YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	NETAJI SATABARSHIKI MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Sudhanath Chattopadhyay
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03216 231438
• Mobile No:	9932939965
• Registered e-mail	info@nsmashoknagar.ac.in
• Alternate e-mail	iqac@nsmashoknagar.ac.in
• Address	Sahidbag, P.O. Haripur, North 24 Paraganas
• City/Town	Ashoknagar
• State/UT	West Bengal
• Pin Code	743223
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University		**West Bengal State University**
• Name of the IQAC Coordinator		**Dr. Papri Chakrabarti**
• Phone No.		**+919831263511**
• Alternate phone No.		**+919831263511**
• Mobile		**+919831263511**
• IQAC e-mail address		**iqac@nsmashoknagar.ac.in**
• Alternate e-mail address		**nsmiqac2021@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://nsmashoknagar.ac.in/wp-content/uploads/2022/01/AQAR_19-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://nsmashoknagar.ac.in/wp-content/uploads/2021/09/ACADEMIC-CALENDAR-20-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.86**	**2019**	**09/08/2019**	**08/08/2024**

6.Date of Establishment of IQAC	**22/12/2017**

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
NA	**NA**	**NA**	**NA**	**NA**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**2**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. Successfully conducting online teaching learning process

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
Blended mode of teaching and learning	• Regular routine-wise online classes • Successful completion of syllabus of all courses • Timely sharing of e-materials and e resources through college App, LMS and respective subject WhatsApp and telegram groups.
Resource Sharing	Study materials, PPT, Audio and Video lectures were exchanged among three colleges in various subjects
Webinar on multi-dimensional aspects	The Institution has successfully organised several webinars ranging from subject specific issues to diverse relevant issues.
Professional developments for teachers	The Institution has taken the initiatives to conduct various orientation programs and workshops for teachers.
Social welfare and support during COVID crisis	• The NSM building was offered as a Safe Home and a Quarantine centre for migrant workers • The Alumni and NSS unit of NSM lended their humble support by distributing COVID Kits, Medicines and Food items.
Strengthening of college Feedback process	The Feedback triangle including students, teachers and parents were collected and analysed for better management of the college.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	**07/10/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**27/02/2022**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **248**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2259**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1112**

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   **354**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **48**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **21**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	**248**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**2259**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**1112**
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	**354**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**48**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**21**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**17+1**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**35,69,833.25**
4.3 Total number of computers on campus for academic purposes	**51**

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

Like previous years, the prospectus and academic calendar are published and posted on the college website and syllabi as well as schedule of university exams are laid down by WBSU. The Time-Table is published through Student's notice board, college app, website and WhatsApp groups. The students are motivated to participate in college extension programmes, educational tours, NSS awareness programmes. Online competitive Mock Exam Portal prepares the students for the competitive exams. The teachers regularly provide study materials, exam related data etc through the LMS and college app. The Academic Sub-Committee in consultation with the departments offer the various Skill Enhancement Courses (SEC) to the students. The library has an enriched collection of books and teachers are encouraged to access NLIST. The college librarian organizes student orientation programmes to guide students about the use of library. Conventional classroom teaching along with Experiential learning, E-learning, projects have formed a part of curriculum delivery.

During the lockdown, online education and ICT based e-learning process helped the institution to carry on the teaching-learning process. A more flexible routine of online classes, starting from 9 am to 6 pm, is introduced keeping in mind the need of the students. The college has taken a crucial step by initiating a mutual agreement with other two colleges to share their resources, such as, audio, video lecture, ppt etc. for helping the students of the participating colleges in their academic achievement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://nsmashoknagar.ac.in/wp-content/uploads/2021/09/ACADEMIC-CALENDAR-20-21.pdf

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

The college strictly adherers to the academic calendar prescribed by West Bengal State University with regard to teaching and conducting examinations of UG subjects and courses. In the current academic session, because of the pandemic and the lockdown, online internal examination system under CBCS was introduced and several changes were made in the academic calendar of WBSU. The college strictly followed the parent academic bodies of WBSU with regard to UG courses.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://nsmashoknagar.ac.in/wp-content/uploads/2021/09/ACADEMIC-CALENDAR-20-21.pdf

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/	A. All of the above

Diploma Courses Assessment /evaluation process of the affiliating University	

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

1.2 - Academic Flexibility

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

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

10

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

01

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

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

760

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

760

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

1.3 - Curriculum Enrichment

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

As the world is confronted with unique challenges with regard to the protection of environment, human rights and so on, the institution has felt the need to counter all these problems with robust efforts to promote fundamental freedomof expression, to extend support for vulnerable groups and to put emphasis on the urgent need of equitable implementation of socio-economic rights across the region. In order to sensitize the students regarding these burning issues of environmental degradation, exploitation of natural resources, gender discrimination etc. the college has organized various programmes like World Environment Day celebration, publishing students' e-magazines featuring relevant articles by students. In these articles they have raised vital questions about the future of our environment and discussed the current trends in environmental science, policies and politics. Apart from that the institution has organized webinars on professional ethics which is again a vital issue in the academic field. The purpose is to sensitize the students and the teachers on these issues.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

`03`

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
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

`28`

File Description	Documents
Any additional information	**No File Uploaded**
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	`C. Any 2 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)	No File Uploaded
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://nsmashoknagar.ac.in/wp-content/uploads/2022/03/FEEDBACK-analysis-1.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

2457

File Description	Documents
Any additional information	No File Uploaded
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

669

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

Most of the students of the college come from an underprivileged background and are first-generation learners. Naturally, it is found that quite a few of them struggle to get attuned to the learning at the undergraduate level. The teachers engage in interactive sessions during classroom teaching and understand the power of comprehension and consequently distinguish between the advanced learners and slow learners who need special attention. The objective of our teachers is to improve these students with proper guidance so that they are able to improve their lives through education and contribute actively towards building a healthy society in the future.

*The process: The teachers take special classes outside the master routine for the slow learners. The teachers slowly build up their confidence by giving home tasks that are duly checked and rectified. The teachers are very tolerant and sympathetic on this front. They also provide examples from everyday life to which the slow learners can relate and try to make the lessons understandable, realistic and pragmatic. Evaluation in the form of examination and interaction is done. They try to make the slow learners involve with the lessons and arouse interest so that they can catch up with the advanced students. The advanced learners are encouraged for higher studies, given the broader picture of life and society while teaching, and suggested advanced study material for enhancing their knowledge.

(On the college website, links are provided through which students can get informed about various relevant notices from time to time, details of examinations, admission related information etc. On the library page of the website, links have been given through which students are able to access study material of their concerned departments.)

File Description	Documents
Link for additional Information	http://nsm-edu.in/home
Upload any additional information	View File

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

Number of Students	Number of Teachers
2259	47

File Description	Documents
Any additional information	View File

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

Acknowledging students' voices as central to the learning experience, this institution is making sincere efforts to gradually deploy student-centric learning methods across all streams.

Methodologies:

Experiential learning, as understood and practiced by the institution, is any learning that supports students in applying their knowledge and conceptual understanding to real-world problems or authentic situations where the instructor directs and facilitates learning. In the pandemic scenario, a few conventional teaching-learning methods could not be adopted due to obvious limitations.

Faculty of Science:

TheExperientialteaching-learningmethodsadoptedinthefacultyofScienceinclude:

1. Laboratory work could not be performed in the usual mode but the teachers tried to acquaint the students with the instruments and explain their functions as far as possible in online mode.

2. Online paper/model/poster presentation

3. Students' Webinars (conducted entirely by students and only overseen by a teacher)

4. Learning through making visual aids like ppts, documentaries, etc. on the area of interest provided to them by the teachers/instructors.

Faculty of Humanities:

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

1. Relevant films and other audio-visuals are shown in online mode and students are asked to form their own individual opinion which is then assessed by the teachers.

2. Students are encouraged to perform virtually in form of elocution and recitation which provide them with a broader understanding of their syllabus.

3. Students are provided with topics and they are encouraged to prepare project reports; the topics generally vary from social issues to environmental issues.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://nsmashoknagar.ac.in/#

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

ICT has become a vital component to facilitate teaching-learning. In the pandemic, scenario ICT helped in bridging the distance and making learning possible. ICT has also made teaching-learning more interactive.

At our college, there are specific ICT-enabled classrooms but they could not be used as our college was in the containment zone and was also used as a safe home for COVID-positive patients. Naturally being present at college was prohibited. Our college used various ICT tools to reach out to the students. The Zoom platform was used for taking classes. Study material in the form of pdf, doc. and ppt documents were posted in specific groups

through WhatsApp and Telegram and also in the college App.
Webinars were organized by various departments and committees such
as Career Counseling, Cultural, etc. of the college in Zoom
platform and they were streamed live on Youtube. The videos have
also been uploaded on the Youtube channel of the college for
benefit of the students and the larger audience. Our college also
shared study resources with other colleges with the help of the
Telegram application. Students are also given access to N-List to
ensure there is no dearth of e-resources for the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://nsmashoknagar.ac.in/wp-content/uploads/2022/01/pic-of-ict.pdf

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

47

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

48

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

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

1

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

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

2.4.3.1 - Total experience of full-time teachers

426 +

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 university conducts end-semester examinations and the college organizes periodical internal assessments for the students to maintain their everyday learning. Constant evaluation makes a student more thorough in approach to studies, increases consistency, and helps to sustain it, thus developing their devotion required in any field of work in the future. In spite of the pandemic situation, the college, within its limited time and resources has strived to attain a transparent, regular internal assessment system.

The process: Different committees such as Examination Committee and Academic sub Committee assists in this regard. At least one internal exam (between the months of September and December) is arranged. The college has tried to include all the students in WhatsApp groups where all the notifications including that of an internal exam are notified well in advance. The mentors have played a vital role in reaching out to all the students. Notifications are also given in the college App. In the case of practical, the students appear exams with their cameras turned on and under the vigilance of teachers. The evaluation process is kept strictly time-bound. The copies are then mailed in the respective email ids of the departments. These copies are then duly checked and shown to the students so that they can rectify their mistakes, as pointed out by the teachers, in the future. The students are encouraged to be creative yet precise in their approach.

File Description	Documents
Any additional information	View File
Link for additional information	https://nsmashoknagar.ac.in/#

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

In the pandemic situation, internal examinations were taken meticulously and the texts assigned for the internal examinations were taught at the beginning so that students get ample time to prepare themselves. Study material and question patterns were provided for their convenience. The internal examinations were taken online. The invigilators tried their best to keep a strict vigilance as far as possible by instructing students to keep their cameras on while writing their papers. Some departments took the internal examinations in the form of projects. The college adopted

a benign measure by arranging provisions to take the examinations again of the students who could not give exams due to various difficulties during the pandemic.

In case of any grievances regarding internal examinations on the part of the students, the concerned mentor of the student informed the Principal who took an immediate step and redressed grievances, if any. There was a provision for a post-publication review of results. Students, after the distribution of mark sheets, could apply for such review to the college. In the pandemic scenario, the copies of the internal examination were evaluated by the college. If a student was dissatisfied with his/her marks, the college provided the checked answer script to the respective student through a mail explaining the marking system according to the answers written. The doubt and inquiries of the students regarding the pattern of a well-written answer were clarified by the examiners. If there was any tabulation-related error in the assessment, corrections were duly made by the examiner. The college has formed a grievance redressing cell which looks into all examination-related grievances. The cell, however, only comes into play if the department fails to redress the grievances of the students. The cell is formed in the first meeting of the teachers' council at the beginning of every academic session. In addition, a parents-teacher meet was held online after every internal evaluation and the responses were documented and discussed.

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

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, program-specific outcomes, and course outcomes for all programs offered by the institution are stated and displayed on the college website. In the pandemic scenario, the primary objective of a specific course was communicated and explained to the students by the faculty members through a live orientation programme conducted on the youtube channel of the college at the beginning of the session. The website of the college is comprehensive and is maintained by a professional web operator. The courses taught in the college, the facilities

provided to the students, and the teaching faculties available are given on the website. Regular updates are also provided to all concerned in relation to the courses. Besides the college website, a soft copy of the prospectus was given to the students. The prospectus provides all important and necessary information about all the programmes and courses along with the programme codes, fee structure, and other relevant information. However, for the last two sessions, the college is providing this prospectus in a separate tab on the website which remains up to date.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://nsmashoknagar.ac.in/
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.

In the pandemic scenario, a continuous evaluation in online mode was imperative as it helped the students to remain focused in their studies which had a possibility of being hampered by their not being able to come to college. Most of the students are first-generation learners and the pandemic affected them greatly but the mentoring system of the college tried its best to keep the students on the educational path by counseling them and also at times their parents. The continuous evaluation also helped in assessing the progress and learning capacity of the students. It also helped in their preparations for the university examinations. A steady supply of study materials to the students in the form of audio and video lectures, pdf, word, and ppt documents was an important part of the teaching process. Teachers shared these study materials through WhatsApp groups, Telegram groups, and NSM App. In the pandemic, scenario classes were taken on the Zoom platform and a parents-teacher meet was also held on Zoom after each internal evaluation in which teachers discussed the progress

and shortcomings of the students with the parents and also encouraged them in all possible ways. Parents also shared their opinions and experiences which were recorded.

Though there is a well-stocked central library and individual departmental libraries, they could not be availed during the pandemic. Students were encouraged to access online study

materials in NLISTand also those provided by the teachers who shared with them a list of free sites like DOAJ (Directory of Open Access Journals), DOAB (Directory of Open Access Books),??????etc. as well. Special emphasis was there on regular attendance in the virtual classroom and the university regulations in this regard were strictly maintained. Optimal use of audio-visual techniques helped in making the learning process more effective. The college has developed a structured Feedback system, in which outgoing students are asked to fill in a form. They can express their satisfaction, grievances, suggestions about the institution and its staff, the syllabus, and the teaching-learning process in general in this form. This feedback is carefully collected and analyzed and necessary steps are taken by the institution. From the current session, the students of all semesters and the parents can submit their feedback online.

The slow learners and the advanced learners are identified within a few months of the session and then the different learning outcomes are set for them. The weaker learners are given tutorial classes and study materials suited for them, while the advanced learners are encouraged to take part in different curricular and extracurricular activities.

Students' webinars, projects, exhibitions, lectures by external experts, complemented the online teaching methods. These webinars were streamed live on Youtube and thus will remain on the Youtube channel of the college for the student's future use.

The Career counseling Cell of our college is quite active in helping the students with expert guidance.

The students of the college also regularly take part in co-curricular and extra-curricular activities through the departmental activities, NSS and games, and sports maintaining the Covid protocol. The Students' Council also organized various programmers such as Blood Donation Camp, cultural programmes, Saraswati puja, etc maintaining the Covid norms. The leadership skill, creativity, social skill, team spirit, sportsmanship, ability to take responsibility, etc of the students are measured through these activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://nsmashoknagar.ac.in/#

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

354

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	https://nsmashoknagar.ac.in/wp-content/uploads/2022/01/GAZETTE-SEM.VI-EXAMINATION2021.pdf

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://nsmashoknagar.ac.in/wp-content/uploads/2022/03/FEEDBACK-analysis-1.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)

0

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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

8

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

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

2

File Description	Documents
Any additional information	View File
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

0

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

Our institution organizes different extension activities to sensitize the students about the problems faced by the local people. The college runs effectively its NSS unit and its Extension committee. Through these units, the college undertakes various extension activities in the neighbourhood community. In the session 2020-21, our campus was out of bounds for the students due to Covid related restrictions but our teachers and students collaborated to undertake a few activities for the local people. On 9th May,2021, Ashoknagar-Kalyangarh Municipality decided to turn our campus into a 'Safe Home' of 100 beds for Covid patients. Committee of Extension activities along with volunteers of NSS extended their help by sanitizing the college campus for the safe home. Again, On 21st January,2021 NSS Unit of our college in

active cooperation with the Extension committee organized a blood donation camp at the college in collaboration with Maniktala Blood Bank and IQAC of our college.

The aim is to make our students aware of social issues through various programmes among others on Environmental Awareness, Personal Health and Hygiene, Road Safety, Tree Plantation. An online poster competition, for example, was organized on 5th June,2021to celebrate the World Environment Day.

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)	<u>View File</u>
e-copy of the award letters	<u>View File</u>

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

7

File Description	Documents
Reports of the event organized	[View File](#)
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

474

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

3.4 - Collaboration

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

2

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

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

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

2

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

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.

The academic and administrative units of the institution are coalesced into one building. The administrative unit comprising of the Principal's room, the office along with student's section, the canteen, student's union room are located in the ground floor. The institute has a large playground and also separate common rooms with indoor entertainment facilities for male and female students. The college campus is a fully Wifi enabled campus. There are presently 17 classrooms with WiFi and LCD facility along with one seminar room among which two are equipped with ICT facilities. The seminar room has permanent ICT facilities whereas few projectors are available to cater to arising demands. There are two laboratories belonging to the departments of geography and Journalism and Mass Communication. The geography laboratory has 12 computers at its disposal with other necessary instruments. There are separate rooms for NSS and Netaji Subhas Open University (NSOU). The honours departments have separate space for student teacher interaction and tutorial classes. The central library provides access to several physical and online books and journals. Most of the departments have rudimentary seminar library to cater to specific subject related needs. The college has Divyangjan facilities and a sick room for students and teachers. The campus along with the main building has sufficient area for expansion where we are planning to build a science building.

File Description	Documents
Upload any additional information	[View File]()
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 institute offers the students to avail various opportunities for participating in extracurricular activities. There are adequate facilities in the college that are utilized to organize tournaments, sports meet or regular indoor and outdoor games for the benefit of the students.

The college has a large playground where cricket, football, volleyball are played regularly. For indoor activities there are options like table tennis, carom etc.. Sports items like discus, shot-put, Javelin are available to the students. Along with this Yoga class and Bratachari are also organized.

Apart from sports the institution encourages its students to inculcate the spirit of arts and culture and they are motivated to participate in various cultural programmes and intra college events from where they bring several laurels to the institution. The NSS unit of the college also encourages the students to participate in various Social and environmental awareness programme. Due to pandemic situation sport activities could not be conducted in college and most of our cultural and NSS unit programmes were held virtually with enthusiastic participation from our students and teachers. Various cultural programmes like Rabindra Jayanti, Independence Day, Republic Day, Basanta Utsav, International Mother Language Day, Womens Day, World Environment Day, etc were celebrated.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://nsmashoknagar.ac.in/wp-content/uploads/2022/01/cultural-program-list.pdf

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

18 (17+1)

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18 (17+1)

File Description	Documents
Upload any additional information	View File
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)

13,62,638.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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)

Name of the ILMS software is KOHA

Partially automated

Version: 3.10.00 & UBUNTU 12.04 LTS

Year of Automation : 2013

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://nsmashoknagar.ac.in/wp-content/uploads/2022/01/Koha-details-converted.pdf

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)

168419

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

0

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 institution updates its IT facilities periodically within our limited economic means. There are 95 computers of which 51 are provided to the students along with this several printers, scanners, laptops, CCTV cameras which are regularly maintained and updated through AMC, signed with local vendor, Titas Computers on yearly basis. The WiFi connection through the local cable operator is also duly maintained for seamless connectivity throughout the campus.

The session 2020-2021 has mainly functioned through the online mode due to the pandemic which restricted physical entry to the college for both faculties and students but the college has ensured to update and maintain our IT facilities. The college incurred serious damage to many of its IT facilities due to the devastations caused by cyclone Yash that hit the state of West Bengal in May, 2021. Managing the difficulties of the pandemic and the cyclone there haven't been significant purchases and the stress has been on maintenance and upgradation of the existing facilities. We have taken measures to update the softwares of the laptops and computers together with the maintenance of two servers. We have purchased two wireless audio cameras and six UPS. Special measures were taken to up keep the IT facilities like projectors, computers, printers which were not been in frequent usage due to the Covid driven lockdown.

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

4.3.2 - Number of Computers

95

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

2207195.25

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	[View File](#)
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.

Building Infrastructure- In an educational institution infrastructure is of central important which provides various facilities to the students and housing various equipments and tools. The building committee continuously works to deal with planning of space management, budget constraints. It looks after the construction, maintenances of main building and does work through tender system as per the standard norms.

General maintenance committee looks after diverse services like power supply, air conditioners, water supply etc.. The convenor verifies the work done by contractors for repairing or upgradation. The college has a Generator system to cope with power failure.

Computer maintenance committee looks after the maintenance and upgradation of computers, printers, CCTV and IT related peripherals. Annual maintenance committees are maintained with various agencies for departmental computers, air conditioners, generators, water purifiers. Maintenance of toilets and services are done by contractual workers.

Laboratory Equipments/ Machineries: Stock registers are kept for enlisting equipments, instruments and also to keep account of non-functional equipments and machineries.

File Description	Documents
Upload any additional information	View File
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

1729

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

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

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

2253

File Description	Documents
Upload any additional information	View File
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	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://nsmashoknagar.ac.in/wp-content/uploads/2022/03/5.1.3-Capacity-building-and-skill-enhancement-initiatives.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

291

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

291

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 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

5

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

4 3

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

1

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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)

The Students' Representative (SR) is an indispensable part of Academic and Administrative bodies/committees of the institution just like the Governing Body of the college. It plays vital role in communicating between the college and the students by representing, communicating and giving feedback on college and student matters. Representatives are elected from all the semesters. The elected representatives select a vice president, general secretary and Assistant general secretary among themselves. Principal acts as the president of the students Union or he/ she nominates a teacher to represent him/ her as the

president.

The Students' Representatives provide valuable feedback regarding co-curricular and extracurricular activities. They play an important role in encouraging and motivating the students to participate in existing student-oriented programmes of the college, such as cultural programmes, departmental wall magazine publication, NSS and other gender equality related programmes including self-defense etc.. They coordinate different sports activities along with the teachers during the annual college sports. They also have the responsibility to create environmental awareness among students and to emphasize the importance of maintaining personal health, hygiene and cleanliness. The student representatives make positive contributions in relevant meetings. More over in pandemic situation they were with the needy persons and helped them in all aspect.

File Description	Documents
Paste link for additional information	http://nsmashoknagar.ac.in/wp-content/uploads/2022/01/5.3.2-students-representations-and-engagement-in-various-cocurricular-and-extracurricular-activities.pdf
Upload any additional information	View File

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

11

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

5.4 - Alumni Engagement

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

The college successfully formed the registered Alumni Association 'Ashoknagar Netaji Satabarshiki Mahavidyalaya Praktani' (Registration no. S0004363) on 23.07.2019. The former students took the initiative and a committee has been formed of seven members. The President of this committee, Victor Roychowdhury is a school teacher. Sumita Chakraborty, The Secretary of this committee has been functioning as SACT (State Aided College Teacher) in this college. The treasurer is Jayeeta Nandi. The other committee members Nawaz Mondal, Moumita Mitra, Puja Mondal, Moli Singha are teachers and well established in their fields. The present number of registered alumni is more than two hundred. Recently the college is utilizing different digital media platforms to be in touch with them. There is a Facebook page and a WhatsApp group also where they connect very actively with each other. They are also active in the virtual meetings.

The Alumni members take initiative in various matters independently. In pandemic situation, they collected fund from their own and purchased essentials like mask, sanitizer etc.. They went to Vatshala Putia village and distributed that stuff among the villagers. The alumni association is yet to have a bank account and they are trying to open it by using the surplus amount after the previous incurred expenses. Really, it is a matter of pride that the alumni association participates actively and helps the college in every possible way.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1wIW8c02d9 C0XQZ3y-KuXBQnK-6-BHM1q/view?usp=sharing
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

Netaji Satabarshiki Mahavidyalaya (founded in December 2000) was one of the many new government-aided colleges that sprung up around the turn of the century to meet the needs of suburban students from all walks of life.

The Governing Body, the colleges' highest administrative body, regulates the college's management following the majority of members' opinions, with the Principal as secretary and representatives from Teaching, Non-Teaching, Students, and External Members. The Governing Body makes major decisions on academic affairs, development, infrastructure, financial management, admissions, and administration based on the recommendations and suggestions of the IQAC and various statutory and non-statutory sub-committees such as the Finance Sub-committee, Academic Sub-committee, Exam Committee, and others. The college's Governing Body is a key aspect of the college's participatory decision-making process, which is critical not only for achieving the college's vision and goal, but also for establishing organisational traditions. The Principal, as the institution's chief executive, makes policy decisions with the help of the College Governing Body. He ensures that students do not encounter any difficulty in both educational and administrative aspects. The grievance cells are in place to assist with any problem that students or staff may have.

Our Vision:

Since the beginning, the focus of the college has been to inculcate collegiate (degree-level) education among the economically backward and minority community students of the area. This vision demands the introduction of diverse subjects, job-oriented courses commensurate with the need of the hour. The college tries to impart quality knowledge, interdisciplinary outlook and promote all-round personality development of the students by direct classroom teaching, online teaching using virtual platforms, and creating awareness about their social and cultural milieu thereby developing disciplined individuals who would be at once global in outlook, national in ethos and respectful to local duties and commitments.

Our Mission:

- Spread of degree-level education among the economically backward and minority community.
- To provide quality higher education to the students of suburban area who cannot easily avail of a city college/urban educational facility in general.
- To educate and empower the students while making them suitable for various opportunities in research, higher education, and employment.
- Ensuring proper and adequate academic and physical infrastructure of learning.
- Personality development of the students on an all-round basis, developing their knowledge base and social awareness among them.
- To inculcate a sense of dedication and discipline for better academic and intellectual achievements.
- Promotion of cultural activities and encouraging regular programs to make the students conscious about the huge cultural heritage of our country.
- Adopt different welfare measures for the staff and students.

File Description	Documents
Paste link for additional information	https://nsmashoknagar.ac.in/mission-vision/
Upload any additional information	View File

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

One of our college's finest practices is the mentoring system. At Netaji Satabarshiki Mahavidyalaya (NSM), a unique 'Mentoring System' pairs a group of students with a group of faculty members at the start of their academic programme. The practice of mentoring at NSM is a sort of participatory management system since it involves the active engagement of all stakeholders, including students, teachers and non-teaching staff, all of whom are led by the Principal. The major goal of this mentoring system is to provide students with guidance, practical counsel, and comprehensive support in order to encourage them to thrive in their learning and growth. Because the college campus had to be closed due to the global pandemic, the mentors had to take extra precautions to stay in touch with their mentees, therefore they

generally interacted by phone or virtual platforms. While the students faced hurdles such as attending online classes on virtual platforms, utilising online resources and dealing with personal issues, the mentors made every effort to provide academic help, psychological comfort, and mental strength to their mentees. Students developed confidence in adapting to the new online education system and the online examination process with regular supervision.

The mentoring system has assisted students on the verge of dropping out by providing good career counselling, improving class attendance, and informing them about the numerous scholarship schemes offered by the State Government to meet their academic needs. The mentors have also worked hard to ensure that all of their mentees benefit from the immunisation drive held on the NSM campus by the West Bengal Government on the 4th and 5th of October 2021.

File Description	Documents
Paste link for additional information	https://nsmashoknagar.ac.in/wp-content/uploads/2022/03/6.1.2_Link.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Netaji SatabarshikiMahavidyalaya (NSM) pursues a defined long-term strategy for the institution's development and is continuously looking for new ways to supplement it. One of the significant goals of numerous quality improvement initiatives is the strengthening of the teaching and learning process. For the past two sessions, the institution was unable to continue physical education due to the onset of a global epidemic. As a result, education has undergone significant transformations, with the rise of e-learning, in which teaching and instructions is done remotely and via digital platforms. The college has been offering regular online classes through the Zoom and Google Meet since April 2020, with a consistent schedule to help students stay on track with their studies and avoid lagging behind. The college has an Android-based College App called 'NSM College,' which has a variety of features for both teachers and students, as well as a Learning Management System (LMS) (Learning Management System).

The major goal of introducing a college app is to make the Institute's oversight easier. This app can provide information about events taking place at the campus. Students receive notices, class schedules, previous-year question papers, study tools (e-resources), and other information via the College App and the LMS. The app includes the capability of taking students' attendance during class using the Digital Attendance Register feature, which will then collect the much-desired information about student attendance records at the end of each academic session.Teachers share a variety of e-resources and materials with students via the college app and LMS (Learning Management System) for their convenience, catering to their interests and needs, as well as to encourage them to continue learning that defines their academic journey, which they can access from anywhere and at any time. Our devoted faculty goes out of their way to encourage students to use these online platforms (NSM College and LMS) that allows them to get the most out of their higher education. Students can also report any complain or grivances to the college authorities, in addition to usual procedures. The software is still in development, but the NSM authority is working hard to make this NSM College App a fully functional dashboard system as soon as possible.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://nsm-edu.in/
Upload any additional information	View File

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

The Netaji Satabarshiki Mahavidyalaya (NSM) has been providing services in accordance with the regulations of the West Bengal State University and the norms and regulations of the West Bengal Department of Higher Education. The Governing Body, as the college's highest authority, fosters development through planning and extension, performance review, and policymaking. The President, two Government nominees, two University nominees, three teaching representatives, one non-teaching member, and one student representative make up the Governing Body. ThePrincipal collaborates closely with the Governing Body to manage and maintain the welcoming academic atmosphere required for this

purpose. The Principal, as the Institution's Head, works with members of the Teaching and Non-Teaching Staff to guide the college through academics, admissions, and administrative matters. The Principal, the college IQAC, and the Academic Sub-committee discuss and decide on all key academic decisions related to theUG courses. The Governing Body and the Principal work together to form all statutory and non-statutory committees. All committees work under the direction of the Principal and the IQAC for quality assurance. At the institutional level, the Librarian is in charge of overseeing the everyday operations of the library. Our Principal and the Head Clerk are in charge of NSM's office administration.The Accountant, Cashier, Office Clerk, and Typist all lend a hand to the Head Clerk to ensure that the administration runs well. For students, the College has a Woman's Grievance Cell, an Anti-Ragging Cell, and an Anti-Sexual Harassment Cell. They collaborate for the students' general well-being. The mentors and department heads are frequently acting as the conduits via which students express their problems. These cells collect and analyse complaints/ recommendations (if available), and then take the appropriate actions. The college mentoring system also serves as the first line of complaint resolution in this regard.

File Description	Documents
Paste link for additional information	https://nsmashoknagar.ac.in/wp-content/uploads/2019/03/GOVERNING-BODY.pdf
Link to Organogram of the Institution webpage	http://nsmashoknagar.ac.in/wp-content/uploads/2022/02/ORGANOGRAM-OF-NSM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 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

The college authorities make every effort to meet the needs of its teaching and non-teaching personnel as a token of appreciation for their commitment and dedication to service. Some of these measures are state government policies, however, they are well supported by the college administration. On the other hand, some actions are taken simply at the institutional level to assist our employees in times of distress. For its teaching and non-teaching members, Netaji SatabarshikiMahavidyalaya offers the following benefits.

1. The institution has a Welfare Fund from which regular and casual employees can obtain interest-free loans that are paid back in EMIs collected from their paychecks. This facility has already been used by a few teaching and non-teaching staff members, including casual non-teaching workers.
2. There is a Staff Cooperative Credit Society for both teaching and non-teaching staff. It offers low-interest soft loans to its members. Only government-salaried employees are eligible to join this society. According to government regulations, female employees are entitled to a six-month paid maternity leave.The female and male members of the staff are also provided with Child Care Leave as per rule and as per their requirements.
3. Faculty members are also given assistance in obtaining fellowships and having a flexible work schedule if they are working on their Ph.D. thesis.
4. Faculty members are granted duty leave for participation in Refresher Courses, orientation programmes, and short-term courses by the college.
5. The college administration ensures that faculty members are

promoted on time.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

00

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)	<u>View File</u>

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

3

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

2

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
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

The college has maintained a performance-based appraisal method to evaluate faculty quality and non-teaching staff productivity. The college IQAC requests annual appraisal reports in order to maintain a consistent effort toward the achievement of qualitative

goals. This is done for all teaching faculty and non-teaching staff at the institution. According to the UGC 2010 policy (and two revisions), the University uses the PBAS (Performance-based Appraisal System) for faculty members.The PBAS for teaching staff is based on three key criteria: a) evaluation of teaching and learning, b) participation in co-curricular, extra-curricular, and administrative activities, and c) research and publishing. If the applicant meets the basic requirements, he or she is required to submit papers, which are then scrutinised before being considered for promotion. The members of the IQAC thoroughly examine and verify the various academic activities submitted by the faculty, and when they are considered satisfactory, the Coordinator submits the paperwork to the Principal, who then forwards the instances of promotion to the Governing Body. There is also a student evaluation system in place where students evaluate the effectiveness of faculty members as well as our college's facilities and learning resources. For non-teaching members of the institution, there is no certified PBAS, but the college has used a Self-evaluation format (Checklist) designed specifically for the quality assessment of the NTS. The principal takes a personal interest in guiding the non-teaching employees based on their performance and feedback. After ten years of service, our NTS is also eligible for the service benefit.

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

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

Along with the statutory external financial audit, our college conducts internal audit also. Although it is not mandatory to conduct internal financial audit, our college, Netaji Satabarshiki Mahavidyalaya maintains the practice of conducting internal financial audits from the financial year 2013-14. This is done by procuring the services of a registered chartered audit firm. In order to maintain transparency, External Audit is performed by a firm appointed by the Education Directorate, Government of West Bengal year after year.

Both Internal and External Audit has been completed up to the financial year 2018-19. Our Internal Audit for the financial years 2019-20 and 2020-21has been conducted by the Chartered Firm M/s Bikash & Associates. Although we are ready to face External Audit, we could not complete the same as the Education Directorate, Government of West Bengal is yet to designate a Chartered Firm for the said purpose. We are still waiting for their response and have been in constant touch with them. But may be because of the pandemic situation they are not ready with the Panel of Chartered Firms from which they would designate one for our College as yet. That is why, the Government is yet to respond in this respect. The moment they do so, we are ready with our accounts to face the External Audit.

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

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

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

0

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

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

Sources of funds are as follows:

1. Fees: Fees charged as per the university and government norms from students of various Courses from different semesters.

2. Salary Grant: The College receives salary grant from the State Government. For this, we prepare a report and on the basis of aggregate salary of all our staff and submit the same to the state government. This grant includes salaries of the Substantive Teaching and Non-teaching staff as well as all faculties belonging to the SACT (State Aided College Teachers) category.

Our resource mobilization policy and procedures are as follows:

1. Purchases amounting to a large amount is first sanctioned in the Finance Sub-Committee and finally approved by the Governing Body.

2. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

3. The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

4. Regular internal audits from the Charted Accountant and external audits from the Government recommended Chartered Firm to make sure that the mobilization of the resources are being done properly.

5. On the advice of the Academic Sub-Committee, Routine Committee looks after the proper utilization of classrooms and laboratories.

6. The Library Advisory Committee takes care that the resources in library are utilized optimally.

7. There are different Committees to look after the cleanliness of the campus, to look after the functioning of all the facilities and their maintenance.

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

6.5 - Internal Quality Assurance System

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

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Resource Sharing:

The principals of Banipur Mahila Mahavidyalaya, Amdanga Jugal Kishore Mahavidyalaya, and Netaji Satabarshiki Mahavidyalaya met to discuss resource sharing prospects amongst the colleges. The purpose was to promote resource sharing and development possibilities, as well as collaboration in teaching, research, and extension operations. Because the number of classes surpasses the number of teachers, the primary goal is to close the gap between classes.The goal of resource sharing was to teach a large number of students at the same time, especially in lockdown scenario where offline teaching was impossible. In the case of Covid 19, no faculty exchange was conceivable. Only study materials in subjects like English, Bengali, History, Education, Political Science, Geography, and Physical Education were exchanged across colleges.

Online Feedback System:

At regular intervals, feedback is received from various stakeholders such as students, teachers, and parents to better understand and manage the Institution's human and physical resources. The IQAC analyses this feedback and recommends required modifications to management and faculty in order to meet the different needs of the students. Since anonymous feedback is collected from students taking their final semester examination, it is predicted that a clear image would emerge from this assessment, which may be used to correct areas of weakness while maintaining areas of strength. During these Covid19 times, special attention is paid to sustaining curriculum delivery standards, with an emphasis on completing the syllabus on time, keeping in mind the time constraint for each semester. Furthermore, in these difficult times for students, a greater focus is placed on mentorship and the dissemination of e-resources via the Learning Management System (LMS), a feature available on the college website, and the College App. IQAC took the initiative to organise an online orientation session for honours and general course students based on feedback from teachers and student groups. The orientations were streamed live on key social media platforms such as our college's YouTube channel and the NSM Facebook page.Teachers connected with students and addressed their questions through these programmes. Students were provided with e-study materials via the LMS and college app, according to student feedback. The college administration has begun offering online

computer course as an SEC subject in response to the increased demand for skill development courses. In the aftermath of Covid-19 (the Second Wave), which had left many of our students and parents face severe economic crisis, the college authority decided to grant a fee reduction based on feedback from mentoring groups and parents.

File Description	Documents
Paste link for additional information	https://nsmashoknagar.ac.in/wp-content/uploads/2022/03/FEEDBACK-analysis-1.pdf
Upload any additional information	View File

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

In any institution, the IQAC is a significant administrative body responsible forall quality issues. The IQAC's fundamental mission is to develop, plan, and supervise a variety of programmes aimed at improving the quality of education provided in universities and colleges. It can promote and determine quality-related activities and issues for all stakeholders of the institution through various programmes and activities such as seminars, workshops, symposia, conferences, panel discussions, academic gatherings, and any other type of event or programme.

The Netaji Satabarshiki Mahavidyalaya (NSM) IQAC team evaluates the outcome of the resources regularly through feedback, discussions with students, and interactions with teachers. IQAC promotes departmental uniqueness by avoiding the creation of broad norms that apply to all departments. Instead, IQAC invites departments to create their academic plan, select the form of assessment, and hold seminars and workshops focused on the subject, all while staying within the bounds of the affiliating University's syllabus. Through the N-list services, the IQAC also encourages instructors to use e-resources. E-books are archived and accessible through the college library's systems as well as departmental systems for the benefit of students. Some of our teachers record their lectures as audio files, which theyprovided to their students via Telegram or WhatsApp. Due to the closure of all types of physical classes in educational institutions around the country during the lockdown, this exercise became extremely beneficial.

NSM's IQAC team offers workshops and seminars to instill a research culture in the institution's faculty and students. The IQAC hosts several seminars and workshops, often in partnership with departments. IQAC performs a unique role in ensuring the quality of the seminar/workshop and fostering a sense of belonging among the college's academic stakeholders. Both students and faculty members can participate in multidisciplinary workshops. IQAC arranges faculty training programs for both teaching and non-teaching personnel, as well as encouraging them to participate in Orientation Programs, Refresher Courses, and other similar programmes to assure their quality enrichment in line with current trends in their fields.

File Description	Documents
Paste link for additional information	https://nsmashoknagar.ac.in/wp-content/uploads/2022/03/Minutes-of-IQAC-Meeting-2020-21-compressed.pdf
Upload any additional information	View File

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://nsmashoknagar.ac.in/wp-content/uploads/2022/03/Minutes-of-IQAC-Meeting-2020-21-compressed.pdf
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

The institution being a co-ed college has always remained sensitive and has inculcated measures to ensure social, political, economic empowerment and security of all its students with special emphasis on the girl students. To ensure a safe campus and a secured environment the college maintains the following initiatives

1. Two senior and experienced gatekeepers are stationed who checks the identity cards of all students before granting admittance.

2. The entire campus is under CCTV surveillance.

3. Separate washrooms for male and female students in every floor and one divyangjan washroom in the ground floor.

4. Internal Complaints Cell together with Anti- sexual harassment cell to address issues on harassment within the campus.

5. A fulltime lady attendant for girl students to seek help in need.

- Counselling: The pandemic has brought along mental stress, depression among the students for which personal counselling at the departmental level and mentoring level has proved extremely helpful. The Anti Sexual Harassment Cell and Women's Grievance Cell along with IQAC organized a two-day webinar to address issues of harassment of women. The IQAC also organized a one-day state level webinar on 'stress management and psychological counseling for students' in this session.
- Common Room: The College has two vibrant common rooms for boy and girl students equipped with indoor games.

File Description	Documents
Annual gender sensitization action plan	http://nsmashoknagar.ac.in/wp-content/uploads/2022/03/7.1.1_Link.pdf
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	http://nsmashoknagar.ac.in/wp-content/uploads/2022/03/7.1.1-GEOTAGGED.pdf

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	**C. Any 2 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

The institution undertakes various measures to manage the diverse forms of waste generated in the campus and organizes programs to generate awareness regarding waste management in the premises.

- **Solid waste management: The huge volumes of waste are managed with the help of college staff and students. There are approximately 20 dustbins in college ground which are used in various purposes separately. The staff and students were informed about proper disposal of used masks during the Covid situation.**
- **Liquid waste management: The liquid waste generated in toilets are disposed through proper sewage system.**
- **E- Waste management: A separate container is used to collect E-waste of college time to time. Awareness is generated among the students, teachers and the non-teaching staff to dump their personal e-waste into the bin. Our vendor, IT Solutions & Systems has taken up the responsibility of**

managing e-waste materials for our institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	[View File](#)

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** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

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	**D. Any 1 of the above**

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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	View File

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

A. Any 4 or all 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).

Netaji Satabarshiki Mahavidyalaya values inclusionary practices at

multiple levels including its admission policy, where students from diverse cultures, religion and socio-economic backgrounds are admitted. To promote inclusiveness and empower those in need the college efficiently facilitates various national and State Government Scholarships and almost 2000 of our students received such aids in the session2020-2021. The Minority and ST/SC/OBC Cell of NSM organizes awareness programs for the Minority and other Backward Class students to educate our students about various scholarships and support structures for their benefit. The students are also informed about various scholarships through the orientation programs.

With an understanding that divisiveness and intolerance are detrimental to symbol of unity and brotherhood so elaborately cherished in our constitution we aim to promote, protect and celebrate cultural, regional, linguistic, communal, socio-economic diversities through various programs, activities in our college. The cultural programs organized at college remain especially sensitive to these issues. While Independence Day, Republic Day is celebrated to promote national unity and harmony we provide equal opportunities to the students to showcase the cultural activities of their respective communities through music and dance performances. Linguistic diversity is promoted by celebrating The International Mother language Day and also the students are encouraged to write for departmental magazines and projects in Bengali and English. The NSS volunteers along with the teachers works hard for the development and upliftment of the economically and socially backward residents of the adopted village at Nurpur.

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

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

The institution has been committed to educating our students and employees as constitutionally aware citizens sensitized to their Fundamental Rights and Duties. Various programmes and activities are organized to create such awareness.

Our students have been attending youth parliament sessions

regularly and achieving successful results too. Through this they are getting to understand the constitutional rules and obligations as well as citizens' rights in the process. Mock parliaments are also organized to educate the students about constitutional process and the larger democratic polity of India.

NSM has an active National Service Scheme (NSS) unit where students engage in community service programmes. To promote the ideal of the SwachhBharat Abhiyan, the NSS team organises cleanliness drives like Swachhta Program during normal situation. International Yoga Day has been observed by the college through online mode whereby many of our students showcased various yoga asanas and spread the benefits of yoga for betterment of mind and body amidst the pandemic. Our students actively participated in the Freedom Run program to celebrate the National Sports Day.

Along with such activities the college celebrates the National Voter's Day to encourage greater number of young voters to cast their votes in the elections and to make them understand the significance of participation in the electoral process of world's largest democracy.Yuva Divas is also celebrated to create awareness among the youth for a emancipatory and sustainable future.The department of Political Science celebrates the Constitution Day as a way of engaging the students in understanding the spirit and nuances of our constitution. International Women's Day is celebrated in the institution to highlight equal rights and opportunities for women and to educate the students about an equitable world based on equal respect and dignity as vividly enshrined in Rights to Equality and Freedom in the Indian Constitution.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes	C. Any 2 of the above

professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

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

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

Commemorating days, events and festivals of national importance honors the great heritage of India. Recognizing the momentous contributions of historical figures to freedom and justice, likewise, inspires the youth. NSM observes several nationally and internationally significant occasions to educate our students on the history, traditions and practices of India in engaging and participatory ways. From its very beginning, Netaji Satabarshiki Mahavidyalaya has maintained a balance between the academic pursuits and the cultural activities including celebration of national festivals and birth / death anniversaries of the great Indian personalities. As physical presence on the campus was restricted most of the programs were held on online platforms and few through blended mode. The programs were held in the spirit to uphold the cultural heritage and to spread awareness amongst the students and staffs regarding various national and international commemorative days. Tidying through the difficulties of a raging pandemic the programs were celebrated with great enthusiasm and support from the faculty and students. Here is a short summary of these activities held all through the year in our college:

1. Birth Anniversary of Swami Vivekananda (12th January) the college organizes different motivational events on Swami Vivekananda's life and teachings on his birthday and is observed as National Youth Day.

2. Birth Anniversary of Netaji Subhash Chandra Bose (23rd January) is celebrated with much grandeur and to uplift the spirit of Netaji's views and teachings.

3. Republic Day (26th January) is celebrated to mark the empowerment of Indian citizens to select their own government.

4. Saraswati Puja is celebrated at the college premises.

5. International Mother Language Day is celebrated to glorify the struggle for protecting our mother language and to educate the students about the importance of respecting our own and all other languages.

6. International Women's Day on 8th March is celebrated with discussions to honour the historical and contemporary struggles of women for empowerment and equality.

7. Basanta Utsav is celebrated to welcome the spring season with vivid colours and joy.

8. Rabindra Jayanti to celebrate the birth anniversary of the great poet Rabindranath Tagore. The program is punctuated with Rabindra Sangeet, dance and recitation.

9. World Environment Day is celebrated to create awareness regarding protecting and preserving our environment.

10. Rabindra Prayan Dibas is solemnly observed as the death anniversary of Tagore.

11. Independence Day Celebration: NSM celebrates India's Independence Day with much enthusiasm. Students, teachers and administrative staff join in the celebrations, which commence with the singing of the National Anthem, and include cultural performances. The 75th Independence was celebrated in a blended mode.

12. Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th September, observed nationally as Teacher's Day, is celebrated at both the department and college level. Numerous programmes organized by our students on the occasion remember and pay homage to the valuable contributions of the teaching community.

13. 2nd October, the birth anniversary of Mahatma Gandhi, programmes are held specially by the NSS unit to familiarize

students with the life and philosophy of Gandhiji.

14. In December 2014, the United Nations General Assembly Resolution adopted 21st June as International Yoga Day. NSM celebrates this day, acknowledging the transnational role of Yoga, an ancient Indian knowledge system, in promoting physio-mental health.

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	View File
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

1. Title of the Practice:

MENTORING: BUILDING COMPREHENSIVE COMMUNICATION BETWEEN TEACHERS & STUDENTS

2. Objective of the Practice

The term mentoring can be understood within several paradigms: the transfer of a particular set of values, skills and norms adopted by society; an interaction of experienced and less-experienced person; or, nowadays, as a learning partnership. The mentoring system is an attempt to bridge the void or gap of a generalized structure of the institutionalized education system and a student's personal struggle to adjust to it. The mentors through humane approach try to build a bond cutting across the domain of classroom teaching and to become a support system to their mentees. The students upon entering college are confronted with new challenges like requirements of the academic environment, changes in the social relations and planning for career opportunities. Along with this they also undergo personal level struggles for which having a mentor to guide them in this

transition period of their adulthood will be really beneficial. The objective is to provide a reliable and comprehensive support system to the young minds as they undertake the journey to become their best future self.

3. The Context

The continuation of the deadly pandemic that reimposed the closing of educational institutions to enforce social distancing and the shift to online mode of teaching and learning had huge effects on learning, especially for students in the rural areas. NetajiSatabarshikiMahavidyalaya being situated in a semi urban area with students who mostly come from economically disadvantaged sections of the society had to face the challenge of communicating and transmitting education and information among a large sum of the students who have inefficiency in adapting to the online mode and have limited or access to technology and internet connectivity. Firstly, a comprehensive communication needed to be maintained with students to transmit information regarding academics, examination and other related matters, Secondly, to motivate and energize the students to continue their academic pursuits as many students in order to cope with family financial woes were forced to seek employment in meager jobs, Thirdly, the students suffered from uncountable stress and depression, inability to attend online classes or receiving study materials. Such multiple challenges required a cohesive system to address the problems at individual student level by building a developmental relationship that enhance both individuals' growth and advancement and also acts as an empathetic support system to boost and motivate them amid trying times. The mentoring system acted as a bridge between the students their mentors and the college authorities for a collective endeavour to tide over the upcoming challenges.

4. The Practice

Once the students register to the first semester, their names in accordance to their roll numbers are divided into groups and each group is then assigned to a particular teacher of the college. That teacher remains responsible for the overall progress of those students for at least five years, i.e even after they pass out final year examination. The mentor either meets the mentees in the college campus or calls them at regular intervals to monitor their academic progress, attendance record and personal well-being.

Responsibilities of a mentor includes

• Identifying strengths and weaknesses of the student and work for his/her strengths. • Providing guidance in selecting the job/higher education Motivating the students to go for higher studies and choose their future endeavors. • Guiding the students to excel not only in career but also in becoming wholesome individuals. • Recognizing and addressing the students' difficulties in learning and in personal struggles.

The system has been working for few years but a major boost was given to deal with the new mode of education as imposed by Covid 19.Due to the global pandemic the mentors this term has remained connected to their mentees mostly over telephone or virtual platforms. Apart from educating about online education system the mentors had to grapple with diverse challenges ranging from mental depression, technological difficulties to financial troubles at the mentees end. The mentors contacts each mentee to make them understand the process of attending online classes and accessing study materials, to use the LMS and College App and most importantly to develop a sense of reliability and affection so the students would be encouraged to share their problems and difficulties with ease. Additionally the mentors remain available to their mentees over telephone whenever help is required. They keep a written account of all interactions and tries to find solution to their problems by communicating with the college authority or with the guardians if situations so occurs. After the students pass out from the institution, the mentors still stays in contact and provide advice on higher education and future career planning. The Indian education system is mostly based on curriculum and classroom teaching which leaves very little space for the students to develop individual relations of guidance and support with their teachers. The mentoring system helps to construct relationships of trust, reliability and kinship that not only assist and guide a student in his/ her academic pursuits or future career but provides the necessary support to overcome various personal and social struggles in their course. The New Education Policy (NEP) drafted in 2020 vividly highlights the importance of mentoring system and its relevance in institutes of higher education. Our college in such light has taken the initiative with much vigour and importance to build comprehensive student-teacher relationship.

5. Evidence of Success

The system has consistently yielded satisfactory results over the years. Especially the sessions during the unprecedented crisis of global pandemic that restricted physical communication the system

ensured the thriving of continuous student teacher communication. As the students confronted challenges of attending online classes on virtual platforms, utilizing online resources and personal crisis, the mentors took utmost care to provide comfort, support and strength to their mentees amidst the pandemic. With constant guidance the students gained confidence in adapting to the new online education system, the online examination process. To confront the diverse challenges presented by the pandemic to the education system the institution sought to address some targets:

1. To help those who were devoid of technology : The mentors took extra measures for students who didn't have access to proper technology or were unable to recharge their devices with internet packs by consulting with specific departments who were thereby supported by taking classes over telephones.

2. Most of the students should be able to appear for University Examinations: To convey the students about the online mode of university examination the mentors not only communicated through phone or email/letters but to access the students who couldn't be contacted by any means few mentors went to their homes to convey the information in person. As a result most of our students were able to appear for all the university examinations and didn't miss an academic term. Along with this video sessions were organized to demonstrate how to give online exams.

3. The mentoring system has helped students on verge of dropping out with proper counseling for their career and has helped to significantly improve the percentage of student attendance in classes.

4. Addressing the financial difficulties of majority of students: Based on the mentors' reports regarding the financial difficulties of the students which is obstructing them from taking admissions, the college authority initiated the concession program to help the needy students and took the help of the mentors to identify those students who received almost 50% concession in admission fees and full concession was also given to special cases and to those students who have lost their parents to Covid 19.

6. Problems Encountered and Resources Required

The system often faces constraints in the form of

- Students frequently changing their phone numbers that renders unavailability and difficulty in contacting them.

- Many of our students don't have access to smartphones which is necessary to attend online classes. Hence the mentors are faced with the difficulty to address such a problem and they consulted with the departments to find a plausible solution.
- At times the guardians are less willing to let their wards talk to the mentors or showcase limited involvement with the mentors when they try to discuss about their ward's problems, social issues like marriages of girl students or continuation of studies after their marriage are often very sensitive to be discussed.
- Mentors are faced with the challenge of how to motivate the students and limit the drop out ratio in a situation where many of the students becoming disinterested in continuing studies and many were forced to take up employment to support the family in the lockdown ensued financial crunch
- Following the financial difficulty of most of our students they are often unable to recharge their phones to utilize the internet to continue the online teaching learning process.
- Due to the skewed teacher-student ratio, the mentors are at times overburdened which limits the efficiency of the whole system.

The diverse challenges that confronts out mentors at times cannot be solved by procuring tangible resources as many are socio-economic in nature. Being a small institution with limited financial means the institution despite understanding the problems of students without technological support couldn't provide them with such devices that would enable them to continue in the online mode but in its restricted capacity the institution offered concession in admission fees to many students and even waivered the full fees in any case where the ward has lost their parents to Covid.

The institution requires more teaching faculty to increase the teacher-student ratio which will enable the mentoring system to induce more personal level interaction and counseling at the mentor mentee level.

BEST PRACTICE: 2

Title of the Practice: Online Teaching and Learning in the Age of Covid-19

As the effects of pandemic continued in full swing the state government decided to temporally close educational institutions in

an attempt to reduce the spread of Covid-19. At the same time, the government didn't want to compromise on the much desired academic progress of the students. In this situation the virtual world has come to the rescue. In this crisis, educational institutions had to undertake smart solution by adopting online mode of education and making their best by exploring new methods of teaching and assessment. Online option became a necessity in this pandemic situation.

2. Objective:

During this period, NetajiSatabarshikiMahavidyalaya had set out to achieve three major goals to provide uninterrupted educational service. They are as follows.

Completion of Curriculum: To engage students actively with online lectures, video lectures, study materials, project works, tests, and assignments.

Extra Support for Learning: To encourage students to join online courses, tutorial classes, webinars.

Counselling: To constantly communicate with the students to lessen their mental stress and to constantly motivate them to continue their academic pursuits.

3. The Context:

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

4. The Practice:

To achieve the goals set up, the Online Teaching and Learning Strategy framework was developed which involved:

1. Methods of Teaching

Various methods were adopted for teaching different theory-based courses as well as lab-based courses by the faculty members of all the departments in the College.

The Zoom platform is used for the optimum utilization of online teaching.

Program and course-wise WhatsApp groups created for doubt clearance session.

College LMS is used to share notes and study materials.

Audio lectures in mp3 files given out.

Slides are prepared based on the texts and lectures shared to facilitate critical explanations.

B) Engaging Students in Learning

Providing access to course materials through the College App (NSM College) and college-based Learning Management System (LMS)

Use of real-time text-based communication spaces such as WhatsApp, Telegram and Zoom app

C) Modes of Evaluation

Internal evaluation conducted by the College

University examination conducted by the University

D) Types of Assignments

An individual assignment is sent through departmental emails and WhatsApp and Telegram.

The pattern of assessments was classified as objective and essay-type questions.

Students need to upload PDF files of their handwritten answers after the completion of the examination.

E) Outcome of teaching-learning experience: During this time of crisis, the online teaching and learning experience enabled much

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

5. Evidence of success: Online Learning encourages more productive use of time. It has greater access to experts/specialists (nationally and internationally) and learners can access it 24/7 at their own pace and time. The students were given proper assistance to be accustomed with the online mode of learning and more number of students attended online classes this session with much ease. The general courses which have maximum students, departments had to divide them in to sections and provide separate links to accommodate the students. The online mode offered time for taking extra classes beyond the regular routine which helped the slow learners to clear their doubts and provided teachers with the scope to conduct tutorial classes.

Some online class sessions and audio lectures were saved on the website for future reference e.g. class notes can be saved and distributed via the network for references by students. The digital recordings of the classes can be uploaded to the website to be reviewed later, this greatly helped students who couldn't attend the classes for health issues or other problems. Many students had to join part time jobs to support their families as lockdown enhanced financial woes to the already needy households, those students utilized the uploaded lectures and shared resources at their time to keep themselves updated with the curriculum.

In order to attend online classes, access online resources and to appear for online examinations most of our students earned first hand technological knowhow of utilizing the virtual modes like zoom application, emailing, scanning and creating PDF and most importantly accessing e-libraries, e-resources, powerpoint presentations etc. which will definitely help them in the future.

The seamless online mode of teaching and learning at our institution helped in completion of the curriculum in time. We were able to conduct the internal mode of evaluations within the stipulated time period.

The diverse webinars and interactive sessions organized by the college helped the students to acquire knowledge to further their

development into wholesome individuals.

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

Netaji Satabarshiki Mahavidyalaya and its administration made a coordinated effort by providing opportunities for both teachers and students to make learning more effective and relevant for protecting the academic interest of students during the Corona Pandemic.

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

Vision, performance and thrust of the institution:

The establishment of the college, NetajiSatabarshikiMahavidyalaya, was the fulfillment of a dream long cherished by the eminent personalities and educationists of the township. The teaching-learning and evaluation and infrastructure of the college are conducive to academic upliftment. It has struck a chord among the neighboring schools and colleges. The results of university examinations speak for our attainment despite being saddled with shortage of funds, manpower and infrastructure. The college has earned a name among the higher education-seekers so much so that boys and girls from far-flung areas and from among minority and under-privileged sections of the population seek admission to get into the 1st year classes of BA & BSc. The minority and backward class students comprise the larger portion of the roll-strength and, thus, it is our responsibility to reach out to these students and address their aspirational need.

Students of this college earn distinction regularly in university examinations as teachers and college authority prioritize academic progress. Our students are also encouraged to develop themselves in extra-curricular activities through annual sports and different sports tournaments and through cultural programs, organized in the institution every academic year. The thrust of this institution is aimed at making it a centre of quality education through an all-round development.

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

The academic session functioned within the restrictions imposed as a part of the ongoing pandemic which raised many barriers or difficulties in achieving the goals, we as an institution hoped to fulfill. Hence, the action plan for next the session had to be continued with our imperative on promoting the blended mode of teaching, maintaining communication with our students and their parents, regular distribution of study material and e- resources and also to set out goals that we could achieve once situation improves and normality returns.

- The highest priority to be given to the introduction of new courses in B.Sc programme. Serious efforts to be made to seek relevant permission to open such courses in the college.
- A long set out goal was to achieve full automation of library and the IQAC stressed on the effective implementation of the same within next session.
- Vocational and Language courses need to be introduced. The institution is communicating with the relevant organizations to initiate courses like DTP, Mobile repairing, Tailoring, Jewellery box making and Beautician courses to be implemented semester wise.
- Priority has to be given to infrastructural augmentation and mobilization of funds.
- A greater impetus to be given to faculty members and students to undertake research work diligently. The institution is aiming to build a research friendly environment.