference to the curricula for Hons. And General courses. No written Cos have so far been worked out and shared with the learners.

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | NILL |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

The level of attainment of POs , PSOs and Cos is measured by the teachers/mentors during interactive sessions in their classes and during regular meetings in the mentoring groups.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | NILL |

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

1143

| 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 | NILL |

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/2020/02/SSS-Overall-Report.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)

1.05

| 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 | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | NILL |

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

41

| 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

14

| 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

9

| 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

Not possible due to Covid19 pandemic

| File Description | Documents |
|---------------------------------------|----------------------|
| Paste link for additional information | NILL |
| Upload any additional information | No File Uploaded |

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

4

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| 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

570

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| 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

0

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

Presently the college premise encompasses the total area of 6,497.08 sq.mtr with five (05) buildings; the Main Building, the West Block, the North Block, the Computer Building, and the Chemistry Building. It has fifty (50) classrooms of which twenty-two (22) are connected through Wi-Fi/LAN and ten (10) classrooms are with LCD facilities. Nineteen (19) laboratories are available for seven laboratory-based subjects. In addition, there is a separate 'Toilet Complex' and Cycle stand for the students in the campus.

As far as the computing equipment is concerned, the college has a separate computer building with one computer laboratory having 37 computers for the students. In addition, different departments also have computers that are actively used in teaching-learning process. Currently, in the college, there are 113 computers in all, including laptops and desktops.

However, presently college does not have any dedicated seminar hall for workshops or seminars.

Library Services (Central Library + Departmental Libraries + Book Bank)–Text Books (43443), Reference Books (2551), E-books (764300), Journals & E-journals–6008, Partially Automated with ILMS software KOHA, Digital database with N-LIST, E-library facilities

| File Description | Documents |
|---------------------------------------|----------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NILL |

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

The College has a gymnasium which was established in 2012. This facility at present is overseen by a teacher, assisted by non-teaching staff. The gymnasium has adequate infrastructure to support activities like weight lifting, cycling, racing etc. The students can access the facility of Gymnasium according to the separate schedule for girls and boys.

Presently the college has a playground for outdoor games and Annual Sports.

However, at present the College does not have dedicated facilities for cultural activities though there is a room in library that has been used for exhibition of books, photographs etc.

| File Description | Documents |
|---------------------------------------|----------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NILL |

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

10

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NILL |
| 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)

72.28511

| 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 Library has 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 | No File Uploaded |
| 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 | No File Uploaded |
| 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

| 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

6

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

The IT facilities could not be upgraded during the period because of Covid19 Pandemic though regular maintenance of the existing system has been done periodically. The college has 18 internet connections comprises with 16 Wi-Fi networks throughout the campus/ departments. During the lockdown period, teachers have

used their departmental Wi-Fi to conduct online exam and upload marks. Online teaching was conducted during the period through Google Meet, more than 100 Video Classes were uploaded in the YouTube Channel of the college and study material in digital format have been provided online.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NIL |

4.3.2 - Number of Computers

113

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| 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)

72.29

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| 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.

Presently the college has nineteen (19) laboratories for seven laboratory-based subjects. These laboratories are well equipped with necessary instruments.

The college has a separate library with a collection of a good number of books and journals along with separate reading rooms for students and teachers. Besides, in each department there is an appreciable collection of books on respective subjects for both students and teachers.

The college has a well-equipped Gymnasium with adequate infrastructure and a play-ground for outdoor games. However, currently, there is no separate sports complex in the college.

As far as the availability of computers for the students is concerned, the college has a separate computer building with one computer laboratory that has 37 computers for the students. In addition, different departments also have computers that are actively used in teaching-learning process. Currently, in the college, there are 113 computers in all, including laptops and desktops.

The college has fifty (50) classrooms of which twenty-two (22) are connected through Wi-Fi/LAN and ten (10) classrooms are with LCD facilities.

| 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**

574

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| 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**

2791

| 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

C. 2 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | NIL |
| Any additional information | No File Uploaded |
| 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

4

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

4

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of students benefitted 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

A. All 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 | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

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

39

| 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

132

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| 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

44

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| 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.**

0

| 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) | No File Uploaded |

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)

There is no Student Council as per State Government Directives, some Student Representatives are there in Bodies/Committees.

| 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

12

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| 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

During this pandemic situation the scheduled activities could not be translated into reality for support services to the development of the College. Still there are some activities performed by the Alumni Association during this period which are detailed below:

(1) A State Level Webinar was conducted in collaboration with IQAC on 20 September 2020.

(2) An online Yoga Workshop for three days was conducted by one of the Alumna, from 28th to 30th September, 2020.

(3) Life membership has been introduced and Membership Registration is in progress.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | NILL |
| Upload any additional information | View File |

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

| 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

'Jnanat Parataram Nahi' (There is no higher attainment than knowledge) being the motto of the college, academic governance aims at achieving effectiveness as well as excellence in delivering the curricular and co-curricular activities, catering to the social and moral needs of the young learners. Governance at its apex level of the college Governing Body and the IQAC with its cells and committees keeps regular watch on the teaching-learning process and an all-round holistic development of the learners. Teachers are at liberty to propose policies for academic development and the proposals are considered in academic committee of the institution. This committee is approved by the Governing Body.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| 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.

Principal of the college functions as the Executive Head in constant touch with the IQAC & Teachers' Council. All academic activities such as preparation of the routine, distribution of the curricula, holding of online examinations/seminars/lectures, mentoring of the students etc. are conducted in a decentralized manner ensuring active participation of the HODs and faculty members through different cells and sub-committees of the IQAC & the TC. Reference may be made to such specific practices of decentralization and participative management as follows: 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.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ndc.ugadmission.org/ocms/index.php |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

This college is one of the few colleges in West Bengal to receive the Rashtriya Uchchar Siksha Abhiyan (RUSA) 2.0 grant for the period of 2018-20.

In the session 2020-2021, mostly construction and renovation work was undertaken under RUSA 2.0. The PMU - RUSA held several online meetings to finalize the above mentioned work as per the DPR. The details are given below -

1. Renovation of toilets in the mezzanine floor of North Block , the Staff Rooms, the Office and Students toilets in campus by PWD at an estimated cost of Rs 899816.00

2. Renovation of Staff Rooms in Administrative building including damp proof, painting and woodwork by PWD at an estimated cost of Rs 485781.00

3. Vertical Construction of Computer building (2nd and 3rd floor) by PWD at an estimated cost of Rs 5662462.00

4. Boundary wall on the north side of the college by PWD at estimated cost of Rs 1249390.00

| File Description | Documents |
|--|---------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | NIL |
| 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.

- Governing Body is the highest body in institutional management. Principal as the Secretary of the GB functions in the role of the Executive Head of the institution.
- Academic Committee & Finance Committee are the two statutory committees under the GB.
- Internal Quality Assurance Cell (IQAC) duly formed as per the NAAC guidelines assists the administration in all matters relating to the overall management of the college.
- Teachers' Council comprised of all whole-time teachers serves as a statutory advisory body extending support to the administration through its various sub-committees.
- Bursar of the college as appointed by the Principal supervises all financial matters in consultation with the Principal.
- HODs of all teaching departments actively contribute to the plans and programmes as resolved by the Principal & the IQAC.
- Policies regarding admissions, offline/online classes and examinations, effective delivery of the teaching-learning programmes, mentoring of students etc. are all discussed and finalized in cells/committees through decentralized and participative process involving the administration and the faculties.
- 90% of the sanctioned teaching posts are filled up.
- Service rules applicable for both teaching and non-teaching sectors are strictly maintained.

| 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 | No File Uploaded |

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

Yoga camp - An online Yoga Workshop for 3 days was jointly organized by Narasinha Dutt College & Institute of Yoga Academy, Howrah (Dated 28th, 29th & 30th September, 2020)

Health Service Facility through ESI are being provided to 9 Whole-time and 16 Casual Employees from which they are getting entirely free treatment

Digitized information system regarding PF, salary, leave and other service records

| 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

0

| 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 | No File Uploaded |
| 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

39

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| 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) | View File |

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

N.A.

| 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

No internal or external audit has been done for the said financial period due to Covid19 pandemic

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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

1. For regular notice and draft paper work, papers are used which are marked as rough. 2. Purchase and expenditure is decided in the purchase and finance committee 3. No work is outsourced. All administrative and academic work is done by in house staff and faculty.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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 following 2 practices have been institutionalized as a result of IQAC initiatives during the session of 2020-21:

1. **Mentoring of UG & PG students:** Regular mentoring of students has been introduced from this session digitally through WhatsApp groups and Google Meet. Mentors regularly meet their mentees to discuss and resolve academic and other issues. Mentoring reports as submitted to the Principal are also reviewed by the IQAC to suggest further guidelines for improvement.

2. **E-Library Facilities:** During the Covid pandemic and lockdown, e-library facilities have been introduced for the students. Students are allowed to submit e-requisitions and relevant material from books and other learning resources are provided without violating the standard copyright norms.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://narasinhaduttcollege.edu.in/library/ |
| 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

On the basis of teaching-learning issues discussed in the Academic Committee meetings and inputs of different departmental meetings some steps of incremental improvement were initiated at the behest of IQAC:

1. Introduction of online classes, special lectures, webinars etc—Because of prolonged campus lockdown during the Covid pandemic, online interactive classes were held on a regular basis to ensure the delivery of the curricula. Besides, webinars and lectures were held on the digital platform for the benefit of hundreds of learners. Profuse study materials were also uploaded in the respective departmental mail drives with links to the students to access them.

2. Introduction of student mentoring—Regular mentoring of students was introduced from this session digitally through WhatsApp groups and Google Meet. Mentors regularly met their mentees to discuss and resolve academic and other issues to facilitate the pandemic-affected learning process.

| 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) Participation in NIRF any other quality audit

C. Any 2 of the above

recognized by state, national or international agencies (ISO Certification, NBA)

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://narasinhaduttcollege.edu.in/ws/ |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

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

Our institution is watchful and active towards the promotion of gender equity among the students, teachers and non-teaching staffs.

- - We have an Internal Complaint Committee to sensitize and prevent gender discrimination. Our NSS unit is also active in this field.
- - As regards safety and security in a co-educational college, the institution has deployed a number of both male and female security guards in the college campus from a renowned professional security agency.
- - In case of counselling the girl students we undertake measures through our mentor groups in different classes.
- - Our college has well-arranged girl's common room with their privacy. A whole-time female employee is deputed by the authority for girl's common room.
- - Apart from these, our college has NSS & NCC units in which boys and girls are equally encouraged to join. We have separate girls NCC unit under 42nd Bengal BN NCC.

| File Description | Documents |
|--|----------------------|
| Annual gender sensitization action plan | NILL |
| 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 | NILL |

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

College took the initiative to protect the environment in different ways long back. Students, teachers and staff members took the responsibilities to keep the environment clean and healthy in and around college.

a. Solid waste management: Members of Science club & NSS also actively participated in solid waste management of both the biodegradable and non-biodegradable materials. The biodegradable kitchen waste was collected, dried and mixed up with cow dung to initiate culture media for vermicomposting. These vermicompost are used in agricultural field to yield better productivity without using any inorganic fertilizers. Students are getting firsthand training for preparation of vermicompost.

b. E-waste management: Our institution also engages in non-degradable substances by using e-waste management through signing a MOU with a reputed external organization known as Hulladek. This organization supplies us a big cage initially to keep the overused

computer, monitor, CPU, table fan, ceiling fan and any electrical or electronic gadgets and such e-waste is cleared from time to time by the agency.

NB: DUE TO THE RECENT GLOBAL PANDEMIC, WE WERE NOT IN A POSITION TO IMPLEMENT THESE TWO ABOVE PROJECTS, HOWEVER OUR INSTITUTION HAD ALREADY BEEN INVOLVED WITH BOTH OF THE ABOVE MENTIONED PROJECTS BEFORE THE PANDEMIC

| 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 | View File |

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

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| 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).

Keeping in view of the nature of Indian society and polity, our college has periodically taken initiatives to uphold the unity of our country with diversity. As located in an area of mixed population, our college always tries to impart the idea of tolerance and harmony to the students from different religion, linguistic and cultural communities. To uphold communal harmony every year our college and students union organize Saraswati Puja and Iftar party during Ramzan period.

The college has the provision for the student who are socio-economically backward. We have Students' Aid Fund and also different opportunities and scholarships for the poor students. The college also provides economic assistance in different forms to the students, teachers and staff members during this pandemic situation.

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| 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

As regards constitutional obligations, our higher educational institution is very much active to sensitize its students and employees in a number of ways.

The department of Political Science imparts constitutional values, rights and duties to the students of humanities as part of their syllabus. Apart from this, respect for our motherland, our national flag and national anthem are being expressed through the observance of various national days, like Independence Day, Republic day etc. These celebrations of memorable days are basically designed to impart values and duties of the citizens enshrined in our constitution.

Besides all the above participatory activities our NSS team imparts some real-life activity for common people in and around college by distributing clothes, creating awareness against disease and arranging medical check-up for very poor people. By doing so all the stakeholders may have direct experience for adding values to their life.

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| 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

E. None of the above

| File Description | Documents |
|--|------------------|
| Code of ethics policy document | No File Uploaded |
| 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

The college every year celebrates national and international commemorative days, events and festivals. Before Covid-19 pandemic, these celebrations were organized physically in an attractive way with the presence of students, teaching and non-teaching staffs, NCC cadets, St. Johns Ambulance and nursing division and NSS participants.

Now for the last couple of years due to Covid protocol and the restriction of the government we celebrated all the memorable days and festivals with reverence and sincerity on digital platforms, but with limited presence of our stakeholders. All these can be found in our college website. Of these commemorative days, we celebrated:

- a. 23rd January Birth anniversary of Netaji Subhash Chandra Bose.
- b. 26th January Republic Day.
- c. 9th May Birth anniversary of Rabindranath Tagore.
- d. 15th August Independence Day.
- e. 5th September Teachers' Day, Birth anniversary of Dr. Sarvepalli Radhakrishnan.

We also celebrate Saraswati Puja (The goddess of knowledge and art) Organize Iftar party during Ramzan period at least once in the evening.

Before Covid pandemic we also used to organize awareness rally with all stakeholders on Anti-Drug Day etc.

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

7.2 - Best Practices

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

Best Practice 1:

Paperless Office

The college has responded to environmental concerns and the Covid19 pandemic by becoming paperless.

A. The admission process from application to university registration is entirely online.

B. Academic & administrative notices are served digitally.

C. Fees payments are online.

D. Access to the library is available through e-library facilities.

E. Applications for scholarships are processed online.

F. Electronic media is used for teaching and mentoring.

All official documentation requirements are intimated to incumbents through digital means, drastically reducing printing costs. Moreover, there is a shortage of trained staff and high-configuration hardware. Further, some students are first generation learners who face internet access issues.

Best Practice 2:

Upgradation of college central library

The upgradation of our college library was to provide uninterrupted access to the library during Covid 19 lockdowns. Now this e-library has become an integral part of the college, operating since 9th February, 2021. Students and faculty can access relevant academic journals and videos etc. needed for their tutorials and class lectures respectively. Copyright infringement issues pose a challenge for the library since purchase of copyright is financially prohibitive. Digitisation of rare books needs technical support without which these books may be damaged.

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| 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

Our institution has successfully conducted a broad digital support during this Covid-stricken pandemic situation to cater to the teaching-learning as well as all-round students services. This includes a) holding online classes, providing study materials & video lectures, arranging webinars etc; b) admission to different courses, submission of fees, providing relevant information to the stakeholders; c) digital library access; d) mentoring students. Students, teachers, non-teaching staff, service providers to the college, alumni and guardians have open access to all sorts of information regarding college.

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 Covid-19 hit the whole world and spread quickly from the beginning of 2020, the Higher Education department suspended classroom teaching and announced lockdown from the middle of March, 2020. To keep pace with the changed situation the institution also resorted to necessary modifications to continue the teaching learning process from offline to online mode. Under the pandemic circumstances the Routine sub-committee structured an online master routine for the subjects taught, which was distributed to the departments as well as students' WhatsApp groups and was also displayed on the college website. The online classes were conducted through google meet platform.

Online theoretical, tutorial classes were regularly held as per guidelines of the Academic subcommittee, following the syllabus of the affiliating university. In addition to online teaching, teachers had regularly uploaded class notes on Google drive and audio & video lectures in the specific YouTube channel (ND College Online Classes:

<https://www.youtube.com/channel/UC2xQzKwykLv4LXY4f-vbNAA>).

Utmost care was taken to complete the syllabus within stipulated time.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.youtube.com/channel/UC2xQzKwykLv4LXY4f-vbNAA/videos |

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

An Academic calendar is usually prepared by the affiliating university at the beginning of the academic session in line with the university's calendar consisting of various activities. The calendar as received from the university is

uploaded on college website, displayed on student notice board and in the college prospectus.

Although the affiliating university did not publish the academic calendar due to the pandemic situation in 20-21, all academic activities like online interactive classes, Internal, Tutorial/Practical examinations, End semester examinations, Evaluation of answer scripts, marks uploading and other academic work have been done as per the instructions of the UGC and the affiliating university as intimated from time to time.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://narasinhaduttcollege.edu.in/ws/notice/cu-exam/ |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | No File Uploaded |

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

20

| 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)**

0

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

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

0

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

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | No File Uploaded |

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 introduced professional courses in collaboration with George Telegraph Institution. However these courses could not be continued in 20-21 academic year due to the closure of educational institutions because of Covid pandemic. The institution has made various plans to raise awareness among students about value education, environment and gender issues. The institution has organized webinars/lectures on such issues. Hope in near future the institution's activities will be regularized and new programs will be introduced

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| 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

20

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| 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) | View File |

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

36

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

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) | No File Uploaded |

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/2020/02/SSS-Overall-Report.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 | |
| 2356 | |
| 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 | |
| 227 | |
| File Description | Documents |
| Any additional information | View File |
| 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 | |
| <p>Learning levels of the slow as well as advanced learners are assessed through class-room teaching exercises, class-tests and mentoring. Special classes/lectures and necessary mentor care are arranged for the slow learners. Special care/mentoring is also provided to the advanced learners. Issues relating to the slow as well as advanced learners are also discussed in the parents-teachers interface with positive suggestions to the guardians. Incidentally, it is not possible online to take all the required measures for slow learners.</p> | |
| 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 |
| 2791 | 119 |

| 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

The college has initiated a Mentoring process in which a teacher (mentor) is assigned a number of students (mentees) as per the class strength. These mentee groups are always in touch with their mentors through WhatsApp group chats, Google Meet sessions, and/or through other forms of e-communication available. The mentee can always communicate with his/her mentor for matters that are academic or, otherwise.

The departments conduct regular Parent teachers meet even on virtual platform in this pandemic situation to improve the students' performance.

The office of the college takes an important role in this matter.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| 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

For almost a year, through online interactive classes for Hons as well as Gen course students, the academic curriculum is maintained. Classes are held from Monday to Saturday and are of 1 hour or 30 min duration as per the discretion/requirements of the Departments and our students. Even practical classes were conducted online with teachers sharing videos of an experiment being done by them, for the students. Many science teachers use

computer-simulated models while teaching. Arts, B.Com and Social Sciences' teachers often present their study material while lecturing. Many tutorial videos are uploaded by our teachers in the college YouTube channel and all of our faculty members use other digital media to reach out to our students. Moreover, study materials including pdfs of texts are uploaded in Google drives and students can access those through the links provided to them. The students can access the e-library too. Exams too are held completely online where a student has to upload the answer script to links provided to them.

library has also introduced the online solution: "E-Documents Delivery Services".

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.youtube.com/channel/UC2xOzKwykLv4LXY4f-vbNAA |

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

59

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| 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

75

| 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

44

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| 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

1657

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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 overall mechanism of evaluation is provided and guided by the affiliating university. Internal Assessment is a part of that. However, some supplementary activities in the form of class tests are conducted at the institutional level to augment the process of evaluating the learners.

| 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

All grievances relating to Internal Examination are primarily reported to the HODs of respective departments. Issues are mostly looked into and resolved at the departmental level. Unresolved issues are brought to the notice of the Principal and duly taken care of by the academic office in necessary consultation with the Academic committee. Sometimes clarifications/suggestions are sought from the affiliating university so that matters can be resolved to the benefit and satisfaction of the students concerned. Affiliating university as well as the college offered concession on Exam-related fees.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| 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.

Course Outcomes of the respective courses are generally discussed by the teachers in the orientation classes as well as in their mentoring groups with reference to the curricula for Hons. And General courses. No written Cos have so far been worked out and shared with the learners.

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | NIL |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

The level of attainment of POs , PSOs and Cos is measured by the teachers/mentors during interactive sessions in their classes and during regular meetings in the mentoring groups.

| 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

1143

| 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/2020/02/SSS-Overall-Report.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)

1.05

| 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 | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | NILL |

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

| 41 | |
|---|---------------------------|
| 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 | |
| 14 | |
| 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 | |
| 9 | |
| 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 | |

Not possible due to Covid19 pandemic

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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

4

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| 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**

570

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| 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**

0

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

Presently the college premise encompasses the total area of 6,497.08 sq.mtr with five (05) buildings; the Main Building, the West Block, the North Block, the Computer Building, and the Chemistry Building. It has fifty (50) classrooms of which twenty-two (22) are connected through Wi-Fi/LAN and ten (10) classrooms are with LCD facilities. Nineteen (19) laboratories are available for seven laboratory-based subjects. In addition, there is a separate 'Toilet Complex' and Cycle stand for the students in the campus.

As far as the computing equipment is concerned, the college has a separate computer building with one computer laboratory having 37 computers for the students. In addition, different departments also have computers that are actively used in teaching-learning process. Currently, in the college, there are 113 computers in all, including laptops and desktops.

However, presently college does not have any dedicated seminar hall for workshops or seminars.

Library Services (Central Library + Departmental Libraries + Book Bank)–Text Books (43443), Reference Books (2551), E-books (764300), Journals & E-journals–6008, Partially Automated with ILMS software KOHA, Digital database with N-LIST, E-library facilities

| 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 College has a gymnasium which was established in 2012. This facility at present is overseen by a teacher, assisted by non-teaching staff. The gymnasium has adequate infrastructure to support activities like weight lifting, cycling, racing etc. The students can access the facility of Gymnasium according to the separate schedule for girls and boys.

Presently the college has a playground for outdoor games and Annual Sports.

However, at present the College does not have dedicated facilities for cultural activities though there is a room in library that has been used for exhibition of books, photographs etc.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NIL |

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

10

| 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)

72.28511

| 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 Library has 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 | No File Uploaded |
| 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 | No File Uploaded |
| 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

| 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 | |
| 6 | |
| File Description | Documents |
| Any additional information | View File |
| Details of library usage by teachers and students | View File |
| 4.3 - IT Infrastructure | |
| 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi | |
| <p>The IT facilities could not be upgraded during the period because of Covid19 Pandemic though regular maintenance of the existing system has been done periodically. The college has 18 internet connections comprises with 16 Wi-Fi networks throughout the campus/ departments. During the lockdown period, teachers have used their departmental Wi-Fi to conduct online exam and upload marks. Online teaching was conducted during the period through Google Meet, more than 100 Video Classes were uploaded in the YouTube Channel of the college and study material in digital format have been provided online.</p> | |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NIL |
| 4.3.2 - Number of Computers | |
| 113 | |
| File Description | Documents |
| Upload any additional information | View File |
| 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)

72.29

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| 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.

Presently the college has nineteen (19) laboratories for seven laboratory-based subjects. These laboratories are well equipped with necessary instruments.

The college has a separate library with a collection of a good number of books and journals along with separate reading rooms for students and teachers. Besides, in each department there is an appreciable collection of books on respective subjects for both students and teachers.

The college has a well-equipped Gymnasium with adequate infrastructure and a play-ground for outdoor games. However, currently, there is no separate sports complex in the college.

As far as the availability of computers for the students is concerned, the college has a separate computer building with one computer laboratory that has 37 computers for the students. In addition, different departments also have computers that are actively used in teaching-learning process. Currently, in the college, there are 113 computers in all, including laptops and desktops.

The college has fifty (50) classrooms of which twenty-two (22) are connected through Wi-Fi/LAN and ten (10) classrooms are with LCD facilities.

| 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

574

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| 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

2791

| 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

C. 2 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | NIL |
| Any additional information | No File Uploaded |
| 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

4

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

4

| 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 |

| | |
|--|-----------------------------------|
| <p>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</p> | <p>A. All of the above</p> |
|--|-----------------------------------|

| 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 | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

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

39

| 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

132

| |
|--|
| |
|--|

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| 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

44

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| 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.

0

| 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) | No File Uploaded |

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)

There is no Student Council as per State Government Directives, some Student Representatives are there in Bodies/Committees.

| 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

12

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| 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

During this pandemic situation the scheduled activities could not be translated into reality for support services to the development of the College. Still there are some activities performed by the Alumni Association during this period which are detailed below:

(1) A State Level Webinar was conducted in collaboration with

IQAC on 20 September 2020.

(2) An online Yoga Workshop for three days was conducted by one of the Alumna, from 28th to 30th September, 2020.

(3) Life membership has been introduced and Membership Registration is in progress.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

'Jnanat Parataram Nahi' (There is no higher attainment than knowledge) being the motto of the college, academic governance aims at achieving effectiveness as well as excellence in delivering the curricular and co-curricular activities, catering to the social and moral needs of the young learners. Governance at its apex level of the college Governing Body and the IQAC with its cells and committees keeps regular watch on the teaching-learning process and an all-round holistic development of the learners. Teachers are at liberty to propose policies for academic development and the proposals are considered in academic committee of the institution. This committee is approved by the Governing Body.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| 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.

Principal of the college functions as the Executive Head in constant touch with the IQAC & Teachers' Council. All academic activities such as preparation of the routine, distribution of the curricula, holding of online examinations/seminars/lectures, mentoring of the students etc. are conducted in a decentralized manner ensuring active participation of the HODs and faculty members through different cells and sub-committees of the IQAC & the TC. Reference may be made to such specific practices of decentralization and participative management as follows: 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.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ndc.ugadmission.org/ocms/index.php |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

This college is one of the few colleges in West Bengal to receive the Rashtriya Uchchar Siksha Abhiyan (RUSA) 2.0 grant for the period of 2018-20.

In the session 2020-2021, mostly construction and renovation work was undertaken under RUSA 2.0. The PMU - RUSA held several online meetings to finalize the above mentioned work as per the DPR. The details are given below -

1. Renovation of toilets in the mezzanine floor of North Block, the Staff Rooms, the Office and Students toilets in campus by

PWD at an estimated cost of Rs 899816.00

2. Renovation of Staff Rooms in Administrative building including damp proof, painting and woodwork by PWD at an estimated cost of Rs 485781.00

3. Vertical Construction of Computer building (2nd and 3rd floor) by PWD at an estimated cost of Rs 5662462.00

4. Boundary wall on the north side of the college by PWD at estimated cost of Rs 1249390.00

| File Description | Documents |
|--|---------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | NIL |
| 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.

- Governing Body is the highest body in institutional management. Principal as the Secretary of the GB functions in the role of the Executive Head of the institution.

- Academic Committee & Finance Committee are the two statutory committees under the GB.

- Internal Quality Assurance Cell (IQAC) duly formed as per the NAAC guidelines assists the administration in all matters relating to the overall management of the college.

- Teachers' Council comprised of all whole-time teachers serves as a statutory advisory body extending support to the administration through its various sub-committees.

- Bursar of the college as appointed by the Principal supervises all financial matters in consultation with the Principal.

- HODs of all teaching departments actively contribute to the plans and programmes as resolved by the Principal & the IQAC.

- Policies regarding admissions, offline/online classes and examinations, effective delivery of the teaching-learning programmes, mentoring of students etc. are all discussed and finalized in cells/committees through decentralized and participative process involving the administration and the faculties.
- 90% of the sanctioned teaching posts are filled up.
- Service rules applicable for both teaching and non-teaching sectors are strictly maintained.

| 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 | No File Uploaded |

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

Yoga camp - An online Yoga Workshop for 3 days was jointly organized by Narasinha Dutt College & Institute of Yoga Academy, Howrah (Dated 28th, 29th & 30th September, 2020)

Health Service Facility through ESI are being provided to 9 Whole-time and 16 Casual Employees from which they are getting entirely free treatment

Digitized information system regarding PF, salary, leave and other service records

| 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

0

| 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 | No File Uploaded |
| 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

39

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| 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) | View File |

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

N.A.

| 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

No internal or external audit has been done for the said financial period due to Covid19 pandemic

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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

1. For regular notice and draft paper work, papers are used which are marked as rough. 2. Purchase and expenditure is decided in the purchase and finance committee 3. No work is

outsourced. All administrative and academic work is done by in house staff and faculty.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | NIL |
| Upload any additional information | No File Uploaded |

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 following 2 practices have been institutionalized as a result of IQAC initiatives during the session of 2020-21:

1. **Mentoring of UG & PG students:** Regular mentoring of students has been introduced from this session digitally through WhatsApp groups and Google Meet. Mentors regularly meet their mentees to discuss and resolve academic and other issues. Mentoring reports as submitted to the Principal are also reviewed by the IQAC to suggest further guidelines for improvement.

2. **E-Library Facilities:** During the Covid pandemic and lockdown, e-library facilities have been introduced for the students. Students are allowed to submit e-requisitions and relevant material from books and other learning resources are provided without violating the standard copyright norms.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://narasinhaduttcollege.edu.in/library/ |
| 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

On the basis of teaching-learning issues discussed in the Academic Committee meetings and inputs of different departmental meetings some steps of incremental improvement

were initiated at the behest of IQAC:

1. Introduction of online classes, special lectures, webinars etc—Because of prolonged campus lockdown during the Covid pandemic, online interactive classes were held on a regular basis to ensure the delivery of the curricula. Besides, webinars and lectures were held on the digital platform for the benefit of hundreds of learners. Profuse study materials were also uploaded in the respective departmental mail drives with links to the students to access them.

2. Introduction of student mentoring—Regular mentoring of students was introduced from this session digitally through WhatsApp groups and Google Meet. Mentors regularly met their mentees to discuss and resolve academic and other issues to facilitate the pandemic-affected learning process.

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

C. Any 2 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://narasinhaduttcollege.edu.in/ws/ |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

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

Our institution is watchful and active towards the promotion of gender equity among the students, teachers and non-teaching staffs.

- - We have an Internal Complaint Committee to sensitize and prevent gender discrimination. Our NSS unit is also active in this field.

- - As regards safety and security in a co-educational college, the institution has deployed a number of both male and female security guards in the college campus from a renowned professional security agency.

- - In case of counselling the girl students we undertake measures through our mentor groups in different classes.

- - Our college has well-arranged girl's common room with their privacy. A whole-time female employee is deputed by the authority for girl's common room.

- - Apart from these, our college has NSS & NCC units in which boys and girls are equally encouraged to join. We have separate girls NCC unit under 42nd Bengal BN NCC.

| File Description | Documents |
|--|----------------------|
| Annual gender sensitization action plan | NILL |
| 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 | NILL |

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

College took the initiative to protect the environment in different ways long back. Students, teachers and staff members took the responsibilities to keep the environment clean and healthy in and around college.

a. Solid waste management: Members of Science club & NSS also actively participated in solid waste management of both the biodegradable and non-biodegradable materials. The biodegradable kitchen waste was collected, dried and mixed up with cow dung to initiate culture media for vermicomposting. These vermicompost are used in agricultural field to yield better productivity without using any inorganic fertilizers. Students are getting firsthand training for preparation of vermicompost.

b. E-waste management: Our institution also engages in non-degradable substances by using e-waste management through

signing a MOU with a reputed external organization known as Hulladek. This organization supplies us a big cage initially to keep the overused computer, monitor, CPU, table fan, ceiling fan and any electrical or electronic gadgets and such e-waste is cleared from time to time by the agency.

NB: DUE TO THE RECENT GLOBAL PANDEMIC, WE WERE NOT IN A POSITION TO IMPLEMENT THESE TWO ABOVE PROJECTS, HOWEVER OUR INSTITUTION HAD ALREADY BEEN INVOLVED WITH BOTH OF THE ABOVE MENTIONED PROJECTS BEFORE THE PANDEMIC

| 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:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**

A. Any 4 or All of the above

5. landscaping with trees and plants

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

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

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| 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).

Keeping in view of the nature of Indian society and polity, our college has periodically taken initiatives to uphold the unity of our country with diversity. As located in an area of mixed population, our college always tries to impart the idea of tolerance and harmony to the students from different religion, linguistic and cultural communities. To uphold communal harmony every year our college and students union organize Saraswati Puja and Iftar party during Ramzan period.

The college has the provision for the student who are socio-economically backward. We have Students' Aid Fund and also different opportunities and scholarships for the poor students. The college also provides economic assistance in different forms to the students, teachers and staff members during this pandemic situation.

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| 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

As regards constitutional obligations, our higher educational institution is very much active to sensitize its students and

employees in a number of ways.

The department of Political Science imparts constitutional values, rights and duties to the students of humanities as part of their syllabus. Apart from this, respect for our motherland, our national flag and national anthem are being expressed through the observance of various national days, like Independence Day, Republic day etc. These celebrations of memorable days are basically designed to impart values and duties of the citizens enshrined in our constitution.

Besides all the above participatory activities our NSS team imparts some real-life activity for common people in and around college by distributing clothes, creating awareness against disease and arranging medical check-up for very poor people. By doing so all the stakeholders may have direct experience for adding values to their life.

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| 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

E. None of the above

| File Description | Documents |
|--|------------------|
| Code of ethics policy document | No File Uploaded |
| 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

The college every year celebrates national and international commemorative days, events and festivals. Before Covid-19 pandemic, these celebrations were organized physically in an attractive way with the presence of students, teaching and non-teaching staffs, NCC cadets, St. Johns Ambulance and nursing division and NSS participants.

Now for the last couple of years due to Covid protocol and the restriction of the government we celebrated all the memorable days and festivals with reverence and sincerity on digital platforms, but with limited presence of our stakeholders. All these can be found in our college website. Of these commemorative days, we celebrated:

- a. 23rd January Birth anniversary of Netaji Subhash Chandra Bose.
- b. 26th January Republic Day.
- c. 9th May Birth anniversary of Rabindranath Tagore.
- d. 15th August Independence Day.
- e. 5th September Teachers' Day, Birth anniversary of Dr. Sarvepalli Radhakrishnan.

We also celebrate Saraswati Puja (The goddess of knowledge and art) Organize Iftar party during Ramzan period at least once in the evening.

Before Covid pandemic we also used to organize awareness rally with all stakeholders on Anti-Drug Day etc.

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

7.2 - Best Practices

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

Best Practice 1:

Paperless Office

The college has responded to environmental concerns and the Covid19 pandemic by becoming paperless.

A. The admission process from application to university registration is entirely online.

B. Academic & administrative notices are served digitally.

C. Fees payments are online.

D. Access to the library is available through e-library facilities.

E. Applications for scholarships are processed online.

F. Electronic media is used for teaching and mentoring.

All official documentation requirements are intimated to incumbents through digital means, drastically reducing printing costs. Moreover, there is a shortage of trained staff and high-configuration hardware. Further, some students are first generation learners who face internet access issues.

Best Practice 2:

Upgradation of college central library

The upgradation of our college library was to provide uninterrupted access to the library during Covid 19 lockdowns. Now this e-library has become an integral part of the college, operating since 9th February, 2021. Students and faculty can access relevant academic journals and videos etc. needed for their tutorials and class lectures respectively. Copyright infringement issues pose a challenge for the library since purchase of copyright is financially prohibitive. Digitisation of rare books needs technical support without which these books may be damaged.

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| 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

Our institution has successfully conducted a broad digital support during this Covid-stricken pandemic situation to cater to the teaching-learning as well as all-round students services. This includes a) holding online classes, providing study materials & video lectures, arranging webinars etc; b) admission to different courses, submission of fees, providing relevant information to the stakeholders; c) digital library access; d) mentoring students. Students, teachers, non-teaching staff, service providers to the college, alumni and guardians have open access to all sorts of information regarding college.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

Although the college campus remains closed as per the UGC & State Government instructions due to Covid Pandemic since end March 2020, almost all academic and administrative activities have been successfully carried out online /digitally during the

2020-21 session. We propose the following as our future plans in this 'new normal' situation for the upcoming 2021-22 session:

- To form a forum for propagating Value Education among the students
- To publish appropriate Handbooks for students and teachers for the promotion of human values and professional code of conduct
- To extend the current Feedback system beyond SSS and achieve 360 degree Feedback involving all stake-holders
- To form a Parent-Teacher Association for better all-round development of the institution
- To initiate Academic Audit at the Internal as well as External levels
- To resume Waste Management, Green Audit & relevant outreach programmes
- To enhance and strengthen the E-library facilities for the students and teachers